

Bluegrass Middle School

Student & Parent Handbook



2023-2024

Mr. Mark Webster, Principal

170 W.A. Jenkins Road
Elizabethtown, KY 42701

Phone: (270) 765-2658

Fax: (270) 769-7935

The Bulldog Way

School Mission: Through collaborative partnerships, Bluegrass Middle School transforms youth into responsible citizens by providing **academic**, **emotional** and **social standards** of excellence.

Vision: Through collaborative partnerships, Bluegrass Middle School will bring **rigor** and **relevance** in **differentiated instruction** while securing **relationships** through a mutual respect of **diversity** between and among our student/staff population.

School Colors: Red, White, Gray and Black

School Mascot: Bulldog

Hashtag: #TopDawgs

Core Values
<ul style="list-style-type: none">• Respect• Responsibility• Safety

School Fight Song
Fight on you bulldogs. Fight for Old John. Fight on you Bulldogs, 'til victory is won. Fight for the honor of red, black, and white. Fight on you Bulldogs, Fight, fight, fight!
Hail to the Bulldogs, Pride of our school. Fight on for victory. Our spirits will rule. Fight for the honor of red, black, and white. Fight on you Bulldogs. Fight!
D--O--G--S D--O--G--S Go Dogs Go!



Faculty and Staff

Administration	
Principal	Mark Webster
Assistant Principal	Jacinta Pleasant
Assistant Principal	Neal Gibbs
Counselor	Steve Butler
Counselor	Ashley Frye

Office Staff	
Office Manager	Missy Bowen
Attendance Clerk	Melanie Covell
Front Receptionist	Audrey Price
Nurse	Christie Meza
SRO	Javier Aguayo

Support Staff	
Library Media Specialist	Margie Findley
Family Resource Coordinator	Jerren Morning
Day Custodian	James Mouser
Night Custodian	Zachary Montgomery
Speech Therapist	Tracy Black
ESL	Chad Poole/Patricia Mings
Deaf/Hard of Hearing Teacher	Summer Atteberry

Faculty and Staff

6th Grade Team		
Teacher	Subject	Extra-Curricular
Anna McKinley	English Language Arts	
Ryan Ramsey	Math	Academic Team
Chastity Greene	Math	
VACANT	Science	
Amanda Harmon	Social Studies	
Dan Frey	Social Studies	
Danielle Trogner	ELA/PBL Support	
7th Grade Team		
Kekera Ruff	English Language Arts	
Lydia Rakes	Math	
Tammy Mouser	Math	
Melissa Goes	Science	Academic Team
Phillip Fuller	Social Studies	Yearbook
Christian Winkler	Social Studies	
8th Grade Team		
Vasco Perry	English Language Arts	
Amanda Rowlett	English Language Arts	
Katherine Lockett	Math	
Lisa Owens	Math	
Stephanie Biggs	Science	
VACANT	Science	
William Brannack	Social Studies	

Faculty and Staff

ENCORE		
Teacher	Subject	Extra-Curricular
Josh Mitchell	Band	
Lindsey Pelley	Art	
Josh White	College and Career Choices	
Dawn Duda	Physical Education	
Baylee Sims	Agriculture	FFA
Wendy Boeglen/John Wittenback	Student Support Lab	
Enhancement/Enrichment		
Carrie Brown	Science Enrichment	
VACANT	Math Intervention	
Lentz	Robotics/Reading	
Kayla Berg	Gift and Talented	
Special Education		
VACANT	EBD	
Kristi Lanham	Social Skills	
Renee Nettles	English Language Arts	
Jackie Bradley	Math	
Taylor Skrine	English/Language Arts	
Rickey Garcia	Math	
Sheila May	Low Incidence	
Jessica Coffman	Low Incidence	

Table of Contents

Note: Click the title for the information you are trying to retrieve.

<u>Communication</u>	7		
District Calendar	8		
Social Media	8		
School Cancellations	9		
Visitor Policy	9		
Parent Communication	9		
SBDM Council Meetings	10		
Hotline Numbers	10		
<u>Culture</u>	11		
BGMS Traditions	12		
Dances	14		
<u>Expectations</u>	15		
Code of Conduct	16		
Anti-Bullying & Harassment Policy	17		
Discipline & Classroom Management	17		
Expected Behaviors	18		
Cell Phone Policy	20		
Cheating	21		
Discipline Referral Process	22		
Fighting	22		
Gum	24		
Note Forging	24		
Plagiarism	24		
Public Display of Affection	26		
Skippping Class/School	26		
		Student Dress Code	26
		SSL Policies & Procedures	28
		Tobacco/Vaping/Juul Use	29
		Drugs & Alcohol Policy	29
		<u>School Policies</u>	30
		After-School Activities During Testing	31
		After-School Detention	31
		Authority of Faculty & Staff	31
		Budget	31
		Cafeteria	32
		Hall Pass	32
		Homework	33
		Math Placement Policy	33
		No Open Containers	33
		Off-Limit Areas	33
		Parent Involvement	34
		Promotion & Retention	36
		School Assemblies	36
		Search & Seizure	36
		Showing Movies	37
		Student Suspension	37
		Addendum to District Suspension, Expulsion & Due Process	37
		Textbooks	38
		Use of School Telephone	38

Table of Contents

Note: Click the title for the information you are trying to retrieve.

Attendance/Enrollment Procedures 39

Attendance Policy	40
Birth Certificate	42
Immunizations/Physicals	42
Tardy Policy	43
Withdrawal From School	44

Student Success 45

Academic Detention	46
Academic Eligibility for Extracurricular	
Athletics	46
Breakfast & Lunch	48
Counselor's Office	48
Curriculum & Class Schedule	48
Grading Scale	48
Health Services	49
Injuries & Illnesses	50
KY Missing School Children Program	50
Make-up Work	51
Media Center	51
Medications	52
Mid Term/Report Cards	52
Notification of FERPA Rights	53
College View Extracurricular	54
School Bus Safety	54
School Insurance	56

Crime Stoppers	56
Acceptable Technology Use	56
Youth Services Center	59

Acknowledgement Form 59



Communication



Stay Connected

Follow BGMS on Social Media!

