

# **Butler County Middle School 2023-2024 Student Handbook**

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## **School Mission Statement**

Expanding Minds, Strengthening Bodies, and Nurturing Spirits for Lifelong Success.

## **School Motto**

Good, Better, Best...Never Let It Rest...Until Your Good Is Better, and Your Better is Your Best!

## **BCMS Information On Demand System**

We offer Internet Information on Demand. Instructions for accessing your child's information and their personal identification numbers (PIN) will be mailed to parents at the beginning of the school year.

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## **School Organization**

The Butler County Middle School is organized into interdisciplinary teams. Due to the uniqueness of the middle school students, we feel that a team concept best addresses their special needs. The teaching team gives the student a sense of belonging and provides for a consistent environment. The instruction of the student is enhanced by improved diagnosis and thorough evaluation. The team structure allows greater communication between the student and teacher, which builds closer student-teacher relationships. This results in a better understanding of the common goals of the school and community. A natural outgrowth of this organization is improved discipline.

A team approach also benefits teachers by maximizing teacher strengths and by sharing information when organizing, planning, scheduling, evaluating, and decision-making. Consistent expectations developed through team interaction will provide an atmosphere of discipline conducive to learning.

## **Guidance and Counseling Program**

The counselor is available to students and their parents during school hours for a conference when they feel they need to discuss personal, social, or educational matters. This is facilitated by:

- Helping the new student feel at home in our school with new teachers and peers.
- Scheduling individual conferences whenever a student, parent, teacher, or counselor deems it necessary.
- Welcoming the opportunity to discuss issues with any student, parent, or teacher.

### **Procedures for seeing the counselor:**

- Self-referral. Ask the teacher for permission to see the counselor.
- Teacher/administrator referral.
- Parent referral. It is best to call and make an appointment.

### **Confidentiality:**

Information that is shared with the school counselor is confidential. Information is shared when.....

- You give permission to share.
- Required to release information by law:
  - If a law is broken
  - If a judge orders us to provide information
  - If we believe that you are at risk of harming yourself or others
  - If we believe that someone else is harming you

### **Schedule Changes:**

Related Arts schedules are 18 week classes (Semester). Schedule changes may be made ONLY at the beginning of each 18 week classes (Semester). No class change request will be accepted/approved from the guardian after the 3rd school day of the 18 week (Semester). Schedule changes will require a note from the parent/guardian with a valid explanation for the change and approval from the Guidance Office. The school has the right to change the student's schedule at any time if it directly affects enrollment, instruction, or the needs of the student.

Effort is made for students to not repeat Related Arts classes but there are no guarantees. Every attempt to make sure students experience every class offered throughout their three-year middle school involvement will be made.

## **Youth Service Center**

The Butler County Youth Service Program is designed to coordinate community resources to address the individualization needs of BCHS and BCMS students and their families. The program is a partnership of education and human services system with its focus on early intervention and prevention. Through increased networking and collaboration of existing agencies and resources, the YSC facilitates the capacity and ability of children to learn. You can contact the Youth Service Center at 526-4800.

## **Requirements for Admission**

Students being admitted to Butler County Middle School who have previously been enrolled in the system and who are residents of this attendance district will be admitted upon presentation of a valid transcript. Students who wish to enroll from another school district will be admitted when the following documentation is presented to the principal:

### **Birth Certificates**

All pupils enrolling in the Butler County Public School for the first time shall present a birth certificate in order that accurate recording of the date and place of birth may be on the school record.

### **Immunizations**

Except as otherwise provided in KRS214.036, no child may enroll as a student without first presenting a certificate from a duly licensed medical or osteopathic physician stating that the child has been immunized against diphtheria, tetanus, poliomyelitis, rubeola, and rubella.

### **Medical Examination**

A medical examination is required within one month following a student's initial admission to school. The medical examination shall be reported on forms furnished by the Department of Education.

### **Social Security Number**

All students will need a Social Security number on file at the school.

### **Statement of Assurance**

KRS158.155 provides that prior to the transfer of admission of a student to a school, the parent/guardian or agency representative shall provide to the school a sworn statement of affirmation regarding previous offenses or expulsion.

## **School Attendance**

Regular school attendance is an important part of your child's education. Parents and doctors are asked to schedule appointments after school or during breaks whenever possible. When it is necessary for your child to miss school, please send a written excuse noting the date and reason for the absence. The absence will be listed as unexcused if a note of explanation is not received by the school.

The attendance of a student is a student and parent responsibility. The parent is responsible for adequate student attendance. When school attendance becomes less than desirable, the student's record will be reviewed and the following procedures may be followed:

All students are **allowed 6 parent notes per year** and each student will get up to 10 Dr. notes. A **medical excuse form** will be required from a doctor after 10 excuses. All excuses must be turned in within 5 school days from the day of the absence.

1<sup>st</sup> semester begins on the first day of school and ends on the last day before Christmas Break

2<sup>nd</sup> semester begins on the first after Christmas break and ends on the last day of the school year.

1. An attendance letter will be mailed to the parent/guardian.
2. A parent conference will be scheduled with the assistant principal/principal and director of attendance.
3. A doctor's statement may be required for admittance.
4. Referral to the director of attendance.
5. Educational neglect proceedings through the legal system may be initiated.

**KRS 159.150** - Identify any public school student, who has not reached his or her twenty-first birthday, who has been absent from school without a valid excuse for three or more days or tardy without valid excuse on three or more days as truant; identify as a habitual truant a student who has been reported as truant two or more times; hold a public school student who has attained the age of 18, but who has not reached his or her twenty-first birthday, accountable if the student fails to comply with school truancy laws; hold the parent, guardian, or custodian of a public school student who has not reached his or her eighteenth birthday accountable if the student fails to comply with school truancy laws; hold the court-appointed guardian of a public school student who has not reached his

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or her twenty-first birthday, accountable if the student fails to comply with school truancy laws; require school district personnel to inform students, parents, guardians, and custodians of the penalties for violating school truancy laws; identify as a habitual truant a student who has been reported as truant two or more times.

If you have questions, please contact your child's principal/designee at his/her school (270) 526-5647 or the Director of Pupil Personnel at (270) 526-5624.

### **Tardiness**

Tardiness is part of attendance. Students arriving to school late or leaving early must be signed-in or signed-out by a parent or guardian in the front office. The office personnel will issue a check in/out slip to the student. Unexcused and excessive tardiness will result in disciplinary action. Three unexcused absences and/or tardies will be considered truancy.

Students must be in class on time. A student is considered to be tardy if he/she is not in the classroom with required materials with which to work at the scheduled beginning time of class. Each teacher will keep a record of students who are tardy to his/her classroom. Unexcused and excessive tardiness will result in disciplinary action.

An excused absence or tardiness is one for which work may be made up, such as:

1. Death or severe illness in the pupil's immediate family,
2. Illness of the pupil,
3. Religious holidays and practices,
4. One (1) day for attendance at the Kentucky State Fair,
5. Court appearances,
6. Severe weather conditions,
7. Failure of the bus to run,
8. Documented military leave,
9. One (1) day prior to departure of parent/guardian called to active military duty,
10. One (1) day upon the return of parent/guardian from active military duty, or
11. Other valid reasons as determined by the Principal, including trips qualifying as educational enhancement opportunities.

### **Sign-out Procedure**

**A student will not be permitted to leave school with anyone other than those persons listed on their emergency card. A picture ID may be required to sign a student out of the building.** The parent or guardian must come to the office to sign-out a student. Students are not permitted to meet a parent in the parking lot. **No exceptions will be made.** This policy is for the child's protection.

All students who leave school during the day must sign-out from the front office. If a student misses two hours during a school day, they will be counted absent for one-half day.

We request that students are not signed out before 2:50 unless there is an emergency. Appointments with doctors and dentists should be made outside of school time, since students are in academic classes until school is dismissed.

### **Early Arrival to School**

Students arriving to school between 7:20 A. M. and 7:50 A.M. are to report to the cafeteria and then proceed to the gym. Students dropped off need to be dropped off at the back of cafeteria landing beginning at 7:20 A.M. due to the bus lane needing to be cleared. Students will not be permitted to enter the school until 7:20 A.M. Supervision will be provided at 7:20 A. M. in the gym and cafeteria.

### **After School Pick-up Procedure**

Thank you for your cooperation and patience in working toward a safe and organized after-school pick-up at the back door of the school!

**Please help continued safety and speed of pick-up process** with the following:

1. If you are usually an early arrival, please tell your student(s) to be outside watching for your car. For faster pick-up, students need to be watching where your car will arrive, so they can walk to that spot and be ready to load quickly.

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2. If you have no car in front of you, please pull all the way down to the 1st barrel, so as many cars as possible can pull into the barrel loading zone, or pull right behind the car in front of you. If everyone will do this, we can sometimes load 5 students at once, which will make the pick-up line go faster.
3. No one picking up students should park outside of loading zone, only cars coming in for ball practice need to park in the parking lot across from the loading zone. We want to avoid any possibility of student injury, so students should not walk through the loading zone to get across the parking lot to load a vehicle.
4. Students are not allowed to load vehicles beyond the loading zone. They must load somewhere between the first and last barrel in the pick-up lane, so teachers can monitor with whom students are leaving and cars can pull forward only. Cars should not pull around other pick-ups so as to avoid possible collisions.
5. We want to emphasize the need for your student to be outside ready for pick-up, so you do not have to pull forward to wait, which also takes up a loading space for another car and causes the line to go a bit slower.
6. If you arrive later than 3:05 to pick up your student, pick-up will take place at the front door of the building.
7. Please discuss these 6 steps with your student(s).

### **BCMS School Sponsored Activity Attendance Policy**

Students must meet the following requirements to participate/attend school trips, field trips, clubs, sporting events, and/or extracurricular activities. End-of-Year activity eligibility requires all fees owed to Butler County Schools to be paid.

