

James T. Alton Middle School Student/Parent Handbook



**100 COUNTRY CLUB ROAD
VINE GROVE, KY 40175
Ph# (270) 877-2135
Fax# (270) 877-6297**

PRINCIPAL
Danielle Cassady

COUNSELORS
Mark Roberts
Lindsey Roberts

ASSISTANT PRINCIPAL
Nick Ritter
Kimberly Rains

ATHLETIC/ACTIVITY DIRECTOR
Quanterrial Parmes
Patricia Skeeters

TEAM NAME: Trojans
SCHOOL COLORS: Blue and White
SCHOOL WEBSITE: <http://www.hardin.kyschools.us/jta>

DAILY SCHEDULE

School Building Opens: 7:40 AM
School Begins: 8:00 AM
School Ends: 3:00 PM
Office Hours: 7:30 a.m. - 3:30 p.m.

**** Please do not drop students off prior to 7:40 AM ****

PEOPLE YOU SHOULD KNOW

Principal	Danielle Cassady
Assistant Principal	Nick Ritter
Assistant Principal	Kimberly Rains
Office Manager - Bookkeeper	Esther Carr
Attendance Clerk - Registrar	Patricia Skeeters
Front Office Assistant	Cherie Reeves
Counselor	Mark Roberts
Counselor	Lindsey Roberts
Records Clerk	Rosa Cardona
Library Media Specialist	Katie Newton
Cafeteria Manager	Kolette Harris
School Resource Officer	CJ Whalin
Family Resource Coordinator	Theresa Ovesen

SCHOOL-BASED DECISION MAKING

James T. Alton is a Site Based Decision-Making School, where parents, teachers, and administrators work together to enhance the learning environment. Under the Reform Act, councils were established to help make decisions about the operation of the school. Monthly council meetings are determined and scheduled at the first meeting of the year by the Site-Based Council. Meetings will be posted on the James T. Alton website and will meet in the Media Center. We encourage you to attend meetings of the council and become involved in school committees. Members of the Site Based Council for the 2022 – 2023 school year are:

Principal: Danielle Cassady

Teacher: Katie Newton

Teacher: Jamie Chaney

Teacher: Lawson Barger

Parent: Freya Crabtree

Parent: Chris Cunningham

SCHOOL MOTTO:

Make a Better Version of Yourself Each Day

MISSION STATEMENT

James T. Alton Middle School is a professional learning community that promotes success and life-long learning for all.

VISION STATEMENT

**“Whatever it Takes” to help all students succeed!
“Where Pride Promotes Performance.”**

BELIEF STATEMENTS

These statements encompass the universal beliefs of James T. Alton Middle School as a student-centered facility embracing academic achievement and personal growth;

- Parents, community members, and visitors will be accepted and valued as unique contributors/ participants in the educational advancement and character development of our students.
- Students will have a firsthand understanding of care and trust and will develop their feelings of self-worth through positive student-to-student and student-to-adult interactions.
- Families of students will have a variety of resources available to them and will be encouraged to maintain effective communication with teachers and staff.
- Faculty and staff will work together to preserve established traditions, focus on improvement areas, promote motivation and encouragement, provide professional leadership, and uphold credible values.
- Faculty and staff will remain committed to our vision and will reflectively review our Comprehensive School Improvement Plan (CSIP) to promote on-going progress and continuous improvement.

HISTORY

James T. Alton School originated in 1962 as North Hardin Jr. High School. In 1967 North Hardin Jr. High became James T. Alton Middle School. In 2022-23 J. T. Alton will house grades 6, 7, & 8 with an expected enrollment of 700.

JAMES T. ALTON SCHOOL PHILOSOPHY

The faculty and staff of the James T. Alton School are working together in a program which seeks to provide character building, social growth, exploration, and individual experience for all students.

It is our belief that the professional staff should organize their courses in such a way that the discrete disciplines are clearly correlated and integrated. We feel that our students should be exposed to situations where they can find out how the democratic process works. In doing this, they should have the opportunity to meet daily in situations that express the successful working of this process.

Our feelings are that students should work at their individual levels in the basic subject areas and be able to feel a great deal of success. While learning the basic subjects, our students also need opportunities to develop

acceptable behavior and values that will enable each one to build the kind of life that will make the young person an honest and valuable asset to society.

Since it is our feeling that all students are individual in their needs, we are striving to meet these needs in our total curriculum. In this regard, the school endeavors to assist students in achieving self-identity among themselves and the total society.

We are striving to develop and implement a transitional program that covers the period between the elementary and the high school. In doing this, we are providing students with the proper techniques and experiences in critical thinking so that they may logically solve problems, make decisions, assume responsibility, and successfully live in a rapidly changing society. Students should have an

active part in the learning process through cooperative planning, implementation, and evaluation of the educational experience.

The school should encourage open communication concerning the role of students, parents, faculty and the community as a whole by utilizing conferences, advisory councils and voluntary aid programs. We are striving to widen the student's horizon and provide practical application of skills through programs which intermesh the school with the community. We are also striving to develop a positive and realistic self-concept in each student.

Therefore, we believe the physical, social, and emotional needs as well as the need for intellectual growth of students must be accommodated in an effective student service program.

GENERAL REGULATIONS FOR JAMES T. ALTON SCHOOL STUDENTS

1. Pupils are not to work, play or practice in any part of the school building unless a teacher or another authorized adult is present.
2. Pupils are not to leave school for any purpose during school hours without permission from the Principal or the Assistant Principal.
3. No student 16 years or older will be permitted to drive to school unless it is an emergency in which case parents must meet with the Principal to get it cleared.
4. Pupils will be expected to pay for damage done to school property.
5. Students are expected to arrive at school on time, to move promptly between classes and to be ready with books and materials when class begins.
6. All students will be required to participate in physical education class unless they have a doctor's excuse.
7. All lost items are turned into the Admin office. After a period of time, unclaimed articles are turned over to charitable organizations. Please see that the articles are recovered as soon as possible.
8. No Tobacco/electronic tobacco products of any kind will be allowed in school or on school grounds.
9. Violence will not be tolerated in any form. Pupils should be aware that disciplinary action will be taken against those who exhibit violent behavior either physically or verbally against another student or an adult at J. T. Alton.
10. Students are responsible for carrying their supplies and chromebook throughout the school day. They may use a bookbag, Trapper Keeper, binder, or any combination of these items. Lockers will not be issued.
11. Additional school regulations are outlined in the Code of Conduct for Hardin County Schools.
12. Students may not remain at school after school unless under the direct supervision of an adult.
15. DANCES – Students who are not picked up 30 minutes after a dance will not be allowed to attend the next dance.