Instagram
Bluegrass_Dawgs

Twitter
@BluegrassDawgs

Facebook
@BluegrassMiddleSchool



S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

HARDIN COUNTY SCHOOLS 2023-2024 SCHOOL CALENDAR

AUGUST 1.....PROFESSIONAL DEVELOPMENT
AUGUST 2.....PROFESSIONAL DEVELOPMENT
AUGUST 3.....PROFESSIONAL DEVELOPMENT
AUGUST 4.....PROFESSIONAL DEVELOPMENT
AUGUST 7.....OPENING DAY
AUGUST 9.....FIRST DAY FOR STUDENTS
SEPTEMBER 4.....(HOLIDAY #1) LABOR DAY
OCTOBER 9-13.....FALL BREAK
OCTOBER 16.....PROF. LEARNING DAY
NOVEMBER 6.....SCHOOL DISMISSED (FDEA)
NOVEMBER 7.....ELECTION DAY
NOVEMBER 22.....SCHOOL DISMISSED
NOVEMBER 23.....(HOLIDAY #2) THANKSGIVING
NOVEMBER 24.....SCHOOL DISMISSED
DECEMBER 20-29.....WINTER BREAK
DECEMBER 25.....(HOLIDAY #3) CHRISTMAS
JANUARY 1.....(HOLIDAY #4) NEW YEAR'S
JANUARY 2.....PROF. LEARNING DAY
JANUARY 3.....SCHOOL RESUMES
JANUARY 15.....SCHOOL DISMISSED (MARTIN L. KING DAY)
FEBRUARY 16.....PROF. LEARNING DAY
FEBRUARY 19.....SCHOOL DISMISSED (PRESIDENT'S DAY)
MARCH 15.....SCHOOL DISMISSED
APR 1-APR 5.....SPRING BREAK
APRIL 8.....SCHOOL DISMISSED (SOLAR ECLIPSE)
MAY 3.....SCHOOL DISMISSED
MAY 21.....SCHOOL DISMISSED (PRIMARY ELECTION)
MAY 24.....LAST DAY FOR STUDENTS
MAY 27.....MEMORIAL DAY
MAY 28.....CLOSING DAY

MAKE-UP DAYS WILL BE TAKEN IN THIS ORDER:
Feb 19, Mar 15, May 28, 29, 30, 31, June 3, 4, 5



SCHOOL NOT IN SESSION

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29		

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

Communication

Monthly Newsletter

A newsletter will be sent home monthly. These will also be posted on social media and shared via our Send-it system.

School Wide Emails:

Often, collective emails may be sent throughout the year with school wide events or concerns. If your email addresses changes, please contact the school so we can change the address in our database in order for you to not miss out on important information.

Send-It:

The Send-It system is an efficient system to keep parents informed quickly via the telephone/cell phone. A teacher or administrator can create a message for parents, students or staff and in a matter of minutes the entire group receives the message. This is often used for school cancellations or informing parents of school activities. In order for this to work properly, the school MUST have a current phone number on file. Please make sure when you change your phone number you inform the school as well.

School Closings and Resulting Cancellation of Activities:

In the event of inclement weather, the district wide One Call System will be utilized to call home as deemed necessary by the superintendent regarding school closings, early dismissals, delayed schedules or any other emergency situation. School cancellation will also be announced as soon as possible on the local and Louisville radio stations.

School-related extracurricular activities such as ballgames may or may not be held depending on the weather at the time the activity is scheduled. Parents and students should be aware that early dismissal due to changing weather conditions is always a possibility and should plan accordingly.

Hardin County Board of Education Administration Policy to School Visitors:

All school visitors shall first report to the office, identify themselves, and state the nature of the visit. A visitor's pass will be issued if the visit is deemed important and approved by the principal.

The principal shall have the authority to permit or deny any individual, or group of individuals the right to go through the building or to remain on school grounds.

Site-Based Decision Making Meetings:

The SBDM Council meeting is held the 3rd Wednesday of each month at 3:30 pm in the school's Media Center unless changed by the new council in July (see our website). The SBDM Council sets council policies while the principal enforces policy. The SBDM Council Meetings are open to the public and you may contact the office manager at **(270) 765-2658** to be put on the agenda to speak about school policies at any council meeting. You may also contact any council representative to address concerns on your behalf during council meetings.

Hotline Numbers:

All calls are anonymous and confidential. Hotlines are available 24 hours a day, 7 days a week. Have the courage to make the call!

If you are having thoughts of suicide, feel depressed, are having personal problems or problems at home, or if you know someone who is, and need to talk anonymously to a counselor, call **1-800-273-TALK (8255)**.

If you see or hear about bullying, fighting, abuse, harassment, weapons, gangs, or any other dangerous situation at school, call **1-877-KYSAFE1 (597-2331)**.

If you are a victim of, survivor of, or witness of human trafficking, call **1-888-373-7888** OR by email: **help@humantraffickinghotline.org**.



culture



BGMS Traditions

Bulldog Academic Coaching: Throughout the year, Bulldog Leaders meet with students to discuss student strengths, goals, areas of growth, barriers to learning and how to overcome those barriers. The leader and students form a partnership to set goals and work together to help the students achieve those goals.

Bulldog Celebrations: We celebrate students and their academic and athletic achievements. Whether we are delivering ice cream to classrooms or hanging pictures of students on the wall or celebrating them on social media, we are proud of our students and want to show them off!

Bulldog Walk: We recognize the academic and athletic achievements of our Bulldogs by having the John Hardin High School Percussion Team lead them around the school in a parade as their classmates cheer and congratulate them on their achievements.

Club Rush: Students will have an opportunity in the Fall and Winter to learn about all of the clubs offered at BGMS and sign up for their favorite(s).

Red Ribbon Week: Red Ribbon Week is the nation's oldest and largest drug prevention program. Students learn about how to live a drug free life. We always have a spirit week and students can sign a pledge to remain drug free!