- Have fewer than 6 unexcused absences (becomes eligible again if meets all other conditions and attends 45 school days without an unexcused absence).
- Have fewer than 12 discipline cards (becomes eligible again if meets all other conditions and completes behavior sheet point goal)
- Have fewer than 1 F currently on grade report (becomes eligible again if meets all other conditions and passing all courses by next grade check).
- Have fewer than 3 instances of ISS (becomes eligible again if meets all other conditions and attends 45 school days without ISS).
- Have fewer than 2 out of school suspensions (ineligible the remainder of the year).
- Have fewer than 3 office/bus referrals (becomes eligible again if meets all other conditions and attends 45 school days without an office/bus referral).
- Students will be ineligible until all assigned NTI work is completed. (becomes eligible when work is complete)

**Students will be informed by administrators, teachers, or event sponsors in the event they will not be able to attend. Students will have until the Thursday before the event/trip to improve grades for eligibility.**

## **School Safety Policies**

Butler County Middle School is a place where students can learn and teachers can teach in a warm and welcoming environment free of intimidation and fear. It is a setting where the educational climate fosters a spirit of acceptance and care for every child – where behavior expectations are clearly communicated, consistently enforced, and fairly applied. The school models high moral standards, sends positive messages to its students, and demonstrates that the school community expects the best effort and performance from everyone. Learning and productivity are valued and success is expected of everyone. Clear, positive academic and behavioral expectations allow students to focus on the task of learning.

### **Duty to Report**

Any student or adult who becomes aware of a developing situation either on or off campus which can reasonably be expected to result in injury to any student by any other person or to any other person by a student has a duty to immediately report such knowledge to a teacher or administrator. If no teacher or administrator is immediately available, such a report may be made to any responsible adult.

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### **Violent Act Notification**

KRS 161.195 Notice to teacher of student's history of physically abusive conduct or carrying concealed weapon. Before a student with a documented history of physical abuse of a school employee or of carrying a concealed weapon on school property or at a school function is assigned to work directly with or comes in contact with a teacher, that teacher shall be notified in writing by the principal, guidance counselor, or other school official who has knowledge of the student's behavior. The notice shall describe the nature of the student behavior. (Enact. Acts 1992, Ch. 393, 2, effective July 14, 1992.)

### **Threat of Violence**

Any pupil who threatens, assaults, batters, or abuses another pupil, teacher, or other school personnel shall be subject to appropriate disciplinary action, including suspension, expulsion, and/or legal action.

School administrators, teachers, or other school personnel may immediately remove threatening or violent students from a classroom setting. Threatening or violent behavior shall include, but not be limited to:

- Verbal or written statements or gestures by students indicating intent to harm themselves, others, or property.
- Physical attack by student so as to intentionally inflict harm to them-self, others, or property.

Each school shall designate the site(s) to which employees may remove students from a classroom setting and the employees who will supervise the student at the site. When teachers or other personnel remove a student, they shall complete and submit a form or document of removal and the causes as soon as practicable. The principal shall review the removal as soon as possible to determine if further disciplinary action is warranted or if the student is to be returned to the classroom.

### **Assault and Threats of Violence**

KRS 158 requires written notice to all students, parents and guardians of students within ten (10) days of the first instructional day of the school of the provisions of KRS 508.078 (making it a crime to make the described threats against school-affiliated persons and persons lawfully on school property or against school operations). In compliance with this requirement, the text of KRS 508.078 is set forth below. Please be advised that there are serious penalties for this second degree terroristic threatening offense. Potential penalties upon conviction of this Class D felony include a term of imprisonment of not less than one (1) year nor more than five (5) years and a fine of not less than one thousand (\$1,000) and not greater than ten thousand (\$10,000) as provided in KRS 532.060 and KRS 532.030, respectively. In addition, a court in a juvenile case dealing with charges based on bomb threats or other criminal threats that disrupt school operations may order the child or his parent(s) to make restitution (pay expenses) caused by the threat to parties such as the District or first responders (KRS 635.060).

KRS 508.078 (TERRORISTIC THREATENING, SECOND DEGREE)

1. A person is guilty of terroristic threatening in the second degree when, other than as provided in KRS 508.075, he or she intentionally:

a) With respect to a school function, threatens to commit any act likely to result in death or serious physical injury to any student group, teacher, volunteer worker, or employee of a public or private elementary or secondary school, vocational school, or institution of postsecondary education, or to any other person reasonably expected to lawfully be on school property or at a school-sanctioned activity, if the threat is related to their employment by a school, or work or attendance at school, or a school function. A threat directed at a person or persons or at a school does not need to identify a specific person or persons or school in order for a violation of this section to occur;

b) Makes false statements by any means, including by electronic communication, for the purpose of:

1. Causing evacuation of a school building, school property, or school sanctioned activity;
2. Causing cancellation of school classes or school sanctioned activity; or
3. Creating fear of serious bodily harm among students, parents, or school personnel;

### **Notice of Penalties and Provisions**

KRS 508.078 (TERRORISTIC THREATENING, SECOND DEGREE) (CONTINUED)

c) Makes false statements that he or she has placed a weapon of mass destruction at any location other than one specified in KRS 508.075; or

d) Without lawful authority places a counterfeit weapon of mass destruction at any location other than one specified in KRS 508.075.

2. A counterfeit weapon of mass destruction is placed with lawful authority if it is placed as part of an official training exercise by a public servant, as defined in KRS 522.010.

3. A person is not guilty of commission of an offense under this section if he or she, innocently and believing the information to be true, communicates a threat made by another person to school personnel, a peace officer, a law enforcement agency, a public

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agency involved in emergency response, or a public safety answering point and identifies the person from whom the threat was communicated, if known.

4. Terroristic threatening in the second degree is a Class D felony.

### **Statement of Assurance**

The parent or guardian upon enrolling the student to school must provide a Statement of Assurance. (See Student Admission and Attendance)

### **Report to Law Enforcement Officials**

When employees have reasonable belief that certain violations have taken place, they are required by law to immediately report them to law enforcement officials. Violations on school property or at a school-sponsored function requiring a report to law enforcement officials include:

- Assault resulting in serious physical injury;
- Assault involving the use of a weapon or dangerous instrument;
- A sexual offense;
- Kidnapping;
- Theft resulting in loss of \$300.00 or more;
- Burglary;
- Carrying, possession, or use of a deadly weapon in violation of the law;
- Use, possession, or sale of a controlled substance in violation of the law;
- Arson;
- Sustained classroom disruption;
- Significant damage to school property;
- Any other felony offense under Kentucky law.

In addition to violation of this Code, students may also be charged with criminal violations.

### **Physical Restraint**

Employees are authorized by law to physically restrain students as necessary for the following reasons: to protect themselves, students, or others from physical injury; to get possession of a weapon or other dangerous object; or to protect property from serious harm.

### **Respect Policy**

Respect is the cornerstone of all our interactions and behaviors. We acknowledge the dignity and worth of one another and strive never to diminish another by our attitudes or language. Violations of this policy may result in suspension.

### **Youth Gang Statement**

Gang activity will not be tolerated on school grounds or at any school activity. Students will not wear/display explicit gang symbols, signs, or bias related apparel. Violations may result in suspension or other appropriate action.

### **Definition of Misconduct**

Misconduct is defined as any physical, spoken or written act of abuse, violence, harassment, intimidation, extortion, the use of vulgarity (cursing), making remarks of a personally destructive nature toward any other person, and any restriction or prevention of free movement of an individual. This prohibition applies whether the act is deliberate, intentional, or unintentional or is directed toward an individual or group regarding race, color, creed, national origin, sex, sexual orientation, physical or mental disability, political or religious ideology. Federal law and Kentucky State rules and regulations will apply.

### **Automobile Search Policy**

All vehicles entering school property are subject to search upon any reasonable suspicion that the vehicles may contain dangerous or illegal items or substances. Law enforcement officers acting at the request of the District or an employee will conduct searches.

**Alcoholic Beverages, firearms, and weapons of any type are strictly prohibited.**

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### **Metal Detector Policy**

All people entering Butler County Middle School are subjected to being scanned/searched by stationary or hand – held metal detectors. The school employee conducting the search may request that students empty their bags, purses, pockets, etc. if they reasonably suspect the student of carrying anything illegal.

### **Cell Phones, Smart Watches and Personal Electronic Devices**

Cell phones are a major problem on school campuses across the country. Ringing/Using cell phones are disruptive during class time and the issues that arise from their misuse can lead to criminal charges. Camera phones and text messaging could be used to cheat on quizzes and tests and used for other inappropriate activities. Phones could be stolen, loaned to other students, lost or broken. The inappropriate use of cellphones at school is detrimental to the academic climate because it takes valuable time away from instruction and creates disciplinary problems.

Due to the enormous time spent on stolen cell phones, the school **WILL NOT** investigate stolen cell phones. Phones and personal communication devices are not necessary or required for the education of students.

The school will accept no responsibility when these items are lost, damaged or stolen. All of these items may be allowed for use before the 7:50 AM bell, except in the Cafeteria.

### **Students are allowed to bring cell phones/smart watches/electronic devices**

**However, they will be collected and secured by the homeroom teacher after the 7:50 bell. Students will receive these back from their homeroom teacher just prior to the 2:50 bell. Students are welcome to keep these devices at home. Student phones and personal communication devices are not necessary or required for the education or safety of students.**

### **Cell Phones, smart watches and electronic devices are not allowed at any time between 7:50-2:50**

If a student is seen with a cell phone/smart watch/ personal electronic device **for any reason** during the restricted time of **7:50 AM-2:50 PM**, they will have the device confiscated (by any staff member) and the following consequences will be imposed:

- **(First Offense)** Device will be confiscated from the student and will be returned to the Parent/Guardian of the student or after two school days to the student. The student, sibling, neighbor, or relative may not pick up the device. **(1-2 days of ISS)**
- **(Second Offense)** Device will be confiscated from the student and will be returned to the Parent/Guardian of the student or after five school days to the student. The student, sibling, neighbor, or relative may not pick up the device. **(1-2 days of ISS)**
- **(Third Offense )** Device will be confiscated from the student and will be returned to the Parent/Guardian of the student or after five school days to the student. Progressive discipline will take place **(2 days ISS or out of school suspension)**
- **(Fourth Offense)** Further disciplinary action will be taken.

**There Will Be No Exceptions to this policy**

**Students have the opportunity to call and receive messages from home through the front office.**

**Students who have cell phones/devices confiscated more than two times will receive ISS time or may be suspended from school for one day for continued defiance. The school may also require the student to check the phone/device into the office for repeat offenders.**

We realize that having to pick up a student's phone may be inconvenient and therefore we recommend you discuss this policy with your student in order to avoid this problem. We also ask you to keep in mind that the inappropriate use of cellphones is not only disruptive in class, they are an inconvenience to teachers and staff that must stop what they are doing to correct the problem, label the phone, and be responsible for its safe keeping. Confiscated phones will be labeled and secured with the student's name and kept in the main office until the parent takes possession.