***If at any time a student has information relevant to a crime being committed, Hardin County Crime Stoppers will pay for information leading to an arrest and indictment. Their number is 1-800-597-8123.**

***J.T. Alton will use trained dogs to search for illegal contraband on a periodic basis.**

REGULAR SCHOOL BUS
SAFETY RULES AND PRACTICES

Students should observe the following safety rules and practices:

1. Students will obey and respect the request of the driver.
2. No part of the body is to be extended outside the bus at any time.
3. Students should always cross the road ten feet in front of the bus and look both ways before crossing.
4. Students should help the driver to keep the bus neat and clean.
5. Students should conduct themselves properly at all times and not do anything that would distract the driver.
6. No pets or animals are allowed on the bus.
7. Objects that are large enough to take up seating space are allowed on the bus only with the principal's permission.
8. Students should take their seats when available and not change seats after the bus is in motion.
9. Students should be ready to get on the bus when it arrives at their particular stop. They should not cross the highway until the bus stops.
10. Students are not to change their regular pattern of riding and stops without a note from home and approval of the school principal. These should be brought to the main office BEFORE school. Bus notes will be picked up during lunch in the office.
11. Students are never to leave the bus by the emergency (back) door except in case of emergency or emergency drills.
12. The following acts of serious misconduct on the bus or violations of safety rules and practices, listed above, may result in bus suspensions:
 - Damage to bus property
 - Fighting
 - Use of tobacco/ e-cigarettes
 - Profanity

Parent(s)/guardian(s) shall be responsible for getting the student(s) to and from school during any bus suspension. Chronic bus offenders shall be considered for long-term suspension.

BULLYING BILL as provided in The Hardin County Schools Code of Conduct

Bullying/Hazing Bullying means any unwanted verbal, physical, or social behavior among students that involves a real or perceived power imbalance and is repeated or has the potential to be repeated while on school premises, on school-sponsored transportation, at a school-sponsored event, or disrupts the education process. This definition shall not be interpreted to prohibit civil exchange of opinions or debate or cultural practices under the state or federal Constitution where the opinion expressed does not otherwise materially or substantially disrupt the education process.

Actions Not Tolerated: Bullying/Hazing, as well as the use of lewd, profane or vulgar language is prohibited. In addition, students shall not engage in behaviors such as menacing, taunting, intimidating, verbal or physical abuse of others, or other threatening behavior. This policy extends to any/all student language or behavior including, but not limited to, the use of electronic or online methods. Such behavior is disruptive of the educational process and interferes with the ability of other students to take advantage of the educational opportunities offered. These provisions shall not be interpreted to prohibit civil exchange of opinions or debate protected under the state or federal constitutions where the opinion expressed does not otherwise materially or substantially disrupt the education process or intrude upon the rights of others. Students who violate this policy shall be subject to appropriate disciplinary action.

Reports: As provided in the district Code of Conduct, students that believe they are victims of bullying/hazing shall be provided with a process to enable them to report such incidents to District personnel for appropriate action.

Employees are expected to take reasonable and prudent action in situations involving student welfare and safety, including following district policy requirements for intervening and reporting to the principal or to their immediate supervisor those situations that threaten, harass, or endanger the safety of students, other staff members, or visitors to the school or district. Such instances shall include, but are not limited to, bullying or hazing of students and harassment/discrimination of staff, students or visitors by any party.

Students who believe they have been a victim of bullying or who have observed other students being bullied shall, as soon as reasonably practicable, report it.

The district Code of Conduct shall specify to whom reports of alleged instances of bullying or hazing shall be made. In serious instances of peer-to-peer bullying/hazing/harassment, employees must report to the alleged victim's principal, as directed by Board policy 09.42811. The principal/designee shall investigate and address alleged incidents of such misbehavior.

In applicable cases, employees must report bullying and hazing to appropriate law enforcement authorities and complete documentation as required by the district's harassment/discrimination policies covering federally protected areas.

Other Claims: When a complaint is received that does not appear to be covered by this policy, administrators shall review other policies that may govern the allegations, including but not limited to, 09.422, 09.426 and/or 09.42811. Harassment/discrimination allegations shall be governed by Policy 09.42811. 32

Bullying Bill (Student Communication)

KRS 525.080

A person is guilty of harassing communications with the intent to intimidate, harass, annoy, or alarm another person when he or she: **Communicates, while enrolled as a student in a local school district, with or about another school student, anonymously or otherwise, by telephone, the Internet, telegraph, mail, or any other form of electronic or written communication in a manner which a reasonable person under the circumstances should know would cause the other student to suffer fear of physical harm, intimidation, humiliation, or embarrassment and which serves no purpose of legitimate communication.**

JTA STUDENT CELL PHONE/ELECTRONIC DEVICE POLICY AND DISCIPLINE
2022-2023

OUT OF SIGHT/OUT OF MIND!!

Students are NOT allowed to have a cell phone/electronic device out and/or visible during the school day.