Academic Excellence Ceremony: Students who make the All A Honor Roll, A/B Honor Roll, and/or have Perfect Attendance each quarter will be invited with their families to join in a time of celebration and recognition for their academic achievements.

Student of the Month: Each month we recognize students from each grade level who display excellence in our work ethic standard for the month.

September: Attendance and Tardiness

October: Punctuality, Preparedness, and Organization

November: Community Service

December: Community Service

January: Academic Performance

February: Respectful Interactions and Communication

March: Cooperation and Teamwork

February: Work Habits and Persistence

April: Personal Responsibility and Accountability

May: Work Habits and Persistence

Trick-or-Treating with Feeder Schools: We love celebrating with our feeder schools as they visit Bluegrass in their adorable little costumes and trick-or-treat through our halls. Our students get the opportunity to dress up and pass out candy to our future Bulldogs!

Eighth Grade Field Day/Cookout: This is an opportunity for eighth graders to enjoy time with their fellow classmates playing games and we'll be grilling out for them as well as they prepare to leave Bluegrass and pursue their future dreams.

Mega Rally: Grade levels come together for some friendly competition as they show off their talents in preparation for end-of-the-year testing.

Talent Show: We have lots of very talented students at Bluegrass, and we look forward to our students displaying those gifts at the annual Talent Show!

Washington D.C. Trip: Our 8th grade History Club has the unique opportunity to visit Washington D.C. for 3-4 days. The days are jam packed with learning and fun!

Academic and Behavior Power Hour: We have both academic and behavior power hour to reward students! Students have no missing assignments for the week earn academic power hour, while those with no behavior referrals for the week earn behavior power hour!

JHHS Walk of Success: Our former Bulldogs return to Bluegrass to parade through in their caps/gowns, while the current Bluegrass students cheer them on and celebrate their accomplishments as they prepare for graduation.

Tournament of Books: During March Madness, we host our own tournament...book style. Students vote for their favorite book and it makes its way through the bracket to see which book is the favorite for Bluegrass students and staff. There are prizes involved for both students and staff!

I-Ready Rewards: Our students take the I-Ready test in Reading and Math three times a year. We reward students for growth, meeting their goals, and/or being Proficient/Distinguished on I-Ready. Rewards can include KONA Ice, bouncy houses, pieing administrators in the face and more!

Eighth Grade Promotion: On the last day of school, we celebrate our 8th graders one more time as we recognize their accomplishments over the past three years and promote them on to high school.

General Dances (not 8th grade formal)

Students who have 5 or more unexcused absences and/or have 5 or more behavior referrals will not be allowed to attend any dances. In the event a student feels they have a valid reason for absences or discipline, they can appeal in writing to the principal two weeks before the day of the dance.

8th Grade Formal

Only 8th grade students who attend Bluegrass and meet the criteria below will be allowed to attend the 8th grade dance.

- 0-6 unexcused absences for the year OR less than 7 unexcused absences for the year
- 0-4 major referrals for the year OR less than 4 major referrals for the year
- No library fees (overdue books and/or chromebook fees)

A Bluegrass student who attended College View during their 8th grade year will be allowed to attend if they meet the attendance requirement and do not have referrals relating to previous behavior or a total of 5 or more referrals since attending College View.

In the event a student feels they have a valid reason for absences or discipline, they can appeal in writing to the principal two weeks before the day of the dance. Appeals must be submitted via email in letter form to the principal.

A written permission slip must be on file at the school five days before the day of the dance in order for the student to attend.



Expectations



Code of Conduct

It is the student's and parent's/guardian's responsibility to be knowledgeable of the policies outlined in both the Parent/Student Handbook of Bluegrass Middle School as well as the Hardin County Code of Conduct.

A. Student Conduct: HC Board Policy 09.42

Good order, propriety of deportment and attire, and cleanliness of person and attire are required of every pupil. Every pupil is expected to obey the directions of the teachers, to be diligent in study, and to be respectful to teachers and schoolmates.

B. Care of School and Personal Property: HC Board Policy 09.421

Pupils shall be held responsible for damage to school property, subject to disciplinary action and liability for the cost of restoring the property.

C. Assault: HC Board Policy 09.425 and 09.4251

Any pupil who assaults another pupil shall be subject to appropriate disciplinary action, including suspension or expulsion and/or legal action. This is to include physical or verbal assault.

D. Disrupting the Educational Process: HC Board Policy 09.426

Behavior which is disruptive of the educational process shall not be tolerated and the offending pupil or pupils shall subject to appropriate disciplinary action. For purposes of this section, behavior which disrupts the educational process shall include, but not be limited to:

1. Conduct which threatens the health, safety, or welfare of others;
2. Conduct which may potentially damage property;
3. Illegal activity; or
4. Conduct which interferes with, or hinders, the orderly administration of the school and school-related activities.

Anti-Bullying and Harassment Policy:

Bluegrass Middle School does not tolerate harassment or bullying of any type – please refer to the district code of conduct, student handbook and bullying laws passed in 2009.

If a student is being harassed or bullied, they or a parent may report to a teacher, counselor or principal. When a report is made, a bullying / harassment form will be used to document the incident. A copy of the report will be placed in both the reporter and who the report is about to better track incidences. If the student or parent's statement meets the harassment or bullying criteria, then the following disciplinary actions will be taken:

1st offense: The offending student will be made aware of the consequences of subsequent behavior outlined in this policy and they will be asked to stop the harassment or bullying. The parent of the victim and the parents of the offender will be contacted as well as the Anti-Bullying / Harassment Policy explained.

Anti-Bullying and Harassment Policy continued:

1st offense: SSL, 1 day The parent of the victim will be contacted as well as the Anti-Bullying / Harassment Policy explained. The parent of the offender will have a parent conference.

2nd offense: SSL 2 days The parent of the victim will be contacted as well as the Anti-Bullying / Harassment Policy explained. The parent of the offender will have a parent conference.