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## **Radios/Speakers/MP3 Players /Electronic Games/Yoyo's/Cards/Toys/Ear Phones/ I-Pods/Tablets**

During the school day students are not allowed to have speakers, MP3 players, EAR PHONES (OF ANY KIND) must be kept in locker or bookbag/backpack, cards, toys, magic materials, yoyo's, basketball's, footballs, baseballs, or any other item that is similar in nature. These items will be confiscated and turned into the front office and returned to students at the end of the day. Repeated offenders will be subject to disciplinary action.

Any electronic device that's primary function is for gaming (PSP, Gameboys, Nintendo, DS, etc.) is not allowed at school. These devices will be confiscated and turned into the front office and returned to the student at the end of the school day. Repeated offenders will be subject to disciplinary action.

I-Pods and tablets/Nooks will be treated the same as cell phones in regards to permitted use, location, and disciplinary action. During the school day these items must be placed in either the student's book bag/back pack or in their locker on silent or turned off. It will be teacher discretion if they are allowed to use them in class for instructional purposes only. No electronics of any kind during lunch.

## **Inappropriate use of Digital Imagery Devices**

The inappropriate use of digital imagery devices, whether it is the sole function of a specific device or an additional function of a device, is not allowed. This may include but is not limited to: taking inappropriate pictures of staff or students on school property and/or during school trips without their permission. Any violation of this policy will result in the forfeiture of the device until the end of the semester. Inappropriate use of camera phones may also lead to sexual harassment charges, theft of proprietary information, or invasion of another's privacy. This policy applies to the staff as well.

## **Weapons**

Students are never allowed to bring a weapon to school. The Board of Education urges parents and other citizens to make sure that students do not have inappropriate access to weapons. Both Board policy and the law prohibit the carrying, bringing, using, or possessing of any weapon or dangerous instrument in any school building, on school grounds, in any school vehicle, or at any school-sponsored activity. Except for authorized law enforcement officials, the Board specifically prohibits the carrying of weapons on school property. When a student violates the prohibition on weapons, the principal shall immediately make a report to the Superintendent, who shall determine if charges for expulsion are to be brought before the Board. Unless the Board chooses to consider charges on a case-by-case basis, the penalty for students bringing a firearm or other deadly weapon to school or onto the school campus/property under jurisdiction of the district shall be expelled for a minimum of twelve months (The Gun-Free Schools Act of 1994 and KRS 158.150). For state reporting purposes, a deadly weapon shall be defined as:

- Any weapon from which a shot may be discharged, readily capable of producing death or serious physical injury;
- NO knives are allowed on the campus of Butler County Middle School;
- Billy, nightstick, or club;
- Blackjack, and slapjack;
- Munchkin karate sticks;
- Shuriken or death star;
- Artificial knuckles made from metal, plastic, or other similar hard materials or;
- Any object or item that can be used as a weapon to cause bodily harm, threats, or intimidation.

## **Search and Seizure**

Students have the right to be secure from unreasonable searches of their person and property. However, school authorities are authorized to search a student if they have reasonable suspicion that the search will reveal evidence that the student has violated or is violating this code or a school rule or the law. Also, school authorities may conduct general inspections of jointly held property on a regular basis. All searches will be conducted in accordance with Board policy. Students cannot expect to have complete privacy in their use of school property assigned for their use, such as desks and lockers.

## **Alcoholic Beverages and Controlled Substances**

No pupil shall possess, use, be under the influence of, sell, or transfer alcoholic beverages, controlled drug substances, substances which "look like" controlled substances or drug paraphernalia, while on school property, at any school activity location, en route

to or from school or a school sponsored activity. This includes sporting events, conventions, club-sponsored activities, field trips, or other school sponsored activities.

#### USE OF TOBACCO, ALTERNATIVE NICOTINE, OR VAPOR PRODUCTS PROHIBITED

The use of any tobacco product, alternative nicotine product, or vapor product as defined in KRS 438.305 is prohibited for all persons and at all times on or in all property, including any vehicle, that is owned, operated, leased, or contracted for use by the Board and while attending or participating in any school-related student trip or student activity and is in the presence of a student or students.

### **Outside Drinks/Containers**

**Students are not allowed to bring the following:**

- Sodas (Of Any Kind)
- Energy Drinks (Of Any Kind)
- Open Containers (Yeti, Plastic Cups w/Straws, or any other loose fitting lids)
- Juice Box
- Flavored powder for water

#### **Students are allowed to bring:**

Students will be allowed to bring an unopened bottle of water into the building and may have in class at teacher discretion or for medical purposes. Students are also allowed to bring a sealed drink container, sport bottle, but all containers must be empty when they arrive at school. They must be put away in a student's bag or locker during any transition time.

Students may also bring a soda, sports drink, or juice box that is a normal serving with a packed lunch from home. However, (**NO ENERGY DRINKS**) are allowed. Students are restricted to the cafeteria with these items.

### **Visitation Policy**

All visitors during the school day must report to the office before going to any other part of the school building. Students from other schools are not permitted to visit with or attend as a visitor on a regular school day.

### **The DARE and Bully Proof Programs**

The DARE program is taught at the sixth grade level to help students recognize and resist the pressures that are associated with tobacco, marijuana, inhalants, and other drugs. The students will also be taught how violence hurts everyone and what duties they have to prevent violence from happening.

The Bully Proof program is a universal intervention for the reduction and prevention of bully/victim problems. The program will be introduced at the beginning of the year in study skills and will be reinforced periodically throughout the year in an effort to reduce the number of reports of bullying and victimization.

### **Anti-Bullying Policy**

Butler Co. Middle does not tolerate BULLYING in any form. All members of the school community are committed to ensuring a safe and caring environment which promotes personal growth and positive self-esteem for all.

Bullying is an act of aggression causing embarrassment, pain, or discomfort to another person:

Bullying is also a form of harassment that refers to 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:

1. That occurs on school premises, on school-sponsored transportation, or at a school-sponsored event; or
2. That disrupts the education process

This definition shall not be interpreted to prohibit civil exchange of opinions or debate or cultural practices protected under the state or federal Constitution where the opinion expressed does not otherwise materially or substantially disrupt the education process.

Bullying can be reported to the school by email to an administrator, teacher, counselor, calling the school, requesting a conference with administration or grade level team, or filling out the BULLY TIP Line located on the school's webpage

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- It can take a number of forms such as physical, verbal, gesture, extortion, and exclusion.
- It is an abuse of power.
- Individuals or groups may be involved.

**Examples Of Bullying Include:**

- Any form of physical violence such as hitting, pushing, or spitting.
- Interfering with another's property by stealing, hiding, damaging, or destroying it.
- Using offensive names, teasing, or spreading rumors about others or their families.
- Using put-downs, belittling others' abilities, and achievements.
- Writing offensive notes or graffiti about others.
- Making degrading comments about another's culture, religious, or social background.
- Hurtfully excluding others from a group.
- Making suggestive comments or other forms of sexual harassment.
- Ridiculing another's appearance.
- Forcing others to act against their will.

**Backpack Policy**

- All students may carry a drawstring bag to and from class. Standard backpacks are not permitted.
- Lockers will not be used
- Sports bags will be kept in the gym

**Grievances**

General:

Any student who wishes to express an educational concern or grievance shall observe the following order of appeal:

1. Teacher;
2. Principal;
3. School council, where appropriate;
4. Superintendent;
5. Board.

The order of appeal shall not be construed to mean that students are not free to confer with the Superintendent or Board whenever they so wish. However, if the grievance concerns discipline of an individual student, the Board may, on a case-by-case basis, determine if it will hear the grievance based on whether the facts presented in the written grievance fall within its discretion or authority. If there is a question as to whether the grievance is within the Board's discretion or authority, the Board will consult with legal counsel.

Title 1: Complaints alleging violations of Title I, Part A in the administration of the program shall be addressed in writing and made to the District Title I coordinator with contact information of the complainant and the nature of the complaint in terms of the Title I programming services.

School nutrition: Those wishing to initiate a complaint concerning discrimination in the delivery of benefits or services in the District's school nutrition program should contact the district nutrition coordinator at 270-526-5624. If you would like to pursue a grievance further go to the link below or mail a written complaint to the U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, S.W., Washington D.C. 20250-9410, or email, [program.intake@usda.gov](mailto:program.intake@usda.gov).  
[http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html)

**Butler Co. Learning Center**

The Butler County Learning Center (BCLC) is housed at the Butler County Educational Complex. The program is designed as an option to expulsion for middle school students. Students are referred to BCLC from their home school principal. Students receive close supervision, smaller classroom size, and a structured study environment. The length of stay will be based on the student's willingness to complete levels of achievement and their grade point average. Each student also receives skill development programs to address the behavior that placed them in the BCLC. Students who have been expelled from any middle or high school will be Last amended and approved by SBDM on July 14, 2023

transitioned through the BCLC prior to returning to regular school. Any student returning to or transferring to BCMS from a BCLC program must show successful completion prior to entering BCMS.

### **Statement on Harassment/Discrimination**

Everyone in the Butler County School District has a right to feel respected and safe. Consequently, the Butler County School District prohibits sexual harassment and harassment because of race, color, national origin, disability, religion, or age:

- Name calling;
- Pulling on clothing;
- Graffiti;
- Notes or cartoons;
- Unwelcome touching of a person or clothing;
- Offensive or graphic posters or book covers or;
- Violent acts.

If any words or actions make you feel uncomfortable or fearful, you need to tell the school principal, the Title IX Coordinator, or the District Superintendent. You may also make a written report. It should be given to the school principal, the Title IX Coordinator, or the District Superintendent.

Your right to privacy will be respected as much as possible. We take all reports of harassment seriously and will take all appropriate action to investigate such claims, to eliminate that harassment, and to discipline any persons found to have engaged in such conduct. The school district will also take action if anyone tries to intimidate you or take action to harm you because you made such a report.