- Students will turn off and put away their cell phones/electronic devices immediately upon entering the building until they exit the school building except when authorized by a teacher or administrator.
- Cell phones/electronic devices will be confiscated if used from 7:10-3:00 (classroom, gym, locker room, restrooms, cafeteria and hallways) – this includes talking on, ringing during class, text messaging, listening to music, photographing or videoing. Confiscated devices will be held by administration. Refer to Hardin County School Board Policy #9.4261.
- Students MUST keep their cell phones/electronic devices on their person and turned off. Smart watches will not be allowed to be worn during assessments or other tests. If teachers find a student's smart watch to be a distraction in class, the smart watch may be subject to penalties in this policy.
- Students will not be allowed to use devices (earbuds/Airpods/etc.) for listening to music during class time, passing time, or any reason during the school day. Music may be allowed with school issued chromebooks for class time as permitted by the teacher.

First discipline referral:

- *Cell phone/electronic device and all contents (SIM/memory card, etc.) will be confiscated from student, labeled, and placed in the school safe for **five consecutive school days** during school hours. Devices will be returned to the student before they leave for the evening. Students will have to log phones into the office upon arrival to school and returned at the end of the school day.*
- Students must come immediately to the office upon arrival to school to log phone into administrative offices. If a student does not possess the phone at school after day(s) of referral, the student still must check in with the administrative office upon arrival for the admin to document that the phone is not in possession of the student.
- Students will serve one session of after-school detention.

Second discipline referral:

- *Cell phone/electronic device and all contents (SIM/memory card, etc.) will be confiscated from student, labeled, and placed in the school safe for **ten consecutive school days** during school hours. Students will have to log phones into the office upon arrival to school and returned at the end of the school day.*
- Students must come immediately to the office upon arrival to school to log phone into administrative offices. If a student does not possess the phone at school after day(s) of referral, the student still must check in with the administrative office upon arrival for the admin to document that the phone is not in possession of the student.
- Student will serve one session of after-school detention.

Third discipline referral:

- *Cell phone/electronic device and all contents (SIM/memory card, etc.) will be confiscated from student, labeled, and*
- *placed in the school safe for **thirty consecutive school days** during school hours. Students will have to log phones into the office upon arrival to school and returned at the end of the school day.*
- Students must come immediately to the office upon arrival to school to log phone into administrative offices. If a student does not possess the phone at school after day(s) of referral, the student still must check in with the administrative office upon arrival for the admin to document that the phone is not in possession of the student.
- Student will serve a minimum of three days of in-school detention.

Fourth discipline referral:

- *Cell phone/electronic device and all contents (SIM/memory card, etc.) will be confiscated from student, labeled, and placed in the school safe for the **remainder of the school year**. Students will have to log phones into the office upon arrival to school and returned at the end of the school day.*
- Students must come immediately to the office upon arrival to school to log phone into administrative offices. If a student does not possess the phone at school after day(s) of referral, the student still must check in with the administrative office upon arrival for the admin to document that the phone is not in possession of the student.
- Student will serve a minimum of five days of in-school detention.

If the cell phone/electronic device is confiscated in conjunction with any other infraction of this Code of Behavior, it may result in a higher level of discipline consequences, regardless of the number of offenses. While all of these policies apply equally to cell phones on school buses, whether or not a student may use a different kind of electronic device (game/music player only, excluding cell phones) on a bus to play games or listen to music with ear/headphones is up to the discretion of the individual driver. These rules should be made clear by the driver at the beginning of the year; however, it is the student's responsibility to ask if he or she is unsure of the driver's policy.

James T. Alton Middle School Dress Code (SBDM Council Approved June, 2022)

Dress Code Purpose

A dress policy cannot be written to address every situation presented. This policy is not intended to be an exclusive list of permitted and prohibited items of dress. If a student's appearance is, in the opinion of school administration, to be inappropriate for our school environment, the student will be instructed to correct the problem before going to class. This may include calling home for a change of clothes.

Safety and the Dress Code

At James T. Alton we rely upon a system of supervision and monitoring by staff and surveillance cameras to maintain a safe school environment. So as to not obscure the identity of any student or visitor, the following items are prohibited from being worn (or carried, as appropriate) at school.

- hats or caps (unless specifically allowed on designated theme day)
- Sunglasses or any colored lens glasses
- Theatrical type make-up
- Dog collars or hardware chains
- Bandanas (obscuring face or head), gang colors, or gang paraphernalia
- Hoods pulled up/over students' heads

SHIRTS:

- May not be made of lace, sheer, or see through material.
- May not expose midriff, back, undergarments, cleavage, or shoulders.
- Any sleeveless shirt/dress, tank top, or jersey must be covered by a jacket, cardigan, hoodie, or other outer garment.
- Hooded sweatshirts may be worn, however students are **NOT** permitted to have the hood pulled up/over their head.

DRESSES/SKIRTS/PANTS/SHORTS:

Need to be appropriate length. Appropriate length will be measured at no more than five inches above the knee. An index card from the top of the knee, held vertically, will be used as a source of measurement..

- Yoga/Exercise, lounge wear, or pajama pants are **NOT** allowed.
- Denim is allowed to have holes in them as long as there is no skin showing five inches above knee length (refer to index card rule). Leggings(of solid material) must be worn under pants with holes showing skin above five inches from the knee.
- Shorts must not be shorter than the five inch index card rule.
- Leggings are allowed as long as the top appropriately covers the bottom and is the same length all the way around.

- Pants will be worn at the waistline: no SAGGING, or no oversized clothing.

SHOES:

- Shoes must be worn at all times and must fit securely.
- No house shoes may be worn
- Wheeled shoes are not permitted.

COATS & JACKETS:

- **NO** hats or other head coverings, such as, scarves, hoods, visors, or bandanas.
- Lightweight jackets, cardigans, or hoodies can be worn class-to-class.

ACCESSORIES:

- Headphones/earbuds or any other electronic device or accessory should **NOT** be visible. Certain circumstances may be allowed during special classroom exercises only. Headphones/earbuds cannot be worn in the hallway or during lunch. Wearing headphones/earbuds in class or in the hallway will result in a Technology Violation and a detention.

DISRUPTION TO THE LEARNING ENVIRONMENT

- Clothing may not promote/suggest lewd messages, discrimination or depict any controversial/illegal substance or activity.
- Any visible hairstyle, body piercing, or tattoo deemed to be a distraction to the learning environment by administration will not be allowed.