3rd offense: Saturday School, 3 hours. The parent of the victim will be contacted as well as the Anti-Bullying / Harassment Policy explained. The parent of the offender will have a parent conference.

4th offense: Suspension:. The parent of the victim will be contacted as well as the Anti-Bullying / Harassment Policy explained. The parent of the offender will have a parent conference.

5th offense: A pre-expulsion/due process hearing. The parent of the victim will be contacted as well as the Anti-Bullying / Harassment Policy explained. The parent of the offender will have a parent conference.

NOTE:

An offender should know that depending on the frequency or intensity of the harassment the disciplinary actions could jump from a 2nd offense to a 5th offense.

Students should know that sexual harassment is defined by the creation of an intimidating, hostile, or offensive environment using words, gestures, pictures, representations, physical contact, and/or action of a sexual nature. In the event the harassment is of a sexual nature then disciplinary actions outlined above will be amended including the offense level.

Students and parents must understand that the School Resource Officer (SRO) operates in conjunction with Hardin County Schools. Our SRO may file charges based on the intensity of the bullying / harassment.

Discipline and Classroom Management Policy:

At Bluegrass Middle School, we believe in providing students with a safe learning environment. Acts that disrupt the learning process will not be tolerated in our school. Students will abide by the Hardin County Code of Conduct, the Bluegrass Middle School Student/ Parent Handbook, CHAMPS/PBIS, and the following guidelines:

- Disrespect, abusive language, profanity and willful disobedience are not allowed.
- Class disturbances and/or disruptions are not allowed.
- Threats toward others are not allowed.
- Horseplay or roughhousing in the halls, classrooms or any other place inside the building or on school grounds is not allowed.
- Fighting is not allowed.

Discipline and Classroom Management Policy continued:

Students will be held accountable for their conduct. Constructive penalties will be imposed for failure to follow the rules.

Administrators, teachers and staff will be responsible for correcting any rule infraction they observe in any area of the school building or school grounds.

Parents/Guardians are expected to support school personnel in their efforts to enforce the above.

At the beginning of each school year the staff and faculty will review the Hardin County Code of Conduct, the Bluegrass Middle School Student Parent Handbook and CHAMPS/PBIS rules. The PBIS Committee will review and make recommendations to the SBDM Council for amendments to the School Discipline Policy as needed.

In-school suspension or Student Support Lab (SSL) will be during school – periods 1-6. The in-school suspension room provides the opportunity for students to be in school when their behavior does not allow them to remain in the regular classroom setting. Students will complete classroom assignments while in the Student Support Lab. Refusal to comply with rules while in Student Support Lab may result in an out-of-school suspension and a student being placed back in the Student Support Lab when he or she returns.

Expected Behaviors:

1. Respect yourself and others with your words and actions.
2. Refer to Hardin County School Board Policy regarding the possession or use of cell phones.
3. No electronic devices are permitted unless the classroom teacher gives permission to use items such as cell phones or handheld devices with mobile operating systems. Please refer to the [SBDM Electronic Devices Policy](#). Laptops, phones, or other devices with MAC or Windows Operating Systems are not allowed even with teacher permission.
4. Items which violate the policy or students who do not have permission to use devices above will be confiscated and returned at the end of the day to the student on the first offense. This includes students charging devices like cell phones. The second offense a parent or guardian will pick up the device and future offenses require a meeting with parents or guardians and the principal.
5. The school will not be responsible for lost or stolen electronic devices and academic time will not be sacrificed searching for them.
6. Students are not to possess tobacco products, vapes, juules, matches or lighters on school property.

Expected Behaviors continued:

7. Any student, who deliberately activates a fire alarm under false pretenses, may appear before the Board for an expulsion hearing.
8. Running in the hallways is not permitted. Bluegrass always fosters respect, responsibility, and safety.
9. Students are expected to be in their designated area when the bell rings and ready to begin class promptly. (Refer to [Tardy Policy](#)). Students who arrive late to school because of a late bus will not be considered tardy.
10. Students should not bring valuable items or large sums of money to school. **The school is not responsible for the loss of these items. The school is not responsible for personal items which are damaged.**
11. Students may be denied participation in any extracurricular activity due to misconduct or incomplete assigned work.
12. Extracurricular pickup – Activities are a privilege and not a requirement. Students, who are not picked up within 20 minutes of the conclusion of the event, will not be allowed to attend any future events until the principal or assistant principal approves the return to extracurricular activities.
13. Individual teams may have rules and expectations that apply to only that team. Parents and students need to be knowledgeable of the team's rules.
14. No inappropriate public display of affection.
15. **No students will be allowed in the doors prior to 7:30 am. Students may wait in the car under supervision of the parent/guardian prior to the doors opening for the school day.**
16. All students must be off school property by 3:15pm unless accompanied by a parent/guardian due to liability. Students who are not picked up on time will either be required to ride the bus home or return to their home schools if they are out of district.
17. Students are not to sell any items at school that are not specifically approved by the school administration.
18. No food or drink may be consumed in the classroom or hallways except the school provided breakfast in the morning. [Students who bring drinks into the school must have them in a factory sealed/unopened container.](#)

Expected Behaviors continued:

19. Students are not allowed to create petitions or to develop surveys without the principal's permission.
20. Students are not allowed to have gum in any room at Bluegrass. Please see Gum Policy.
21. Profanity is not permitted at Bluegrass Middle School and students who use profanity will receive an office referral.
22. Students should leave ALL laser pointing devices at home because it will disrupt the learning environment. If a student has a laser pointer, it will be confiscated, and a parent must pick it up from the principal.

Cell Phone Policy:

The office is a very busy place during the school day; therefore students are asked not to use the office phones unless it is an emergency. We ask students and parents to communicate at home to avoid excessive phone calls and disruption of the learning process. Office personnel will take messages for students from parents/guardians and will deliver the message at lunch or the afternoon break. Please do not use workroom phones, as they are for school business only.