### **Butler County Middle School Procedures to Reporting Abuse**

Any student, parent, teacher, school administrator, or other school personnel who knows or has reasonable cause to believe that a child under age 18 is dependent, abused, or neglected shall immediately report or cause a report to be made to the proper authorities. (KRS 620.030)

#### **STEP- BY- STEP PROCEDURES IN REPORTING ABUSE:**

1. Report may be oral or written. It is recommended that an oral report be given to the proper authorities with a written memorandum to file.
2. Reports may be made to:
  - a. Local law enforcement agency - 526-3676
  - b. Kentucky State Police – 782-2010
  - c. Commonwealth Attorney – 526-3871
  - d. County Attorney – 526-3313
  - e. Cabinet for Human Resources (CHR) or Department of Social Services (DSS) – 526-3833.
3. It is recommended that the reports be made to the agency or person with whom you have the best working relationship.
4. Reports must be made regardless of whether the person believed to be responsible is a parent, guardian, person exercising custodial control or supervision, or who has attended such a child as part of his/her professional duties.
5. A written report shall be completed and filed within **48 hours** containing:
  - a. Names and addresses of the child and his parents or other person exercising custodial control or supervision.
  - b. Child's age.
  - c. Nature and extent of child's alleged dependency, neglect, or abuse.
  - d. Name and addresses of the person allegedly responsible for the abuse or neglect.
  - e. Any other information that may be helpful.
6. Copies of reports kept by the District that are submitted to authorities in compliance with child abuse laws are educational records and are subject to inspection by the parents of the alleged victim of child abuse.
7. No state requires that reporters of child abuse or neglect be absolutely certain that such abuse is occurring; however, they must have reason to believe that such abuse is, in fact, taking place. (KRS 620.050) provides immunity for all "Good Faith" reporting by people.
8. In most states, failure to report suspected child abuse or neglect may result in criminal prosecution.

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## **Parent Notification Plan For Emergencies**

1. Students will not be released until a parent or someone designated by the parent comes for him or her.
2. At this point, students can not be released until the parent or responsible person signs a Student Emergency Release Sheet. This will be done in the school office or temporary crisis site at Butler County Board of Education.
3. We are prepared to face emergency situations to care for children when they arise. If for some reason, you or a guardian can not make it to the school to pick up your child; we will care for him or her. Numerous employees throughout the school are certified in first aid and will provide any first response care needed.

### **WE DO ASK YOUR ASSISTANCE IN THE FOLLOWING CIRCUMSTANCES:**

1. Please do not call the school. Phone lines must be open to allow for emergency calls to come through.
2. Due to possible hazards, we ask you not to drive to the school immediately following a disaster. The same hazards your children are dealing with can also be harmful to you. We also need the school access routes free and clear for emergency vehicles.
3. The following media stations will have all the pertinent information and direction you will need as your child is concerned:

## **School Emergency Response Plan**

A School Emergency Response Plan will be available for inspection during normal school hours in the school principal's office.

## **Title I**

### **What is Title I?**

Title I is a federally funded program that helps provide additional instruction in reading and math instruction. This extra help is in addition to the regular reading and math instruction in the classroom. The goals of the Title I services are to support schools in helping all students become proficient readers and math students along with being College and Career Ready.

### **Goals for BCMS Title I Reading and Math programs**

- Improve student achievement in reading and/or math by identifying individual needs and providing instruction that targets those needs.
- Build students' self-esteem and confidence through providing instructional experiences that allow them to succeed and grow.
- Promote a positive attitude toward reading and math.
- Assist parents in being reading and math partners with their child.

### **Butler County Middle will use Title I funds to:**

- Improve Reading Comprehension and Skills throughout the curriculum
- Improve Writing Skills across all curricular areas
- Improve Math Skills and Strategies for students at all grade levels

### **Annual Parent Notice Right To Request Teacher Qualifications**

Our school receives federal funds for Title I programs that are part of the No Child Left Behind Act of 2001. Throughout the school year, we will continue to provide you with important information about this law and your child's education. You have the right to request information regarding the professional qualifications of your child's teacher(s). If you request this information, this district or school will provide you with the following as soon as possible:

1. If the teacher has met state licensing requirements for the grade level and subjects in which the teacher is providing instruction;
2. If the teacher is teaching under an emergency status for which state licensing requirements have been waived;
3. The type of college degree major of the teacher and the field of discipline for any graduate degree or certificate; and
4. If your child is receiving Title I services from paraprofessionals and, if so, his/her qualifications.

If you would like to request this information, please contact the school at (270) 526-5647.

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## **Maintenance Policies**

### **Availability of Asbestos Management Plan**

An Asbestos Management Plan will be available for inspection during normal school hours in the school principal's office. The plans for the school district central office and any other buildings not associated with a specific school are available at the superintendent's office.

### **Integrated Pest Management Statement**

KAR 302 29:050 section 12 requires that all schools implement a program of Integrated Pest Management (IPM) in order to control pests in a way that minimizes economic, health, and environmental risk. Parents or guardians may request 24-hour notification of individual pesticide applications at the school site. The notification will identify the active ingredient or ingredients in each pesticide product. If you wish to be notified at least 24 hours in advance please contact the school your child attends and request a notification form. For additional information contact Kenneth R. Reed at (270) 526-5624.

### **Building Scheduling Policy**

Any and all "outside" groups wishing to use the Butler County Middle School gym and/or cafeteria or any other part of the building or grounds, shall obtain permission from the principal / designee in advance of said activity. This includes ANY and ALL community organizations and/or basketball teams or groups or teams from other schools and universities. All such group activities will be scheduled by the principal/designee and not by any coach or activity sponsor.

## **Transportation Policies**

### **Bus Transportation Policy for Extra-Curricular Events**

This policy was developed for the protection of the students and school personnel at Butler County Middle School. This policy addresses transportation by school bus both to and from extra-curricular events such as ball games, meetings, tournaments, etc., for Butler County Middle School students.

All transportation and disciplinary policies of the Butler County Board of Education shall be strictly enforced, and all students transported to extra-curricular events shall adhere to district policy as well as school policy.

It is recognized that travel to extra-curricular events is a privilege enjoyed by students and such outings can be a factor in positive social development. However, this privilege depends upon the conduct and cooperation of the students.

### **After-School Transportation**

Students and parents must arrange for transportation home prior to an after-school activity. When an activity is over, parents should be waiting for the student. Transportation should be prearranged. In some cases, access to the school telephone may not be available.

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Sponsors of after-school activities will supervise groups in designated areas until parents pick up students. Students who repeatedly lack transportation within a reasonable amount of time after an activity has concluded may be dismissed from those activities.

Students who are not transported by school bus must be picked up no later than fifteen minutes after school is dismissed.

### **Bus Discipline Procedures**

Butler County Middle School students are expected to demonstrate appropriate behavior at all times while riding the buses to and from school. The bus driver will report inappropriate behavior on a misconduct report form. If students will not obey the transportation rules and regulations then discipline action will be initiated.

## **Pupil Personnel Policies**

### **Procedure for Distribution of Medication to Students**

School personnel will keep a child's medication in a safe place. The child will need to come to take the medication at the proper time providing there is an "Authorization to Give Medication" form signed by the parent and physician. The forms must be completed before any person administers medication to a student. Additionally, the school must have on file a written statement from the physician and/or parent stating methods and times to administer the drug. All medication must be sent to school in the original container with the prescription label attached, which includes the physician's directions for dispensing the medication. KRS 218.210 states "A person to whom or for whose use any controlled substance has been presented, sold, or dispensed by a practitioner or other persons authorized under this chapter, may lawfully possess it only in the container in which it was delivered to him by the person selling or dispensing the same."

**Prescription Medication will be accepted on an individual basis and administered only as prescribed on the physician or dentist written authorization.** An "Authorization to Give Medicine" form signed by the parent and physician must be completed before medicine will be administered. The original prescription or refill must be provided by the parent and include the student's name, date, medication dosage, strength, and directions for use which includes frequency, duration, and route of administration, prescribing physician, and pharmacy name and address. **The medication must be in the original container.**

**Non-Prescription Medication will be accepted on an individual basis as provided by the parent or legal guardian provided authorization to give medication is filled out on the back of the student emergency card.** Prolonged use of non-prescription medication is discouraged. Physicians or health care provider approval is highly recommended for use of non-prescription medication. **The medication must be in the original container.**

**Emergency Medication** must be administered as per written protocol approved and signed by a physician or local health officer and parent.

### **Illness or Injury at School**

A student who is injured or becomes ill should report to his/her teacher and should ask for permission to come to the principal's office. School personnel will contact the student's parents when necessary. All students who are injured or ill must sign-out through the front office before leaving school.

### **Parent Conferences**

Parents may make an appointment for conferences with teachers, the counselor, or the principal by telephoning the school office at 270-526-5647. Contact with school personnel is encouraged to assist you in the education of your student.

### **Interim Progress Reports**

Progress reports will be sent home to the parents of students on a regular basis.

## **Grading Policy**

Butler County Middle School grades using the following letter system:

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### **Retention and Promotion Policy**

Students who maintain a minimum “C” average in all of their classes will be promoted to the next grade level at the end of the school year. Students who have a “D” or “F” average in one or more classes may be considered for retention.

When a student does not meet the above criteria, the school administrator and the instructional staff will meet to determine the best placement for the student for the next school year. Factors to be considered, but not limited to, would be: the age of the student, number of classes not meeting “C” expectation, basic skill mastery, performance in past grade levels, attendance, standardized test scores, and intervention attempted.

Retention will occur if the school administrator and the instructional staff believe it would be in the student’s best interest to repeat the curriculum material that has not been mastered.

### **Honor Roll**

Each grading period, Butler County Middle School will compile an official Honor Roll of all students who achieve all grades of “B” or above during the specific grading period.

### **Homework Policy**

The need for homework in grades six through eight is seen as a necessary supplement to daily instruction at Butler County Middle School. It is the option of the classroom teacher as to the frequency and structure of assignments. See Homework Policy.

- Make-up Work: Students have 5 school days following an absence to submit missed work. After 5 school days work is not submitted will result in a zero.
- Home hospital work must be completed at home and cannot be completed once returning to school.
- Homework: 10% will be deducted each school day that an assignment is late. After the 5th day the grade will be a zero.
- NTI work: Must be completed as soon as possible. Failure to complete within 5 days will result in ineligibility from school activities until work is completed and turned in.