If a teacher feels that a clothing style is in violation of the dress code or substantially disruptive to the education process, the teacher will follow the procedures outlined under J. T. Alton's discipline policies.

This will involve having the student alter the style or call the parents for a change of clothing. Our dress code is based upon common sense and reason. If you are in doubt concerning what may or may not be worn to school, ask your teacher, the counselors, the assistant principal or principal. They will be glad to help.

PHYSICAL EDUCATION REQUIREMENTS

Appropriate attire for PE will be expected (Athletic/Tennis Shoes). Dress shoes will not be permitted on the gym floor. All students are expected to participate daily in physical education activities - requests for exceptions must be in the form of a physician's written statement identifying the student's need to be excused.

FAMILY RESOURCE YOUTH SERVICE CENTER (FRYSC)

Coordinator: Theresa Ovesen
Outreach Worker: Bethany Vaughn
Center Hours: 8:00 AM – 3:00 PM
Phone Number: 270-877-6434

TROJAN AWARD

Each year a male and a female student from each grade level are chosen as James T. Alton's "Trojan Award Winners." To be nominated, a student must meet the following criteria:

- fewer than six days absent
- no discipline referrals
- maintain the A and/or the A-B Honor Roll all year

All candidates are then brought together to learn about the selection process. The nominees are asked to respond to a selected writing prompt. In addition, the candidates will be assessed through a team evaluation, community service, and extra-curricular involvement. The information is tabulated and the winners are announced on Awards Day.

Any student who chooses may schedule an appointment with the principal to discuss suggested areas of growth, in regards to this process, for the next school year.

**After score tabulation, if a tie occurs, a committee composed of one administrator, one counselor, and one teacher will conduct interviews to determine the winner.*

ATHLETIC/ACADEMIC OPPORTUNITIES

We feel that athletics make a worthy contribution to the overall program at James T. Alton School. The primary purpose of the athletic program is the development of healthy minds and bodies, cultivation of proper attitudes, and good sportsmanship.

To participate in any sports, students must have a current sports physical examination on file. The privilege of sports/academic participation may be revoked because of unsatisfactory academic work or conduct. To participate in the athletic program at JTA, all student-athletes must comply with the standards set forth in the JTA Student Handbook and HCS Discipline Code as well as the regulations set forth in the KHSAA Bylaws. During each season, a weekly grade check will be conducted to ensure a competing student-athlete does not have any failing grades for that grading period. If a student-athlete is found to be failing more than one class, he/she will be suspended for that week or until the grades are passing. Weekly grade checks will be conducted on Friday and the period of ineligibility shall be from the start of school on Saturday through the following Friday evening.

Academic teams participate in the Governor's Cup. Academics are encouraged and recognized both as individual and team competitions. To recognize academic achievement an awards ceremony is held at the end of the school year.

Basketball, football, cheerleading, archery, and volleyball programs are available to sixth, seventh and eighth grade students.

BAND

1. Band classes are not separated by grade. They are separated by instrument and ability level. We have a Beginning Band (Brass/Woodwind), Concert Band (Brass/Woodwind), and Symphonic Band (Brass/Woodwind).
2. No student will be admitted to any band without the recommendation of the director.
3. Any student who destroys property of the band or another student's property will be required to pay for the damage.
4. Participation at all performances is required. The student's grade will be lowered if a performance is missed for any reason other than illness of the student or death in the immediate family.

5. A student's grade may also be lowered if he/she fails to appear in proper uniform for any performances.
6. Students will be notified by the director as soon as performance dates are known.

CLUBS & ORGANIZATIONS

All students have an opportunity to participate in clubs/organizations. Students will sign-up or apply for these extracurricular activities within the first trimester of school. Once a month, time will be set aside for clubs/organizations to meet. Below are some of the clubs/organizations that will be open for membership provided sponsors are available (fees/dues for membership may apply):

BETA
STLP (Student Technology Leadership Program)
KUNA (Ky. United Nations Assembly)
KYA (Ky. Youth Assembly)
VEX Robotics
Sports Clubs
JTA Leadership Cadets
Academic Team
PEP Club
FCA (Fellowship of Christian Athletes)
Girl Power

GUIDANCE COUNSELORS

There are two guidance counselors at our school. The guidance department services are available to every student. These services include assistance in educational planning, interpretation of test scores, career information, difficulties encountered in class or otherwise, personal problems, small group and classroom guidance activities, or any other problem/issue concerning student welfare and/or progress. Students may fill out a "Request to See a Counselor" form from their phones (outside of school hours) or ask teachers to complete the form if no device is available. In addition, parents are welcome to call 270-877-2135 and make an appointment to see a counselor. Walk-ins are welcome but a wait time may occur if counselors are unavailable due to scheduled events or unforeseen circumstances.

ZEROS ON HOMEWORK/CLASSWORK

Failure to complete class work or homework at JTA is NOT an option. Students who are failing classes may be assigned to Saturday School to complete missing assignments and get their grades up to passing.

REPORT CARDS

Report cards will be sent home with students at the end of each 12 week trimester. Parents are to sign indicating they have reviewed the grades, and the report cards are to be returned to the student's first period teacher. Progress Reports will also be sent home every four weeks. Listed below are TENTATIVE dates for the distribution of Progress Reports and Report Cards.

GRADE REPORTING 2022-23

1st Trimester

8/10 – 11/11

2nd Trimester

11/14 – 2/24

3rd Trimester

2/27 – 5/25

***** GRADING SCALE *****

A - Superior	91 - 100 %
B- Above Average	83 - 91 %
C - Average	74 - 82 %
D- Below Average	68 - 73 %
F - Failure	0 - 67 %

I-Incomplete – the work for the grading period is not finished. In order for an “I” to be changed to another letter grade, incomplete work must be made up within a specific time indicated by the teacher or the grade will be a 67/F.