Student cell phones are permitted in the building, but only at specific times. Bluegrass understands students often need cell phones to communicate changes in schedules or to coordinate a pick-up after school; however, they are a privilege. Students are permitted to have phones out before school begins at 8:05 am, during lunch, and at approved times which parents will be alerted to one week before. In the event a student cannot follow these guidelines, then the following consequences will happen:

1st Offense The cell phone (SIM/Memory Card included) is taken from the student and turned into the office. The student may pick up the cell phone at the end of the day. However, the next FIVE consecutive days, he/she will turn the phone into the office when they arrive at school and pickup at the end of the day when they leave. Parents may call the office if there is an emergency.

2nd Offense The cell phone (SIM/Memory Card included) is taken from the student and turned into the office. The student may pick up the cell phone at the end of the day. However, the next TEN consecutive days, he/she will turn the phone into the office when they arrive at school and pickup at the end of the day when they leave. Parents may call the office if there is an emergency. If a student does not possess the phone at school any of the TEN days, the student still must check in with administration upon arriving so that it can be documented and counted as one of the referral days. In addition to the TEN days they will also be assigned one 60 minutes after school detention. Students who are found in possession of their cell phone or someone else's phone will receive further consequences.

Cell Phone Policy continued:

3rd Offense The cell phone (SIM/Memory Card included) is taken from the student and turned into the office. The student may pick up the cell phone at the end of the day. However, the next 30 consecutive days, he/she will turn the phone into the office when they arrive at school and pickup at the end of the day when they leave. Parents may call the office if there is an emergency. If a student does not possess the phone at school any of the 30 days, the student still must check in with administration upon arriving so that it can be documented and counted as one of the referral days. In addition to the 30 days they will also be assigned three days of SSL. Students who are found in possession of their cell phone or someone else's phone will receive further consequences.

4th Offense The cell phone (SIM/Memory Card included) is taken from the student and turned into the office. The student may pick up the cell phone at the end of the day. However, for the REMAINDER of the school year, he/she will turn the phone into the office when they arrive at school and pickup at the end of the day when they leave. Parents may call the office if there is an emergency. If a student does not possess the phone at school, the student still must check in with administration upon arriving so that it can be documented and counted as one of the referral days. In addition to the remainder of the school year, they will also be assigned five days of SSL. Students who are found in possession of their cell phone or someone else's phone will receive further consequences.

Cheating Policy:

Cheating on a test, homework or other assignment(s) is/are strictly against the student code of conduct. Students at Bluegrass should know that cheating not only can affect your grade but will get any student expelled from any post-secondary school. It is important that students understand and know the consequences of such actions. In the event a student decides to cheat, below are the guidelines teachers will follow:

- a) Students will receive a zero on the assignment, unless the teacher and principal agree otherwise.
- b) If the assignment can be re-done, it may be entered as an additional grade which would average a zero and the re-done assignment together. For example: In the event a student cheats on a test, then they would receive a zero. If it is agreed by the principal and teacher to give the student a re-do, then the grade the student received on the 2nd test would be entered not replacing the original zero. This grade would be entered as an additional grade.
- c) Students who cheat will also receive a day in the Student Support Lab in addition to the lowered grade or zero grade on the assignment.

Discipline Referral Process:

Minor Behaviors including but are not limited to the following:

Language, initial non-compliance, preparedness, initial harassment (verbal or nonverbal), initial refusal to work, classroom behaviors that interrupt instruction of self or others, public displays of affection, eating or drinking in the classroom or hallway, or use of electronic devices.

Offenses related to minor infractions will be handled by the teacher, team, counselors, or a principal. Depending on the frequency or intensity of the event(s) will influence the discipline result.

Major Behaviors including but not limited to the following:

Assault, use or possession of alcohol, drugs or drug related materials, weapons, verbal or nonverbal disrespect to any adult, sexual harassment, continued non-compliance, continued classroom behaviors that interrupt instruction of self or others, continued minor infractions, vandalism, continued bullying of individual or group. **There will be an immediate office referral form with any discipline issue and with major behaviors; there may not be a prior communication due to the time frame and serious nature of the offense.**

Fighting Policy:

Bluegrass Middle School makes every effort to keep our school safe for our students. Fighting is something the school will not tolerate in any form. To help deter such activities within our school or at school functions, the SBDM Council has developed clear policies about fighting and the intensity of that act. Bluegrass Middle School has defined fighting as the following. **Fighting: A purposeful attempt to harm or gain power by using physical force.** Bluegrass Middle School believes that students reserve the right to exercise self defense. Self defense has been defined as the following. **Self defense: The act of defending one's person when physically attacked, only to the point of being able to escape the attack and or seek help from faculty or staff.**

Students and parents must understand that the School Resource Officer (SRO) operates in conjunction with Hardin County Schools. Our SRO may file charges based on the intensity of the fight and WILL file a felony charge if a staff person is hurt in the fight.

Level 1 Severe Physical Hurt/Harm

The following actions are considered violent, aggressive and or harmful may include but are not limited to: assault with or without a severe injury, punching (closed fist) or hitting, kicking, the use of a weapon or weapons, or the use of a prop such as a book, chair, stapler etc. for the intent to inflict harm.

Fighting Policy continued:

1st Offense: The student will be suspended out of school for 1-2 days, serve 1 day in SSL upon return, and administration will hold a parent conference.

2nd Offense: The student will be suspended out of school for 3-4 days (depending of the severity), serve 2 days in SSL upon return, and administration will complete Contract of Understanding meeting with parent

3rd Offense: The student will be suspended out of school for 4-5 days pending College View Referral/Intake. **Based on the intensity of the event the principal or Board of Education could place a student at College View Education Center with one incident.**

Level 2 Physical Mischief

The following actions, pushing, shoving, horseplay, or other actions, are considered mischievous and troublesome and could lead to physical injury and or harm to students. If the intensity of the action or action requires administrative assistance, teachers should use the office discipline referral form. This means a warning, or a referral may be given for a more severe offense. The principal may also override the warning and follow a more severe punishment based on the situation or a series of situations concerning a student. A combination of these actions and or the level of intensity of these actions could move the incident from a level 2 to a level 1.

*Students are allowed to make up the work missed from a suspension.