### **Make-up Work**

It is the student’s responsibility to make arrangements with the teacher for make-up work, tests, etc., missed during absences. Make-up work must be turned in within an appropriate amount of time after the student returns to school. See Homework Policy

### **Dress Code**

Proper appearance has been shown to have a huge relationship to behavior. Students and parents must accept the responsibility for appropriate dress. Students will dress according to weather, health, safety, and school activities. Dress and hair styles that are an extreme variation of those generally prevailing in the community and/or those that tend to disrupt the academic process and orderly operation of the school is not acceptable. Clothing with a message that promotes violence, harasses, threatens, intimidates, or demeans an individual or group of individuals because of gender, color, race, religion, disabilities, national origin, sexual orientation, or that advertises illegal substances such as alcohol, drugs, and/or tobacco products is prohibited. Principals and teachers shall enforce the dress code. Levels 1-4 of the Butler County Code of Conduct will apply.

1. See-through mesh or sheer clothing, tank tops, halter-tops, and tube tops are not permitted and proper under-clothing must be worn. Plunging necklines and backless dresses or cut-aways are not permitted. Oversize tops and pants are not permitted. **Loungewear/clothing viewed as pajama type clothing is not permitted.** Sleeveless apparel must fit around the arm and reach to the edge of the shoulder. Under-garments must not be visible around the sleeve opening.
2. Under normal circumstances, no hats, caps, or headdresses are to be worn in school.
3. Students are to wear footwear at all times. No steel-toed shoes/boots permitted.

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4. Blouses and shirts must meet skirts, slacks, or pants. The midriff must not show. Pants must be worn at the waist and may not drag on the floor. Holes in pants must be below fingertip length. Any holes above fingertip length must be covered up with a patch, leggings, or shorts. **No undergarments maybe showing.** Pants must fit the student or a belt must be worn to hold the pants up at the waist. Dresses, skirts, and shorts must be at least fingertip length. **Spandex/leggings pants cannot be see-through.**
5. Clothing and accessories (jewelry, belt buckles, necklaces, etc.) with obscene, crude, rude, or violent images or with printing pertaining to drugs, alcohol, or sex are not permitted. Sunglasses shall not be worn without a medical excuse. Pocket/billfold chains or other chains are prohibited.

Students who arrive at school in violation of the dress code will not be allowed to attend classes until someone brings clothing that allows them to comply with the dress code. Class time missed will be unexcused. Principals and teachers shall enforce the dress code in the school. In instances involving variations of clothing not covered in the regulations, the principals shall interpret this policy.

On pre-announced days, students may be exempt from the dress code. This dress code is adopted in the interest of developing and maintaining a student body that is well groomed, neat, and stylish.

#### **Violation of Dress Code will result in....**

1. **Warning (Student must change into appropriate clothing).**
  2. **Lunch Detention (Student must change into appropriate clothing).**
  3. **ISS for one day (Student must change into appropriate clothing).**
  4. **2 days of ISS (Student must change into appropriate clothing).**
  5. **Penalty to be determined by administration (Student must change into appropriate clothing).**
- **Parents will be notified and asked to bring a change of clothes on every occasion. The Youth Service Center is not responsible for providing proper clothing, but can be used as an option if necessary.**
  - **Student will not be allowed to return to classes until clothing is changed.**
  - **Student is responsible for any missed class work**

### **Gum Chewing**

Gum chewing will be permitted in the school building. Gum chewing is a privilege, not a right. The privilege of chewing gum will be revoked in the event improper disposal or actions become evident.

### **Tobacco Use/ Nicotine Vape Use**

No student shall possess, transfer, or use (smoking, chewing, dipping) cigarettes, pipes, vapes or any tobacco/nicotine products in any form on school property. Disciplinary action will occur. See discipline matrix.

### **Solicitation**

Students are not to engage in any type of buying and selling of articles on school property unless it is part of a sanctioned fundraising event.

### **Telephones**

**The office phones are for official school business only.**

**Pupils will not be called out of class to receive telephone calls. Messages for students will be taken in emergencies only. Your child's personal identification number (PIN) will be required when taking phone messages concerning your child. Students may use the phone for emergencies only. Students must be signed out of class in order to use the phone. All phone calls must be made from the front office telephone. If students text, calls outside of the front office, this will result in a cell phone violation.**

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**ANY CHANGES FOR A CHILD'S TRANSPORTATION FROM SCHOOL NEEDS TO BE IN THE FORM OF A WRITTEN NOTE. TELEPHONE CALLS ARE NOT RECOMMENDED. Transportation changes will not be accepted after 1:30pm.**

### **Lost and Found**

Students who find lost articles are asked to take them to the office, where the owner can claim them. Students are asked to place their name in or on personal property. All articles lost are not stolen. Students are expected to keep up with their own personal property. For lost articles, students should check lost and found in the front office. The school cannot assume responsibility for losses; however, if a student will report them immediately, every effort will be made to help.

### **Textbooks**

Textbooks are furnished to the students by the school. If a book is lost or damaged while it is checked out to a student, that student will be expected to pay for it.

### **School Pictures**

School pictures will be made early in the school year. All students are encouraged to have pictures made for the yearbook. Students will be notified in advance regarding the date so that they can dress accordingly. Proofs will be sent home so parents may purchase pictures if desired.

### **Flower Policy for Students**

Whenever a serious illness occurs among members of the student body, the students are encouraged to make up funds among members of the student body so that flowers may be sent by the class. Butler County Middle School will not send flowers to ill students from school or club accounts. Money collected by the students will be administered by the students and not by the school. Students are not allowed to receive balloons or arrangements in glass containers at school.

### **Dance Policy**

Butler County Middle School can hold several dances each year. These dances are generally held in the gym. Teachers and administrators are present at each dance. Admission varies at each dance, depending on decorations, refreshments, and music. Our dances are for Butler County Middle School students only. Students from other schools will not be permitted to attend. Parents are requested to pick up students promptly after each dance. Students must be eligible to attend dances.

### **Athletic Policy**

#### **Eligibility Policy**

- I. **Before being able to practice and participate all athletes must complete a KHSAA Athletic Physical.**
- II. **Grades**  
Grade checks will be performed every Thursday. Student-Athletes may not participate if failing any course during the time of grade check. If a student is deemed ineligible, ineligibility will be enforced until the next grade check (One-week period).
- III. **Behavior**
  - a. If a student is placed into ISS by administration, then he/she may not play in games or practice that day. He/she may travel with the team and may watch practice.
  - b. The ISS teacher will notify coaches of team members assigned to ICE by 2:00 each day.
  - c. If a student is suspended he/she may not be at practice or games
  - d. Suspension from games and practice begins as soon as the student has met with administration. Once the student has severed the suspension, he/she may resume practice and games as normal.

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- e. If a student is suspended more than once he/she may no longer be a part of the team.

IV. **Attendance**

- a. A student must be present at least half a day. This is determined by the number of hours school is in session to play, practice, or travel with the team.

V. **Enforcement of Policy**

- a. Administration will notify coaches of students who do not meet these standards. Coaches will then enforce the policy.
- b. Athletes will not be allowed to play until a signed copy of this policy is returned to their coach.

Full details on BCMS Athletics can be found in the BCMS Athletic Policy.

### **Drug-Testing Program**

The Board has established a random drug and alcohol testing program for student drivers and students participating in extra-curricular activities, including athletics. A plan to implement the drug testing program shall be developed by District personnel in cooperation with the testing laboratory and shall be provided to all schools and kept on file in the Central Office.

As reflected in the drug and alcohol testing plan, the Superintendent/designee shall establish a process to reasonably ensure student privacy during the taking of samples, security of samples once obtained, and designation of laboratory services that are accurate and reliable.

Appropriate measures shall be taken to protect student confidentiality throughout the testing process and in the handling of test results. Access to drug testing results shall be restricted on a need-to-know basis to those persons in positions designated by the Superintendent.

The testing program plan shall be developed in cooperation with the testing laboratory and shall be kept on file in the Central Office.

**Board Policy 09.423**

## **Butler County Middle School Code of Conduct**

### **Behavior Management Program**

PBIS is an effective classroom management plan for the classroom teacher. The plan is proactive and positive and is designed to create a calm, safe, and positive school climate. The management plan is a collection of research literature that has identified consistent and reliable findings concerning how effective teachers manage student behaviors and enhances student motivation and achievement. This is a school wide program that offers positive reinforcement and promotes the development of social skills, cooperative learning skills, and leadership skills. The program allows staff to increase consistency, clarify expectations, increase positive interactions, and reduce office referrals.

### **Guidelines for Success**

**Be Prepared.**

**Earn Respect.**

**Act Responsibly.**

**Reflect a Positive Attitude**

**Show Cooperation.**

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### **BCMS Statement of Staff Beliefs**

1. We will teach students the expectations for responsible behavior in the school environment by relating student actions to our guidelines of success.
2. We will provide POSITIVE feedback to students when they are meeting expectations and following the guidelines for success.
3. We will view minor misbehaviors as TEACHING OPPORTUNITIES and respond calmly and consistently with corrections and consequences.
4. We will work collaboratively to solve severe behavior problems.

### **Assembly Behavior**

**Goal:** Butler Co. Middle School students will demonstrate respectful behavior during assemblies by listening, participating, and following directions.

### **Responsible Assembly Behavior:**

- Students will follow ALL adults' instructions.
- Students will stay in line, use level 2 voices entering, and will sit in assigned seats. Level 1 voices exiting the gym
- Students will look for the universal attention signal – go to voice 0 when prompted.
- Listen and watch the leader/presenter attentively.
- Students will keep hands, feet, and objects to themselves.
- Students will refrain from booing, whistling, or yelling to put others down in the assembly.
- When the staff instructs the students to leave the assembly they will direct their attention to the teacher for further instructions.
- When prompted, students will stand up one row at a time, exit bleachers and form a single file line – level 1 voices – exit gym with teacher.
- At the end of the program, the leader will conclude the assembly by thanking the performers.

### **Consequences for Infractions:**

When a student misbehaves, staff will calmly and consistently implement the mildest consequence that is appropriate.