INFINITE CAMPUS

Parents are encouraged to access student grade information at any time during the school year from the parent portal of Infinite Campus. This is a helpful tool to maintain communication among the parent, student, and classroom teacher. If you need your parent login information, please go to our school website, click on “JTA Parents” and then click on [“Infinite Campus Parent Portal Login Information Request”](#).

Infinite Campus Instructions for Students (PARENTS CAN ALSO USE)

1. Go to JTA's website. (www.hardin.kyschools.us/jta)
2. Click “JTA Students.”
3. Click **“Infinite Campus Student/Parent Portal.”**

4. Enter 10 digit Student ID number.
5. Enter password. This will be the first initial, last initial, and birthday in **mmddyy** format. (Example: For student John Doe with a birthday of March 19, 2010, the password would be JD031910.)

HONOR ROLL

At the conclusion of each trimester, students receiving all A's and B's will be recognized. The honor roll will be published in area newspapers. Students who make the honor roll will be recognized each trimester and on awards day.

***** PROMOTION/RETENTION POLICY*****

Middle school students are to be promoted according to the number of classes passed. Students who fail two (2) or more classes for the year are to be retained. Classes will be defined as: Reading, English, Math, Science, and/or Social Studies.

In addition, if a student receives a failing grade as a result of his/her yearly average in related arts classes and/or band, that average will be considered as one of the two classes referred to in this policy.

All other procedures/guidelines for promotion and retention will be followed as outlined in Hardin County Board Policy 08.22

CHEATING/PLAGIARISM

Teachers will work with students, parents, and administrators on an individual basis when dealing with situations that involve cheating/plagiarism.

BIRTH CERTIFICATE

Kentucky State Law requires that any person enrolling a student for the first time in a Kentucky school shall provide either:

1. A certified copy of the student's birth certificate, or
2. Other reliable proof (i.e. uncertified birth certificates, health records, hospitals records etc.) of the student's identity and age plus an affidavit stating the reason why you cannot get a certified copy of the birth certificate.

SOCIAL SECURITY CARDS

A social security card is necessary on file for all middle school students. Social Security numbers are used as student identifiers for KEES money that is earned and tracked throughout high school.

IMMUNIZATION CERTIFICATE

Kentucky State Law (KRS 158.035) and the School Health Code requires each school child to present a valid immunization certificate before enrollment in school and the school shall have a valid up-to-date immunization certificate on each child on file at all times. All students entering the 6th grade must have a measles booster shot (MMR) and a physical examination.

SCHOOL INSURANCE

School insurance is available through Scholastic Insurors, Inc. Information will be sent home with your student at the beginning of the school year. WE ENCOURAGE ALL STUDENTS (ESPECIALLY THOSE INVOLVED IN ATHLETIC EVENTS) TO PURCHASE THIS INSURANCE.

ABSENCE/MAKE-UP WORK

Upon returning to school from an **excused** absence, students will need to ask teachers for make-up work. They will receive the same number of days they were absent, plus one, to complete and turn in make-up work. Any announced test for which adequate time was provided to study shall be taken on the day of return.

If a student is absent for two or more days, a parent may request make-up work to be done at home before they return to school. To obtain this work, a parent will need to call the office before 9:00 a.m. and request it.

A student’s parent or guardian should notify the school by 10:00 a.m. if their child will be absent from school. Telephone calls will be made to parents concerning their child’s attendance. Please understand a phone call does not constitute an excused absence. Parents may refer to the Hardin County Code of Conduct as to the documentation that must be provided for an absence to be excused.

The office should be notified at the beginning of the school day if a student is signing out during the day. Parents who wish to pick up their child should report to the office, secure the approval of the principal or her designated representative and sign the student out of school. Please understand for the protection of our students a photo ID will be required.

Kentucky System of Interventions (KSI/MTSS) – Extended School Services

Students experiencing difficulty in core content classes will be identified through various data sources to include state and iREADY assessments. Identified students will be serviced through our daily Enhancement courses. Some students may be pulled during related arts classes if needed.

If you feel as though your child needs support for either of these programs, please contact a counselor at 270-877-2135.

*****SCHOOL LUNCH/BREAKFAST PROGRAM*****

Breakfast and Lunch is served in the school cafeteria. Students may deposit money on their accounts in the Lunchroom BEFORE school begins each morning. No soft drink cans or bottles will be allowed in the cafeteria. Food Service regulations indicate that food from outside services (i.e. restaurants) cannot be allowed in the school cafeteria.

Meal prices will be as follows: (prices are subject to change)

		Breakfast	Lunch:
Students: ALL		FREE	FREE
Adults		\$2.50	\$3.75

KENTUCKY MISSING SCHOOL CHILDREN PROGRAM

James T. Alton School, through the Kentucky State Department of Education, has developed the Kentucky Missing School Children Program. This program gives the students and educators of every Kentucky school access to the names, and identifying data, of missing Kentucky school children. Each month a list of missing children is mailed to every school in the State of Kentucky. If you have or know of a missing child, please notify your school immediately.

SECURITY

NEVER leave personal or valuable items unattended. The school is not responsible for lost or stolen items. Students are responsible for securing and monitoring valuable property. It is recommended that valuables be left at home!

Our School Resource Officer is available daily.

CRISIS/EMERGENCY PLANS

We diligently work to ensure that all students have a safe environment in which to learn.

- Fire safety drills are practiced once a month (twice in August)
- Tornado drills are practiced two times a year
- Earthquake drills are practiced two times a year
- A crisis response drill will be practiced a minimum of two times a year.
- A crisis response/threat assessment plan has been adopted.

Health Services at School

A registered nurse is assigned to each school. The school nurse is able to provide basic screenings such as vision, scoliosis and dental screens. The nurse will assess students who may be ill and administer first aid when needed.

Over-the-counter medications (**OTC's**) may be administered by the school nurse, if the parent has completed appropriate authorizations **AND** provided school with the **OTC medication** (i.e. ibuprofen, Tylenol, Neosporin, Zyrtec, etc.) **in its original container**.

Consent for Health Services form should be completed at time of enrollment. More intensive health services are available, if needed, with written authorization/order from a student's physicians.