Gum Policy:

Gum is not allowed at Bluegrass. Students with gum will be asked to spit it out as the first offense. The teacher will document the offense with a minor referral. Additional offenses turned into the office will have the following consequences:

1. Lunch Detention
2. After School Detention 30 Minutes
3. After School Detention 60 Minutes
4. Saturday School
5. Student Support Lab and Referred to Behavior Specialist

Note: This policy applies to the situation where the student complies and spits out their gum; however, in the event a student refuses to spit the gum out, puts another piece of gum immediately back in to chew, or pretends to spit out the gum then this would result in a major referral as defiance.

Note Forging Policy:

Forging in any situation is not allowed at Bluegrass. Students who are caught forging notes, impersonating someone else, or writing something as if a teacher wrote it will result in a day of Student Support Lab (SSL) or a more severe consequence based on the circumstances around the forgery.

Plagiarism Policy:

Rationale

The faculty at Bluegrass Middle School is committed to teaching students how to become ethical users of information and ideas. It is our responsibility not only to educate students in the research process and mechanics of writing and proper documentation, but also to hold these students accountable for honest work. Whether an assigned project is in a visual, written or spoken format, students are expected to accurately reference all sources of information consulted for the project. Plagiarism is regarded as a serious offense and will not be tolerated by BGMS or any other institution of higher learning. It is an expectation that all departments and students adhere to and enforce this policy.

Definition of Plagiarism

Plagiarism is defined as:

- Copying of another person's ideas and/or works, whether intentional or not, in whole or in part, from a print or non-print source, and using those ideas or works as one's own.
- Deliberate and/or consistent lack of proper documentation and citation in the project or paper.
- In-text documentation that is not reflected in the Works Cited page.

Plagiarism Policy continued:

Teacher Responsibilities

Bluegrass Middle School teachers are to provide the following at the beginning of the paper or project:

- an assignment sheet with detailed instructions;
- a rubric outlining final product;
- clear guidelines regarding acceptable amounts of help from peers or other adults.

In addition, teachers are responsible for:

- Assisting students who are having difficulty in the location and evaluation of information
- Assisting students in how to manage time and deadlines throughout the research process
- Explaining to students on formatting and composing the project or paper.

Plagiarism Violations

If a teacher has sufficient reason to believe that a student has plagiarized, the teacher must determine the level of plagiarism according to the criteria below. A committee comprised of the principal, guidance counselor, department chair, library media specialist and teacher involved then has the option to meet to determine what actions, if any, will be taken.

DEGREES OF PLAGIARISM

A **first-degree violation** may occur due to ignorance or inexperience on the part of the student. An example of plagiarism at this level may involve a student using a paragraph or a few lines of text without citing the material properly; however, most of the paper is the student's own work.

Recommended procedures for first-degree violations are outlined below; any one or more procedures may be chosen:

- Re-do the assignment at the discretion of the teacher.
- A grade reduction on the original assignment.

A **second-degree violation** is a severe case of plagiarism and indicates the majority of a student's work has been taken from another source or sources and not referenced. An example may be the use of a purchased term paper or other materials as one's own. Also, this violation may involve improperly acquiring information and/or intentionally altering it, i.e. citing sources that are not actually sources.

Recommended procedures for 2nd degree violations are outlined below; any one or more procedures may be chosen:

- A recommendation that no credit be given for the original assignment.
- Student will be given Student Support Lab by the administration and parent will be notified.

Public Display of Affection:

Public Display of Affection is not permitted at Bluegrass Middle School. Public Display of Affection is defined as kissing or inappropriate contact for example: sitting in laps, hugging in a corner, etc. regardless of gender.

If a student is in PDA violation, they will be given the following discipline:

1st Offense: SSL 1 period

2nd Offense: SSL 1 day

3rd Offense: After-school detention, 2 hours, parent conference

4th Offense: Saturday School, 3 hours, parent conference

5th Offense: Suspension, 1 day, parent conference

Skipping Class/School:

Students are required by law to be at school unless they have a valid absence (see attendance policy). If a student or students is/are caught skipping school or skipping class, he/she will receive disciplinary consequences ranging from Student Support Lab (SSL) to suspension. Skipping class is defined as being more than five minutes late to class without a note from a staff member.

Student Dress Code:

According to Hardin County School Policy 09.427, the wearing of any attire, cosmetics, presentation of extraordinary personal appearance, or any unsanitary body conditions which in the judgment of the principal or principal designee significantly disrupts schoolwork, interrupts scholastic endeavors, or threatens the health of other pupils is prohibited.

The objective of this dress code is to provide an appropriate educational environment while allowing students to dress comfortably within limits to facilitate learning. Students' attire can have a positive or negative effect on the learning process, contribute to students' success, and generate a safe and positive learning environment. We expect students to maintain the type of appearance that is not distracting to students, teachers, or the educational process of the school. Parents and children are equally responsible for the appearance of the child. There is appropriate and inappropriate attire for all of life's activities. Keeping this in mind, please help your student adhere to these guidelines.

Student Dress Code continued:

Bluegrass Middle School SBDM Council has developed the following Dress Code Policy:

1. Pants, shorts and skirts must be no more than 5 inches above the knee. Essentially, there should be no showing of skin five inches above the knee specifically holes in jeans.

2. Pants may not be baggy or drag the floor. Pants must be secure at the waist.

3. Undergarments are to be covered.

4. No spandex shorts, lounge pants, or pajama bottoms.

5. Leggings or leggings like material may be worn but must have a shirt or dress/skirt which covers the buttocks.

6. No Under Armor type shirts without a sleeved shirt on top. No sleeveless shirts of any type to include tank tops, spaghetti straps, tube tops, halter tops, or bathing suit tops, along with no belly tops.

7. No hat, caps, picks, gloves, combs, bandanas, sunglasses, or blankets during regular school hours.

8. Shoes must be worn at all times. No bedroom slippers.

9. No clothing with displays of alcohol, tobacco, illegal substances, wording and /or pictures sexual or suggestive in nature.