- Verbal Warning or reprimand.
- Positive practice of procedure.
- Delay the student and talk with them about appropriate assembly behavior.
- Parent Contact.
- Team Detention Time – Loss of coke break privilege.
- Have the student write the statements of appropriate assembly behavior. (Appropriate number of times).
- Counselor Referral for any student conflicts that result in an argument.
- Office Referral – Only for severe insubordination or for dangerous or illegal situations.
- Deny the student the next assembly privilege.
- Re teach assembly behaviors to the team or certain students if repetitive problems occur.

### **Encouragement Procedures:**

- Classroom or Team rewards for good behavior at the assembly.
- Staff will consistently encourage responsible behavior through positive interactions with students.
- Compliment individual students on their safety, courtesy, and respect.
- Administrators will encourage and recognize students and teams who exhibit appropriate assembly behavior on a regular basis.
- Teachers will discuss the assembly behavior after each assembly and will congratulate students on their maturity in the assembly if all went well.

### **Supervision Responsibilities:**

- During the first week of each school year and after school breaks, each staff member is responsible for teaching/reviewing appropriate assembly behavior with students.

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- Every staff member will be responsible for attending all assemblies and should place themselves throughout the audience to assist with supervision.
- Staff will take students to the area and be on time to that area.
- Staff members will model appropriate behavior for students – no talking while the assembly is in progress, clapping at appropriate times, and always use appropriate manners.
- If a student is misbehaving, staff will give the student a nonverbal signal to stop.
- If a student violates a rule, use a respectful but firm voice to inform the student of what he/she should be doing. Point out the appropriate behavior that needs to be exhibited.
- If a student needs to be removed, staff will escort the student to the office.
- Staff will use office referrals only for illegal behaviors, physically dangerous behavior, or severe insubordination.

### **Teaching Responsibilities:**

- Teachers will teach the procedures to all students at the beginning of the year and practice them.
- All staff will reinforce/re-teach again after school breaks.
- Staff will remediate with targeted students.
- Assembly lessons should be conducted by the teacher to help the students understand WHY procedures have been implemented. (Safety, respect, setting a calm tone and etc.).
- Staff will provide students with guided practice at assemblies.
- Teachers will spend time teaching and role-playing STP (Stop-Think-Plan) which is a conflict resolution method.
- If there are recurring problems in assemblies exhibited by a large number of students, then the team needs to meet and address ways to re-teach the issue.

### **Assessment:**

- Assembly observations of student behaviors by staff and administration.
- Data on rewards and referrals.
- Teachers will provide class time for classroom discussion.

### **Cafeteria Behavior**

**Goal:** The cafeteria at BCMS will be a safe and clean environment where all people interact with courtesy and respect.

### **Responsible Cafeteria Behavior:**

- Students will follow ALL ADULTS instructions.
- Students will walk to and from the cafeteria in an appropriate line and get into the lunch line without cutting and running.
- Students are to set with the class they come to lunch with.
- Students will walk at all times in the cafeteria.
- Students will use appropriate voice levels in the cafeteria. (Level 2-3).
- Students will stay in their seats until dismissed. (To get help, students need to raise their hands).
- Students will keep hands, feet, and objects to themselves.
- Students will respect the personal space of others.
- Students will take only the items they need such as one straw, one fork and napkins.
- Beverages in glass containers are not permitted.
- Students will use good manners at all times in the cafeteria.
- Students will dispose of all trash and trays at the appropriate place when instructed.
- The teacher will pick up the students at the appropriate time in the cafeteria.
- Students will not throw ANY items.

### **Consequences for Infractions:**

When a student misbehaves, staff will calmly and consistently implement the mildest consequence that is appropriate.

- Verbal Warning or reprimand.
- Positive practice of procedure.
- Delay the student in the cafeteria to talk with them about appropriate cafeteria behavior.
- Parent Contact.
- Loss of student social time such as health break.

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- Have the student write the statements of appropriate cafeteria behavior. (Appropriate number of times).
- Remove the student from the cafeteria.
- Lunch detention or afternoon detention in ISS room.
- Have the student go to the end of the lunch line.
- Student isolation away from peers in the lunchroom. (Detention)
- Counselor Referral.
- Office Referral – Only for severe insubordination or for dangerous or illegal situations.

#### Encouragement Procedures:

- Classroom or Team rewards for good behavior in the cafeteria.
- Staff will consistently encourage responsible behavior through positive interactions with students.
- Compliment individual students on their safety, courtesy, and respect in the cafeteria.
- The administration will provide a special treat for all students when cafeteria behavior has been good for a period of time. (9 weeks or a semester).
- Administrators will encourage and recognize students and teams who exhibit appropriate cafeteria behavior on a regular basis.

#### Supervision Responsibilities:

- Each cafeteria supervisor is responsible for being in the cafeteria to supervise students moving through the area.
- Each cafeteria supervisor will be responsible for the enforcement of cafeteria guidelines and procedures.
- Cafeteria supervisors will be on time to assigned areas.
- Teachers will be responsible for escorting classes to and from the cafeteria.
- While supervising students, cafeteria supervisors will interact positively with students. Staff will keep the climate warm and inviting when supervising.
- If a student violates a rule, use a respectful but firm voice to inform the student of what he/she should be doing. Point out the appropriate behavior that needs to be exhibited.
- Cafeteria supervisors will use office referrals only for illegal behaviors, physically dangerous behavior, or severe insubordination.

#### Teaching Responsibilities:

- Teachers will teach the procedures to all students at the beginning of the year and practice them.
- All staff will reinforce/re-teach again after school breaks.
- Staff will remediate with targeted students.
- Cafeteria lessons should be conducted by the teacher to help the students understand WHY procedures have been implemented. (Safety, respect, setting, etc.).
- Staff and lunchroom supervisors will provide students with guided practice in the cafeteria.
- Expectations need to be introduced on the first day of school and taught during the first week to all students. All lessons need to be revisited as needed during the school year.
- If there are recurring problems in the cafeteria exhibited by a large number of students, then the team and cafeteria supervisors need to meet and address ways to re-teach the issue.

#### Assessment:

- Lunchroom observations by staff and administration.
- Data on rewards and referrals.
- Teachers will provide class time for classroom discussion.

#### **Health Break Behavior**

Goal: Students will interact at Health Break showing respect and courtesy for all students and staff.

#### Responsible Health Break Behavior:

- Students will follow ALL adult instructions.
- Students will not engage in rough play at coke break.
- Students will settle differences peacefully using the STP (Stop-Think-Plan) method.

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- Students will not throw food or drink at any other student.
- Students will keep hands, feet, and objects to themselves.
- Students will leave rocks, sticks, and other dangerous objects alone.
- When the staff instructs the students to line up they will stop doing what they are doing and line up to go inside the building.
- Students will stay out of ditches, off any equipment that may be outside, and away from water and mud puddles.
- Students will show pride in their school by keeping the building and school grounds free of litter.

### Consequences for Infractions:

When a student misbehaves, staff will calmly and consistently implement the mildest consequence that is appropriate.

- Verbal Warning or reprimand.
- Positive practice of procedure.
- Delay the student and talk with them about appropriate coke break behavior.
- Parent Contact.
- Team Detention Time – Loss of coke break privilege.
- Have the student write the statements of appropriate coke break behavior. (Appropriate number of times).
- Counselor Referral for any student conflicts that result in an argument.
- Office Referral – Only for severe insubordination or for dangerous or illegal situations.
- Time Out at coke break for a specified period of time.
- Re teach Coke break behaviors to the team or certain students if repetitive problems occur.

### Encouragement Procedures:

- Classroom or Team rewards for good behavior at coke break.
- Staff will consistently encourage responsible behavior through positive interactions with students.
- Compliment individual students on their safety, courtesy, and respect.
- Administrators will encourage and recognize students and teams who exhibit appropriate coke break behavior on a regular basis.
- Provide students who clean up coke break areas with positive incentives/rewards such as Bear Sightings.
- A couple of times a year, the grade level will be given extra coke break time for positive coke break interactions of students.

### Supervision Responsibilities:

- During the first week of each school year and after school breaks, each staff member is responsible for teaching/reviewing appropriate coke break behavior with students.
- Every staff member will be responsible for the enforcement of coke-break guidelines and procedures and will circulate throughout the area and avoid standing in one place.
- Staff will take students to the area and be on time to that area.
- While supervising students, staff will interact positively with students. Staff will be warm and inviting when supervising.
- If a student violates a rule, use a respectful but firm voice to inform the student of what he/she should be doing. Point out the appropriate behavior that needs to be exhibited.
- Staff will use office referrals only for illegal behavior, physically dangerous behavior, or severe insubordination.

### Teaching Responsibilities:

- Teachers will teach the procedures to all students at the beginning of the year and practice them.
- All staff will reinforce/re-teach again after school breaks.
- Staff will remediate with targeted students.
- Coke break lessons should be conducted by the teacher to help the students understand WHY procedures have been implemented. (Safety, respect, setting a calm tone, etc.).
- Staff will provide students with guided practice at coke break.
- Teachers will spend time teaching and role-playing STP (Stop-Think-Plan) which is a conflict resolution method.
- If there are recurring problems in the coke break area exhibited by a large number of students, then the team needs to meet and address ways to re-teach the issue.

### Assessment:

- Coke Break observations of student behaviors by staff and administration.
- Data on rewards and referrals.

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- Teachers will provide class time for classroom discussion.
- Custodial staff, teachers, and administration will check coke break areas for safety and cleanliness.

### **Hallway/Restroom/Passing Periods Behavior**

**Goal:** The hallways/restrooms at BCMS will be a safe and quiet environment where people interact with courtesy and respect.

#### **Responsible Hallway/Restroom Behavior:**

- Students will follow ALL ADULTS instructions.
- Students will walk on the right side of the hall. If traveling with class, students will stay in a straight line 2 ½ blocks from the wall with appropriate voice level. Level 1.
- Students will use appropriate voice levels in the hall between classes. Level 1.
- Students will have the materials they need with them.
- Students will keep hands, feet, and objects to themselves.
- Students will respect the personal space of others.
- Students will respect school property. Close lockers quietly.
- During class time, students must have a signed agenda to be in the hallways/restrooms.
- Students will use good manners at all times in the hall/restroom. No more than 5 students in the bathroom at a time. Teams may limit less students if necessary.
- Students should go directly to the assigned area. (Early morning dismissal from gym, students participating in after school programs, appropriate dismissal times at the end of the day, and dismissal from the cafeteria).