Parents/guardians should notify the school nurse of any health concern that could require emergency services, interfere with the student's education process or require interventions throughout the school day.

Students requiring medical accommodations throughout the school day (including, but not limited to, physical education, dietary conditions, physical limitations and medical interventions) must ensure an authorization form, provided by the school nurse, is completed by the student's medical provider & signed by the parents stating the need for such accommodations each school year. Examples of this include catheterization, blood sugar checking, seizure precautions, and other medical needs. The school nurse will provide specific forms for the physician and parents to complete in order for the student to have further interventions/accommodations while at school.

Medication at School

If a student has need for medications during the school day (either over the counter or prescription), parents must sign a written authorization form and provide the medication in its original container and make arrangements for the medication to be delivered to/picked up from school. Students are not allowed to transport medication to or from school, unless emergency medications are specifically ordered by a physician to be available during bus transport. All prescription medication requires the label from the pharmacy to be written in English and be on the container/box. In the school nurse's absence, only students with specific forms (Authorization to Give Medication) on file will be able to receive medication from trained school staff. All medicine must be picked up by a parent/guardian at the end of the school year. Medicine not picked up will be disposed of.

Emergency Medication at School

Students with known health conditions which require emergency medication may have their medications brought to school to be stored in the nurse's office for administration as needed. The medication must be provided by the parent and must include the label written from the pharmacy written in English and on the box/container. Parents will need to speak with the school nurse to ensure that the correct authorization forms are completed by the student's physician and returned to the school nurse.

Self-Administration of Medication at School

Students will only be permitted to carry medication (emergency or otherwise) on their person with an authorization to self-administer medication from his/her physician. The school nurse will provide this form to the parents. These completed forms should be returned to the school nurse before the student begins carrying the medication at school. This includes **ALL** medications; over the counter and prescription.

Illness and Injury

A student should not be in attendance and will be sent home with any of the following:

- Temperature 100.0 degrees or greater, or with incidents of vomiting and/or diarrhea. Student may return to school when free of above symptom(s) for 24 hours without any fever reducing medication or other medication to relieve symptom(s).
- Symptoms related to possible communicable diseases.
- Live lice

TEXTBOOKS

If needed, textbooks are provided at no cost to students; however, students are responsible for books assigned to them and will be required to replace any book or school item that is lost, damaged, or destroyed. Individual textbooks will not be distributed in each class.

TECHNOLOGY

Technology devices will be assigned and provided for students to use during class. Students are responsible and will be required to replace any device that is deliberately damaged or destroyed.

PUBLICATIONS

J.T. Alton's yearbook will be available for purchase in the fall. Yearbooks will be distributed in late spring. Please purchase and prepay for your yearbook ahead of time because extra yearbooks are available in limited quantities.

HARDIN COUNTY BOARD OF EDUCATION ADMINISTRATION POLICY TO SCHOOL VISITORS

All school visitors shall report first to the front office, identify themselves, show a picture ID, and state the nature of and need for the visit. Visitors will be given an identification badge to wear while in the building.

At no time shall any individual or group disrupt classroom instruction. The Principal shall have the authority to permit or deny any individual, or group of individuals, the right to go through the building or to remain on school grounds.

VOLUNTEER PROGRAM

We continually encourage parents and community members to become involved with this program.

Please note that ANY individual who plans on volunteering in any capacity (i.e.: supervising field trips) falls under the guidelines of House Bill 136 stated below. A MINIMUM of two weeks is required for processing this paperwork and MUST be completed PRIOR to working with students.

House Bill 136, passed by the Kentucky State Legislature requires that state criminal background checks for adult volunteers in public schools who have contact with students on a regularly scheduled or continuing basis, or who have supervisory responsibility for children.

Hardin County Guidelines:

Hardin County Schools will ask all NEW volunteers (new = anyone who has not had a state background check run since 2011) to fill out a background check through our district website. The background check will not be processed until the Superintendent's office has received the \$10 for the background check and a copy of the receipt. All new volunteers will pay for the background check.

ALL volunteers will be required to complete the online background check form through our district website every year.

Using the form, the volunteer will be asked to choose at what schools they will volunteer. However, they are still district volunteers. Therefore, just because someone did not check a particular school on their form does not mean they cannot volunteer there. The volunteer MUST sign in and out every time they volunteer at your school.

For further information and/or an application, please give us a call and ask to speak with our volunteer coordinator.

ATTENDANCE AND TRUANCY POLICY FOR MIDDLE SCHOOL STUDENTS (Valid Excuses for Absences)

Please refer to the Hardin County Code of Conduct to review the Attendance and Truancy Policies for Middle School Students

VALID EXCUSES FOR ABSENCES: The Hardin County Code of Conduct states: "The Principal or designee shall determine the validity of each excuse presented. Any excuse must be presented within (5) days after the student returns to school. If not presented at that time, the absence will remain unexcused. It is the student's responsibility to provide documentation to the appropriate school administrator in a timely manner." James T. Alton will strictly adhere to the policy. Parents can excuse their children up to 6 times a year with a parent note. Parent notes can be submitted to the attendance office.

****Students with severe truancy issues may be referred to the Truancy Diversion Program.****

PERFECT ATTENDANCE: Perfect Attendance will be defined as "Not one single minute of time missed throughout the entire school year." School starts at 8:00

a.m. each day so if a student signs in late at 8:01 a.m., then that student will no longer be eligible for perfect attendance

SCHOOL CLOSINGS AND RESULTING CANCELLATION OF ACTIVITIES

In the event of inclement weather, school cancellation will be announced as soon as possible on the local and Louisville radio stations. School extra-curricular activities, such as ball games, may or may not be held depending on the weather at the time the activity is scheduled. Any student whose parents feel that travel is unsafe during inclement weather will not be penalized for not attending extra-curricular activities.

LIBRARY MEDIA CENTER

The media center provides an attractive, well-stocked library for study, research, and recreational reading. Students are asked to be on their best behavior and to maintain a quiet, orderly atmosphere. The library is computerized to enable students to locate materials.