10. Chains to secure wallets will not be worn. Only one chain may be worn around the neck.



Student Dress Code continued:

11. Lightweight jackets may be worn in class.

12. Although body piercing and coloring the hair is discouraged, if any piercings or coloring of the hair becomes a **distraction to the educational process as determined by the principal or principal designee, he/she will be asked to rectify the situation.**

13. Students may not put writing or drawings on their hands, arms, or any other visible body parts with ink or marker.

If cooperation becomes difficult in our efforts to maintain our dress code policy, we will review the dress code and reconsider a uniform policy.

DRESS CODE VIOLATION CONSEQUENCES

1st Offense: Verbal conference with the student; Student will become compliant with the dress code.

2nd Offense: Verbal conference with the student. Student will become compliant with the dress code.

3rd Offense: Student will become compliant with the dress code. After school detention, 2 hours

4th Offense: Student will become compliant with the dress code. Saturday School, 3 hours

If a student refuses to comply with the dress code, they will be placed in the Student Support Lab for the remainder of the day or until they become compliant with the dress code.

Student Support lab (SSL) Policy and Procedures:

The Student Support Lab (SSL) is a classroom in the building where students are in strict confines in the room, under a teacher's supervision. Not only will they be required to keep up with what is missing in their regular classroom, but they must always work. The student will be allowed to talk only to the teacher. A student will be given the SSL for a variety of disciplinary reasons. The intention of the SSL is to curve classroom discipline and help students and teachers continue the educational process of learning. The SSL has the following policies and procedures:

Tobacco/Vaping/Juul Use Policy:

KRS 438.050 expressly prohibits the use of tobacco products on school grounds at any time that students are present. The Hardin County Board of Education policy prohibits the use of tobacco products on school grounds at ANY TIME. For this reason, *no smoking, dipping, vaping, or other addictive products are allowed at Bluegrass Middle School*. This policy includes the use of tobacco in any form. Students breaking the no tobacco use policy at BGMS will be given the following disciplinary actions:

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

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

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

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

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

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

In order to help prevent tobacco use at BGMS, students must also understand that they do not have to physically have the tobacco product to be in violation but can have assumed guilt.

Assumption of breaking the no tobacco use policy at BGMS is as follows:

1. If two or more students are in the same bathroom stall.
2. If faculty or staff suspects tobacco use in the bathroom and requests the student(s) not to flush and they do flush.
3. If faculty or staff suspects tobacco use and asks to smell a student's breath and their breath smells of smoke or the student refuses the request.

Zero Tolerance Policy for Alcohol and Drugs:

Bluegrass Middle School has the highest respect for our school and school pride. There is a zero tolerance for the possession, use of or under the influence of drugs or alcohol.

If a student is under the influence, has possession of, and/or use of alcohol during the school day or at school sponsored activities then a student will fall under the district policies.

Students and parents must understand that the School Resource Officer (SRO) operates in conjunction with Hardin County Schools. Our SRO may file charges based on illegal activity & intoxication.



School Policies



During I-Ready and State Testing Policy:

Because of the importance of I-Ready and the state mandated tests neither homework nor tests will be given during the testing window to students. After school activities will be planned in such a way a student will be home no later than 9:00 p.m. and athletic games will be restricted to the least amount of games possible.

After-School Detention Policy:

After School Detention will be held on designated days from 3:15-4:15pm and will be assigned by administration. Students must furnish their own transportation home. Accumulation of excessive detentions may result in suspension or zone time. Failure to serve detention within one week of assignment will result in other consequences including Saturday School, SSL, etc.

DETENTION RULES:

1. No talking, getting out of seat without permission, etc.
2. Students must bring their own books, supplies, study materials, etc.
3. Students must report to the front office immediately after dismissal.
4. NO SLEEPING – If a student is sleeping during detention, then time served does not count.
5. Students must leave the detention room clean and orderly.

Authority of Faculty and Staff Members Policy:

All faculty and staff members of this school have the authority over all students. A student is under the authority of the school and its employees while the student is in school, on the way to and from school and during all school sponsored activities, whether they are at BGMS or another school. **Substitute teachers** require the same respect as does the regular classroom teacher. All substitutes have the same authority as the regular teacher and any disrespect or lack of cooperation will be dealt with in a strong disciplinary manner.

This school will not tolerate any mass disturbances or disruption from the student body in any form for any reason. Disruptions of the learning environment will result in disciplinary action. Willful defiance of the authority of the teachers or administrators may lead to suspension or College View. Use of profanity or vulgarity is strictly prohibited. Assault or battery (or the threat of such) of students or school personnel constitutes cause for strict discipline. Law enforcement agencies will be contacted in the case of serious offenses (KRS 158.150). Insult or abuse of a teacher constitutes cause for serious disciplinary action (KRS 161.190).

Budget Policy:

A Budget Committee will be developed to draft budgets from all funding sources to be approved by the SBDM council. The school budget shall consist of funds appropriated to the school for a period beginning July 1 and ending June 30 of the next year. Upon receipt of the school-based allocations from the Hardin County Board of Education, the budget committee will meet to discuss the needs of the school to promote academic achievement. The budget recommendation will be brought before the SBDM council for approval.

Budget Policy continued:

The SBDM council has the responsibility of reviewing this budget and accepting, amending or rejecting as necessary. The SBDM council must approve the budget for the school. The Budget

Committee shall be responsible for reporting the status of the budget to the SBDM Council throughout the school year. The SBDM council shall be responsible for monitoring the budget. Funds may be shifted along line items during the fiscal year by the principal, but the budget must always balance, and this must be reported to the Budget Committee to determine if future budgets need adjustment. A copy of the audit report shall be shared with the SBDM Council at the meeting after it is received.

Cafeteria Policy:

Students who are using the cafeteria must deposit all litter in the proper containers and are to leave the table and area around them clean. **Students are not allowed to leave the cafeteria for any reason without permission during your lunch shift nor are they allowed to take food or drinks from the cafeteria unless they have teacher permission.** Students are not permitted to enter the kitchen or cooking area due to safety concerns. Students are not allowed to bring in or have dropped off food from outside restaurants. Parents/guardians wishing to bring their children food from outside restaurants will need to check their child out of school and check them back in once they finish eating.