#### **Consequences for Infractions:**

When a student misbehaves, staff will implement the consequence that is appropriate.

- Verbal Warning or reprimand.
- Positive practice of procedure.
- Delay the student in the hall/restroom to talk with them about appropriate hallway behavior.
- Parent Contact.
- Team Detention Time – Loss of a privilege.
- Have the student write the statements of appropriate hallway/restroom behavior. (Appropriate number of times).
- Office Referral – Only for severe insubordination or for dangerous or illegal situations.

#### **Encouragement Procedures:**

- Classroom or Team rewards for good behavior in the hallway/restroom.
- Staff will consistently encourage responsible behavior through positive interactions with students.
- Compliment individual students on their safety, courtesy, and respect.
- Administrators will encourage and recognize students and teams who exhibit appropriate hallway/restroom behavior on a regular basis.

#### **Supervision Resonsibilities:**

- Each staff member is responsible for being in the hallways/restrooms and or at their doorways to supervise students moving through the halls.
- Every staff member will be responsible for the enforcement of hallway/restrooms guidelines and procedures.
- Staff will be on time to assigned areas.
- Teachers will be responsible for escorting classes to and from restrooms, cafeteria, and special events in the gym.
- While supervising students, staff will interact positively with students. Staff will be warm and inviting when supervising.
- If a student violates a rule, use a respectful but firm voice to inform the student of what he/she should be doing. Point out the appropriate behavior that needs to be exhibited.

#### **Teaching Responsibilities:**

- Teachers will teach the procedures to all students at the beginning of the year and practice them.
- All staff should reinforce/re-teach again after school breaks.
- Staff will remediate with targeted students.

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- Hallway/restroom lessons should be conducted by the teacher to help the students understand WHY procedures have been implemented. (Safety, respect, setting a calm tone, etc.).
- Staff will provide students with guided practice in the hallways/restrooms.
- Expectations need to be introduced on the first day of school and taught during the first week to all students. All lessons need to be revisited as needed during the school year.
- If there are recurring problems in the hallways/restrooms exhibited by a large number of students, then the team needs to meet and address ways to re-teach the issue.

#### Assessment:

- Hallway/restroom observations by staff and administration.
- Data on rewards and referrals.
- Teachers will provide class time for classroom discussion.

#### ***Behavior for Students with a Substitute Teacher***

Goal: Students will work productively on days with a guest teacher and the guest teacher will be treated with respect.

#### Responsible Behavior:

- Students will follow ALL adult instructions.
- Students will be prepared for class.
- Work hard and stay focused.
- Raise your hand and wait to be called on when you have something to say.
- Students will give their full attention to the guest teacher when he/she is talking to the class.
- Accept that the guest teacher will do some things differently than your regular teacher.
- Reflect a positive attitude and show cooperation to the guest teacher.

#### Consequences for Infractions:

When a student misbehaves, staff will calmly and consistently implement the mildest consequence that is appropriate.

- Verbal Warning or reprimand.
- Positive practice of procedure.
- Delay the student and talk with them about appropriate behavior.
- Team Detention Time – Loss of coke break privilege.
- Report the infraction to another teacher on the team.
- Counselor Referral for any student conflicts that result in an argument.
- Office Referral – Only for severe insubordination or for dangerous or illegal situations.
- NOTE: Refer to the regular teacher Classroom Management Plan in Substitute Teacher folder.

#### Encouragement Procedures:

- Staff will consistently encourage responsible behavior through positive interactions with students.
- Compliment individual students on their safety, courtesy, and respect.
- Give a positive or negative report to the classroom teacher.
- Administrators will encourage and recognize students and teams who exhibit appropriate behavior on a regular basis.

#### Supervision Responsibilities:

- During the first week of each school year and after school breaks, each staff member is responsible for teaching/reviewing appropriate behavior with students.
- While supervising students, staff will interact positively with students. Staff will be warm and inviting when supervising.
- If a student violates a rule, use a respectful but firm voice to inform the student of what he/she should be doing. Point out the appropriate behavior that needs to be exhibited.
- Staff will use office referrals only for illegal behaviors, physically dangerous behavior, or severe insubordination.

#### Teaching Responsibilities:

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- Teachers will teach the procedures to all students at the beginning of the year and practice them.
- All staff should reinforce/re-teach again after school breaks.
- Staff will remediate with targeted students.
- Lessons should be conducted by the teacher to help the students understand WHY procedures have been implemented. (Safety, respect, setting, etc.).
- The administration will make an effort to meet the guest teacher in the morning before the students arrive and to drop in during the day to ask if anything is needed.
- If there are recurring problems exhibited by a large number of students, then the team needs to meet and address ways to re-teach the issue.

#### Assessment:

- Input from guest teachers on their experiences in the classroom that day.
- Data on rewards and referrals.
- Teachers will provide class time for classroom discussion.

#### **Suspension Policy**

Any Butler County Middle School student who is suspended from the regular program shall not participate in any activities connected with the school during the suspension period. This includes athletic events and games, club meetings, or any other outings. A suspended student is not to be present on any school bus during the suspended time or participate in, or be present at any practice or athletic event.

#### **Butler County Schools Code of Acceptable Behavior and Discipline**

All students at Butler County Middle School are expected to adhere to the Butler County Code of Acceptable Behaviors and Discipline developed by the Butler County Board of Education. Examples of unacceptable behaviors and the consequences that could result if those behaviors occur are listed in the booklet. Please review that information with your child. The school has procedures that guide teachers and administrators as they work with individual students to correct inappropriate behaviors. When a student does not respond and their unacceptable behaviors continue a behavioral correction plan will be developed that will list procedural steps that will occur if the behaviors continue which could result in placement at the alternative school or expulsion from school. Proper school behavior includes being mannerly, being respectful, being calm and relaxed, and being orderly so they do not disrupt the educational environment of others in the school.

#### **School-Wide Discipline Policy**

In an effort to bring consistency and uniformity to the school's discipline plan, a list of consequences for inappropriate behavior has been developed. The consequences become effective at 3 card intervals and increase in severity as the number of discipline cards increase. It is critical to contact parents at each 3 card interval. Each team will develop a mechanism for parental contact.

3 cards	Grade Level Team will have option of contacting student and/or parent based on severity of the cards. Student will meet with the counselor. One day of lunch detention.
6 cards	Teachers and/or counselor meet with students/ Parent contacted by school. Two days of lunch detention.
9 cards	TIP booth/ Parents notified by Administration
12 cards	Student placed on a behavior sheet and notified by Administration
15 cards	Student placed in In-School Suspension (ISS) for one full day
18 cards	1 or 2 days of ISS
21 cards	Student suspended from school for 1 day or Multiple ISS Days
24 cards	Student suspended from school for 1 day/Alternative School Considered (ALP)/ Multiple Days of ISS
27 cards	Multiple days of Suspension/ALP Consideration/ Multiple Days of ISS
30 cards	Multiple days of Suspension/ALP Consideration/ Multiple Days of ISS

It is important to note that serious violations of the discipline policy will result in the immediate consequences regardless of the number of cards. It is also important to note that all violations of the law will result in the Principal or designee notifying Law Enforcement Officials.

Alternative placement at any time is at the discretion of school administration.

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# DISCIPLINE PROCEDURES

Butler County Middle School

## BEHAVIOR VIOLATIONS

### ACTIONS

	In-School Discipline Measures / Counseling	Parent/Guardian Notification / Conference	Probation, Social Dancess, etc.	Referral to Mental Health Agencies	Short to Long Term In-School Alternative Programs	Out of School Suspension 1-5 Days	Alternative Learning Programs	Suspension 6-10 Days	Reported to Law Enforcement	Referral to YSC
Failure to sign in or out of school	X	X	X				X			
Failure to Follow directives	X	X	X	X	X	X	X			
Unexcused tardiness (class/homeroom)	X	X			X			X		
Failure to have proper materials for class	X	X	X		X			X		X
Improper dress	X	X	X		X	X		X		X
Forgery	X	X	X		X	X		X		
Deliberate classroom disruption	X	X	X		X	X	X	X		
Failure to turn in work, take exams, or participate in classroom activities	X	X	X		X	X	X	X		
Profanity/Vulgarity	X	X	X	X	X	X		X		
Physical contact/public display of affection	X	X	X		X	X		X		
Gambling	X	X	X		X	X		X	X	
Stealing	X	X	X		X	X	X	X	X	
Leaving school grounds without permission	X	X	X		X	X	X	X	X	
Vandalism (less than \$100.00)	X	X	X		X	X			X	
Gang related activities	X	X	X		X	X	X	X	X	
Non-attendance of class/school	X	X	X	X	X			X		
Use/possession of tobacco/vape products		X		X	X	X		X	X	
Fighting		X	X		X	X	X	X	X	
Harassment		X	X	X	X	X	X	X	X	
Use/possession of fireworks		X	X		X	X	X	X	X	
Insubordination		X	X		X	X	X	X	X	
Repeated violations of discipline code		X	X		X	X	X	X		

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Activating fire alarms		X	X		X	X	X	X	X	
Vandalism (more than \$100.00)		X	X		X	X	X	X	X	
Repetition of short-term suspensions		X	X				X	X	X	
Assault on school personnel		X		X		X	X	X	X	
Use/possession of drugs/alcohol		X	X	X		X	X	X	X	
Sale of drugs/alcohol		X	X	X		X	X	X	X	
Assault/sexual abuse		X	X	X		X	X	X	X	
Arson		X	X	X		X	X	X	X	
Extortion/robbery		X	X	X		X	X	X	X	
Possession of weapons		X	X	X			X	X	X	
Bomb threats		X	X	X			X	X	X	

## **Butler County Middle School Electronic Resources Acceptable Use Policy**

### **Student, Staff, and Community Member Use**

The school supports the rights of students, staff, and community members to have reasonable access to information formats and believes it is incumbent upon students, staff, and community members to use this privilege in an appropriate and responsible manner.

### **BCMS-Net Use Procedure**

New technologies have created a smaller world. There have been changes in the way information may be accessed, communicated, and transferred. The Butler County Middle School (BCMS) will offer students and staff access to the information highway and Internet. This service will provide access to information from all over the world, which includes some material that may not be considered appropriate in the classroom. With this large a scope, it is impossible to control all the information on the Internet. Hence, the school staff, parents, and guardians of minors are responsible for setting and conveying the standards that the students should follow.