Workspace, media production, and small group areas are provided for students' needs. Audio – visuals such as videotapes may also be used by students in the library.

Students come to the media center through scheduled classes or with hall passes, and may come before or after school.

Books are checked out on a two-week basis and may be renewed. A fine of \$.05 per school day will be charged for overdue books. Publisher's price will be charged for lost books.

ELECTRONIC RESOURCES ACCEPTABLE USE POLICY (Telecommunication Devices)

JTA follows the District Acceptable Use Policy as outlined in the Code of Conduct Handbook. This policy can be found on the HCS website.

TITLE IX/SECTION 504/TITLE VI GRIEVANCE PROCEDURE

The Hardin County Board of Education does not discriminate on the basis of race, color, national origin, sex, handicap, marital status, religion, or age in employment, educational programs or activities as set forth in Title VI, Title IX, Section 504, Age Discrimination Act of 1975 and Civil Rights Act of 1984. A copy of Hardin County Administration Regulation 03.16, which explains the grievance

procedure and includes timelines, is available from the building principal or from the district Equal Opportunity Coordinator.

Inquires:

Hardin County Schools

Equal Opportunity Coordinator

270-769-8800

NO CHILD LEFT BEHIND - TEACHER QUALIFICATIONS

The federal education law put in place by President Bush called, “No Child Left Behind”, requires that all parents in Title I schools be notified and given the opportunity to request information about the professional qualifications of classroom teachers instructing their child. If you are interested in this information, you may send your request to the building principal who will provide a response, or you may access the information through www.kyepsb.net under Teacher Certification Inquiry.

PARENT COMMUNICATION

Parents will be communicated with by one or more of the following methods:

1. Class Remind Pages
2. Email (Distribution List)
3. JTA School Web Page: <http://www.hardin.kyschools.us/jta>
4. Progress Reports
5. Report Cards
6. “Send It” Call System
7. Phone Calls by JTA Staff
8. Parent/Teacher Conferences
9. Twitter/Facebook/Instagram
10. Google Classroom

Work Ethic Standards

Students have the opportunity to earn work ethic certification and any student who completes the guidelines for certification will be recognized at awards day.

Standard #1: Attendance & Tardiness

Students are expected to work hard to miss very few (if any) days of school and avoid repeated tardiness and absences. Students are expected to build the habit of arriving at school on time daily.

Standard #2: Personal Responsibility and Accountability

Students are expected to meet discipline standards consistently, follow classroom behavior guidelines, respond quickly and respectfully to behavior corrections, cooperate in class, display a sincere service attitude, and demonstrate responsibility for their own actions.

Standard #3: Academic Performance

Students are expected to perform at or above their grade level. They work hard and are dedicated to promoting their future. Students are expected to have self-discipline and apply their skills and talents in a productive manner.

Standard #4: Work Habits and Persistence

Students are expected to have strong work habits, a high level of determination and stick with a job until it is completed correctly.

Standard #5: Punctuality, Preparedness and Organization

Students are expected to be punctual, prepared, and organized, get to class on time and have all of the materials they need for class and approach their work in an organized fashion.

Standard #6: Respectful Interactions/Communication

Students are expected to be respectful, polite and considerate of other people and their property. They are expected to listen and communicate clearly, effectively and professionally.

Standard #7: Cooperation and Teamwork

Students are expected to work cooperatively with others to problem solve, work together to complete projects, handle conflict professionally, accept their role as a leader and/or a team member and do what they can to help get things done.

Standard #8: Community Service

Students get involved in service projects that help people in their community.

TARGET BEHAVIORS FOR MIDDLE SCHOOL STUDENTS

Standard #1: Attendance, & Tardiness

- Attend school more than 98% of the time (*Attendance*)
- Shall have little to no excused and/or unexcused absences per year (*Absences*)
- Have no more than one unexcused tardy to school per semester (*Tardiness*)

Standard #2: Personal Responsibility and Accountability

- Have little to no discipline referrals for the year
- Take responsibility for own actions

Standard #3: Academic Performance

- Make continuous academic progress
- Meet or exceed academic expectations for grade level
- Meet or exceed personal academic goals
- Maintain the grade average in each class that reflects your best effort

Standard #4: Work Habits and Persistence

- Stay on task and make continuous progress on assignments
- Take initiative on your own to start and complete projects

Standard #5: Punctuality, Preparedness and Organization

- Arrive to class on time with the required materials and supplies including books, pencils, paper, and completed homework
- Seldom ask to leave class for forgotten supplies or materials
- Utilize organizational tools to assist in keeping tasks in line
- Successfully complete projects in a timely fashion
- Self-manage time well when working on a large or lengthy project

Standard #6: Respectful Interactions/Communication

- Demonstrate appreciation for diversity in others
- Are tolerant toward others and appreciate the variety of strengths in others
- Are polite when dealing with others
- Respond with respect, even when they do not get their way
- Are aware of and accept/respect the differences among their peers and

don't

make fun of these differences

- Communicate clearly and respectfully. Demonstrate proper etiquette when interacting with others: This includes behaviors such as calling people by appropriate name and title, shaking the hand of someone they are introduced to, and looking at the people to whom they are speaking
- Respect the ideas and views of others
- Demonstrate a positive attitude when working with adults and other students
- Share ideas and listen to the ideas of others
- Demonstrate respect for the rules and policies of the school and/or other environments
- Demonstrate respect for the property of others (i.e., school grounds)

Standard #7: Cooperation and Teamwork

- Accept different roles and share responsibilities when doing group work
- Are willing to accept a group decision
- Work effectively in a group towards a desired goal
- Work well in groups
- Take an active role in group projects within the classroom
- Display ability to cooperate with parents, teachers and other adults

Standard #8: Community Service

- Find ways to help others in the classroom and community
- Participate in school-sponsored community service or service learning projects
- Reflect on their community service experience and tell others about that experience
- Participate in as many service projects outside of school (This may include activities sponsored by the PTSA, religious organizations, scouting groups, 4-H etc.) for a minimum of 20 documented hours.

SCHOOL-PARENT COMPACT

Our students' parents, families, extended families, students themselves, as well as our local community are all considered partners who share responsibilities for high student academic achievement. Following are the responsibilities for the school, the parents, and the students:

SCHOOL RESPONSIBILITIES

James T. Alton will:

1. Provide high-quality curriculum and instruction in an effective, supportive, and safe learning environment that enables the students to meet Kentucky's academic standards.
2. Provide information on the content students will learn each year through the methods listed in our Curriculum Policy.
3. Assign homework in accordance with our Homework Policy.
4. Provide parents with frequent reports on their child's progress. Specifically we will provide formal reports every 4 weeks.
5. Hold parent-teacher conferences during which this compact will be discussed as it relates to the individual student's achievement. Opportunities (where appropriate) will be provided for the student to participate actively in sharing information on his or her progress with his or her parents during these conferences.
6. Provide parents reasonable access to staff. The email addresses and telephone extensions of their child's teachers will be provided to parents to promote communication. Staff will always be available to parents by appointment for face-to-face conferences.
7. Send home newsletters monthly that include information on ways families can help students learn. The first newsletter will contain a copy of this policy.
8. Provide parents opportunities including but not limited to:
 - Assisting with classroom activities that require more than one adult.
 - Preparing materials, mailings, refreshments, and other items needed for family and community involvement.
 - Serving on one of our decision-making committees.
 - Joining our parent teacher organization and participating in its efforts to strengthen our school.

- Volunteering along with other concerned members of our community in other areas as needed.
9. Ensure that all adult volunteers working in our school and with our students are subject to board policy and state law regarding criminal record checks, as applicable.

The Family Resource/Youth Service Center will share responsibility for student achievement by:

1. Surveying families at least once a year to learn what services and activities would most help them support their children as learners.
2. Offering a well-planned, well-publicized menu of activities and programs to meet those needs

PARENT RESPONSIBILITIES

Parents are asked to:

1. Monitor attendance.
2. Become familiar with and support the school and individual classrooms/teams and show interest regarding student's academics and behavior.
3. Make sure homework is completed.
4. Assist their child with time management.
5. Participate, as appropriate, in decisions relating to their child's education.
6. Stay in close communication with teachers and the school about their child's education by promptly reading all notices and responding to surveys from the school or the school district.
7. To the extent possible, volunteer, serve on the school council or a committee, attend School-Based Decision Making Council meetings, and comment on draft policies and plans as they are made available.

STUDENT RESPONSIBILITIES

With support from parents, students are asked to:

1. Attend school as regularly as possible.
2. Follow the school and classroom behavior standards.
3. Bring necessary learning materials to school and to class.
4. Complete and turn in all assigned homework to the required expectations.
5. Give parents or the adult who is responsible for them, all notices and information received from the school.

JTA DISCIPLINE POINT POLICY

JTA's discipline will center on the Four P's expectations. The Four P's are Prompt, Prepared, Polite, Productive. Students that follow the expectations will be rewarded each trimester. JTA will be using a twelve point system for students that do not adhere to the expectations. These twelve points reset every trimester. The following consequences will be assigned for each point given:

Points 1-3	Teacher will speak with students individually and review the Four P's expectations.
Point 4	Teacher will notify the parent/guardian that the student has reached their 4th point, with review of points issued.
Point 5	Teacher will issue a referral, and the student will be placed in lunch detention.
Point 6	Teacher will issue a referral, and the student will be placed in lunch detention.
Point 7	Teacher will issue a referral, and the student will be placed in lunch detention.
Point 8	Teacher will issue a referral, parent/guardian will be notified by the administration, and the student will attend after-school detention.
Point 9	Teacher will issue a referral, and the student will attend after-school detention.
Point 10	Teacher will issue a referral, and the student will attend in-school detention for a day.
Point 11	Teacher will issue a referral, and the student will attend in-school detention for a day.
Point 12	Teacher will issue a referral, the student will attend after-school detention, and a parent-teacher-administrator conference will be held.
Repeated Offenses	One day of after-school detention will be assigned for every point after the 12th.

****This twelve points system is for minor offenses only. If a student commits a major disciplinary offense, or one that is specifically outlined in**

the HCS Student Code of Conduct, parents will be notified and disciplinary action will be in compliance with HCS policy.

STUDENT SUSPENSION POLICY

A student may be suspended if he/she has violated the student policies, Hardin County's Board of Education student policies, has excessive ISD days, committed serious offenses, or has violated local, state or federal laws. The length of suspension will be determined by the principal or assistant principal and will reflect the offense committed.

Parents/guardians will be notified in writing or in person of the action taken. A suspended student shall not be on school property or at any school sponsored event or activity. The student and/or parent is/are responsible for taking advantage of possible make-up work – not the teacher.

STUDENT VAPING/TOBACCO POLICY

Middle School Students (6 - 8 Grade)

Under each offense, the product will be confiscated and disposed of. The item will not be returned to the student or parent/guardian. If the item in question is subject to Policy 09.423, those procedures shall apply.

1st offense - One (1) Day In School Detention/Removal (Parent Notified)

2nd offense - Two (2) Days In School Detention/Removal (Parent Notified)

3rd offense - One (1) Day Out of School Suspension (Parent Notified)

4th offense - Two (2) Days Out of School Suspension (Parent Notified)

5th offense - Pre-expulsion/due process hearing for code of conduct violation and possible referral to Board for expulsion consideration (Parent Notified)

Student Agenda

AUGUST

Sun.	Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

SEPTEMBER

Sun.	Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

OCTOBER

Sun.	Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23/30	24/31	25	26	27	28	29

NOVEMBER

Sun.	Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

DECEMBER

Sun.	Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

JANUARY

Sun.	Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

FEBRUARY

Sun.	Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				

MARCH

Sun.	Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

APRIL

Sun.	Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23/30	24	25	26	27	28	29

MAY

Sun.	Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			