BCMS will support and respect each family's right to decide whether or not their child should have access to BCMS-Net. Therefore, both the student and parents or legal guardians must complete permission forms for minors.

### **BCMS-Net Use Rules and Responsibilities**

Students, staff members and community members are responsible for good behavior on school computer networks, just as they are in a classroom or school hallway. Communications on the network are often public in nature. General school rules for behavior and communication apply.

BCMS-Net is provided for students to conduct research and communicate with others in relation to school- work. Access to network services is given to students who agree to act in a considerate and responsible manner. Parent permission is required. Access is a privilege, not a right. Therefore, based upon the acceptable use guidelines outlined in this document, the system administrators will deem what is inappropriate use and their decisions are final. The system administrators may close an account at any time. The administrators, faculty, and staff of BCMS may deny, revoke, or suspend user from BCMS-net usage.

Individual users of BCMS-net are responsible for their use of the network and Internet. Use must be in support of education and research and must be consistent with academic expectations of BCMS. Use of the network or computing resources must comply with the rules appropriate for the network. BCMS reserves the right to monitor and regulate all Internet activities.

### **User Rules of Etiquette**

- Transmission or receipt of any material in violation of U.S. or state regulations including copyrighted material is prohibited.
- Illegal activities are strictly prohibited.
- No political lobbying is permitted.
- Transmission or receipt of obscene or pornographic material is prohibited. Sending or receiving of obscene messages or pictures from any source will result in immediate suspension of privileges.

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- Be polite. Do not write or send abusive or harassing messages. This includes racial, ethnic, sexist, or minority disparagement. If you are a victim of such messages from any source on the Internet, report this activity to a teacher or administrator. Do not share this information with other.
- Use appropriate language. Do not swear, use vulgarities, or any other inappropriate language.
- Do not reveal the personal address or phone number of yourself or others. Do not share your password with others who use the system. Do not log in under a name other than your own. Posting private information about another person without their permission is strictly prohibited.
- There will be no attempts to gain unauthorized access to the school network or Internet.
- Do not use the network in such a way that would disrupt its use by other users.
- Vandalism-any malicious attempts to harm or destroy data of another user- will not be tolerated. Any questionable action will result in suspension of privileges.
- No intentional uploading or creation of computer viruses is permitted. User privileges will be immediately terminated should this occur.
- Do not communicate any credit card number, bank account number, or any other financial information. Use of debit cards is prohibited.
- Transmission or receipt of any material advocating violence is prohibited.
- No plagiarism of downloaded materials-this includes posting and distribution of these materials as though they were your own. Credit must be given to the source or author of the material where possible.
- No profit-making ventures or product promotion is allowed.
- Students are not permitted to agree to meet with anyone who has been contacted through the Internet without permission of a parent or guardian.
- No transmission or receipt of chain letters is permitted.
- Spamming- the sending of annoying or unnecessary messages to a large number of people- is prohibited.
- No downloading of materials concerning hate groups or gangs is permitted unless such information is for the purpose of classroom research. Such research must be closely monitored and supervised by a classroom teacher.
- No downloading of information concerning the making of explosive devices or other mechanisms intended to inflict harm upon other human beings or physical structures is permitted.
- The school is not responsible for the accuracy or quality of information obtained through or stored in the system.
- The faculty and administration claim no responsibility or liability for the control of public online resources and assume no responsibility or liability for student violation of this acceptable use policy.
- Electronic mail is not guaranteed to be private. People who operate the system do have access to all mail. Inappropriate messages can result in the suspension of privileges. Violation of any of the above mentioned rules and responsibilities will result in a loss of access and may result in other disciplinary or legal actions.

### **Social Media Policy**

Butler County Middle School students are held in the highest regard and are seen as role models in and out of the classroom. As students you have the responsibility to portray your county, your school, and yourselves in a positive manner at all times. Sometimes this means doing things that are an inconvenience to you, but benefit the entire school family.

Students should be aware that third parties - - including the media, faculty, future employers and students - - could easily access your profiles and view all personal information. This includes all pictures, videos, comments and posts. Inappropriate material found by third parties affects the perception of the student, the student's family and Butler County Middle School. This can also be detrimental to a student's future opportunities, whether in college or in other career paths.

**Examples of inappropriate and offensive behaviors concerning participation in online communities may include depictions or presentations of the following:**

- Photos, videos, comments or posts showing the personal use of alcohol, drugs, and tobacco (e.g., no holding cups, cans, shot glasses etc.)
- Photos, videos, and comments that are of a sexual nature. (This includes links to websites of a pornographic nature and other inappropriate material.)
- Pictures, videos, comments or posts that condone drug-related activity. (This includes but is not limited to images that portray the personal use/mimicking of marijuana, tobacco, e-cigs, and/or other drug paraphernalia.)
- Content online that is unsportsmanlike, derogatory, demeaning or threatening toward any other individual or entity (examples: derogatory comments regarding another school; taunting comments aimed at a student-athlete, coach or team at

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another school and derogatory comments against race and/or gender). No posts should depict or encourage unacceptable, violent or illegal activities (examples: hazing, sexual harassment/assault, gambling, discrimination, fighting, vandalism, academic dishonesty, underage drinking, and illegal drug use).

- Content online that would constitute a violation of BCMS policies.
- Information that is sensitive or personal in nature or is proprietary to Butler County Middle School, which is not public information.
- Photos, video involving the faculty, staff, other students of Butler County Middle School.
- Posting to social media during school hours, or images and video from the school day.
- Online harassing/bullying or threatening posts.

If a student's profile and/or messaging and its contents are found to be inappropriate in accordance with the above behaviors, he/she will be subject to the following consequences, depending on severity and student's previous behavior record.

1. **Warning, ISS, Suspension (depending on infraction)**
2. **ISS, Suspension and/or alternate placement**
3. **Penalties as determined by administration and/or local law enforcement.**

Used responsibly, social media can be a great way to interact with friends, family, and express yourself. Used irresponsibly, it can be a quick way to destroy your reputation in 140 characters or less! This resource provides some tips and suggestions for using social media responsibly and effectively.

- **DO** set your security settings so that only your friends can see your account.
- **DON'T** accept friend or follow requests if you are not sure who they are coming from.
- **DO** understand that who you have listed as Followers or Friends is a reflection on you.
- **DON'T** put anything on social media that you would not want your family, your future employers, those reading the front page of the paper, or the whole world to see.
- **DO** think before you post, tweet or retweet -- Will this positively reinforce my brand?
- **DON'T** post offensive language, personal attacks or racial comments.
- **DON'T** post when you are emotional, like right after a game. You are more likely to say something you will regret.
- **DO** ask questions if you are not sure what you are doing is ok.
- **DON'T** post anything during school hours.
- **DO** be familiar with the department's social media policy and the consequences for violating it.

If you are ever in doubt of the appropriateness of your online public material, consider whether it upholds and positively reflects you and your families own values and ethics as well as that of Butler County Middle School. Never let anyone use your account. **You are responsible for what is posted on your account. Change passwords if you like your account has been compromised.** Remember, always present a positive image and don't do anything to embarrass yourself, your family, or Butler County Middle School. **Remember that perception is reality.**

## **8th Grade Promotion Policy**

A program of promotion is provided by the Butler County Board of Education each spring in honor of 8th grade students. Only those 8th graders who have fulfilled the requirements for promotion set forth by the State Department of Education, the Butler County Board of Education, and Butler County Middle School are allowed to take part in this program. No student may participate in promotion exercises unless he/she has met all requirements set forth by Butler County Middle School. The promotion certificate will be held until promotion requirements have been met. Students must have returned all textbooks, school property, including but not limited to sports uniforms, library books, classroom resource materials, and have paid all fees owed to Butler County Schools and/or Butler County Middle School in order to participate in the promotion program.

## **Notes**

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# **Butler County Middle School Student Handbook**

## **INTERNET AND ELECTRONIC MAIL USER AGREEMENT AND PARENT PERMISSION FORM**

### **STUDENT AGREEMENT:**

As a user of the Butler County Middle School computer network, I hereby agree to comply with the school rules governing the Internet and networking usage. I will act in a responsible manner while abiding by all relevant rules, laws, and restrictions.

**STUDENT SIGNATURE** \_\_\_\_\_ **DATE** \_\_\_\_\_

### **PARENTAL AGREEMENT:**

As the parent or legal guardian of the student signing above, I have read the user rules and responsibilities and I hereby grant permission for my child to access networked computer services such as the Internet.

I understand that some material on the Internet may be objectionable. However, I accept responsibility for guidance of Internet use by signing and conveying standards for my child to follow when selecting, sharing researching, or exploring electronic information and media.

**PARENT SIGNATURE** \_\_\_\_\_ **DATE** \_\_\_\_\_

### **Photo/Video/Social Media Release**

Our students produce a weekly news show that is then edited and published to YouTube on our school account. This show is intended to inform, entertain, and showcase our school. We also frequently use our school Facebook and Instagram as another way to inform, entertain, and showcase our school. Please note that information collected and shared on the news show/social media could include: a first name; the name of a city or town of residence; a photograph, video, or audio file where such file contains the child's image or voice; personal information revealed during video interviews; a birthday; and/or other personal information about your child. Photographs are periodically taken of students for the BCMS yearbook. Please check and sign one of the statements below.

**Please note that if you check no, your child's picture will not be in the BCMS yearbook.**

\_\_\_\_ YES, my child may participate in the ways mentioned above on the school news show that is published to YouTube, photos/videos on various school social media accounts, and the school yearbook.

\_\_\_\_ NO, my child may not participate in the ways mentioned above on the school news show that is published to YouTube, photos/videos on various school social media accounts, and the school yearbook.

### **STATEMENT OF ASSURANCE**

We have reviewed a copy of the Butler County Middle School Handbook for students. We understand the policies, rules, and regulations stated therein and agree to abide by them. Failure to return signed does not warrant the non-compliance of the policies, rules, and regulations stated therein. Copies also available online or by request.

\_\_\_\_\_  
**Parent Signature**

\_\_\_\_\_  
**Date**

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