Students are asked to wash tables so that the lunch program can efficiently serve our students by keeping a clean environment. Students may be assigned by teachers and/or administration to help with this process.

Hall Pass Policy:

Students in the hall after the tardy bell must have a valid hall pass, issued by the appropriate staff member. Students are expected to take care of personal business between classes, using a pass card or during lunch. Students who do not have a hall pass will be escorted back to their class and/or will be assigned detention or lunch detention.

All students will receive 8 hall passes at the beginning of each quarter. Upon returning a signed progress report, students will receive an additional 8 passes. Students will sign a document acknowledging they received the hall pass. Students will be allowed to buy one pass card each month from the DAWG store. The hall pass cards will expire at the end of each quarter. A tardy pass will be given to students for returned report cards. Each time a student needs to use the hall pass, the teacher will initial, date, and time stamp one of the passes. Unless it is an emergency, students who do not have their hall pass, but need to leave the room, will be given a minor referral or will have \$5 deducted from their DAWG store account. Students who consistently accumulate minor referrals or DAWG store deductions, due to the lack of a hall pass, will be placed on a bathroom escort list as determined by administration.

Homework Policy:

Bluegrass Middle School is set up by departments. However, grade levels will work in collaboration to determine the homework policy for their grade level. The grade level must be consistent in their approach and consequences to homework assignments. Homework must not be used as a punishment. It is to be done as a review of already learned material or in preparation for assessment. Consideration by the team is to be given to the length of the assignment and other assignments/assessments planned on the student's team during that time frame. Flexibility in *Bluegrass Middle School's Homework Policy* will allow for professional decision making by the grade level teachers based upon student needs and abilities.

Math Placement Policy:

General Math

Incoming students

Accelerated Math

- 1.) 50th percentile-I-Ready
- 2.) 50% placement test
- 3.) 88% average in previous math
- 4.) Teacher Recommendation

Students must meet three of the four criteria in order to be placed in an Accelerated Math class. If the student is struggling in the Advanced Math class, it may be in the student's best interest to go back to the previous class to review the content so the student will be completely confident in the course in high school.

No Open Containers Policy:

Students may not bring in any open containers when entering the school during normal school hours or on school sponsored events/trips. This includes students who attend after school activities and dances. Student athletes may bring an empty container to be locked with their equipment at the beginning of the school day and retrieved at the end of the day. Students may have clear, plastic water bottles at breakfast and lunch.

Off-Limit Areas Policy:

1. Gymnasium locker rooms (unless you are in a PE class at that time).
2. Gymnasium is closed to all students during the school day unless they are supervised by a school official.
3. Mechanical room, janitor's closets, cooking area of the kitchen, stairwells, etc.
4. Audio Visual room.
5. Teacher's offices, workrooms, faculty restrooms.
6. Behind the teacher's desk.
7. **TEACHER'S WORKROOM IS OFF LIMITS TO ALL STUDENTS.**

Parent Involvement Policy:

PURPOSE

This policy and the plan to implement it have been developed jointly and in agreement with, and will be distributed to, parents of students at Bluegrass Middle School (BGMS). Parents shall be notified of the policy in an understandable and uniform format and, to the extent practicable, provided in a language that parents can understand. This policy shall be made available to the local community and updated periodically to meet the changing needs of parents and the school.

EXPECTATIONS FOR PARENT INVOLVEMENT

Contingent on confirmation of resources and other necessary information being provided by State and Federal authorities, it is the intent of BGMS that parents of its students shall be provided with flexible opportunities for organized, on-going, and timely participation in the planning, review, and improvement of the Title I program, including opportunities to suggest modifications, based on the changing needs of students, parents, and the school.

All survey data and comments indicating parents' opinions of the Title I Policy and School Wide Plan (SWP) shall be collected and submitted along with the SWP to the District's Director of Title I Services.

The **Title I Program** shall be designed to assist students to acquire the capacities and achieve the goals established by law, as well as, the goals and standards established by the Hardin County Board of Education. These goals and standards shall be shared with parents in a manner that will give them: (1) timely information about the programs offered; (2) a description and explanation of the school's curriculum, the forms of academic assessment used to measure student progress, the proficiency levels students are expected to meet; the achievement level of their child on each of the State academic assessments; and, (3) if requested, opportunities for regular meetings to formulate suggestions and to participate in decisions relating to the education of their children.

SUPPORT FOR TITLE I PROGRAM

Parents of students at BMS shall be provided the opportunity to help decide how the parent involvement portion of the Title I funds will be allotted for parent involvement activities.

BGMS will plan and implement effective parent involvement activities to improve student academic achievement and school performance. These measures may include, but shall not be limited to the following:

1. Designation of resources to assist in communicating with parents, scheduling meetings at various and/or multiple times to encourage all parents to participate, providing child-care for meetings, encouraging parents to use available parent resource centers, and working with parents to improve parenting skills, particularly those that will assist them in working with their child to improve his/her educational achievements. Resources may include individuals, agencies, materials, and services.

Parent Involvement Policy continued:

2. Sharing options for coordinating and integrating Title I program strategies with services of other community programs, businesses, and agencies.
3. Invite parents to staff professional development activities and committee meetings to demonstrate the value of parent involvement and successfully engage parents as equal partners in their child's education.
4. Conduct regular quarterly meetings at convenient times to which all parents shall be invited and encouraged to attend for the purpose of discussing BGMS's participation in and requirements for Title I programs and of their rights to be involved. These meetings shall also educate parents on (1) reading and interpreting I-Ready and KSA scores; (2) use of the Infinite Campus portal; and (3) online resources available to all students to increase academic achievement.
5. Designing and conducting an effective annual evaluation survey whereby parents can share their ideas about the content and effectiveness of this policy in improving the academic quality of schools receiving Title I funds, and the plan designed to implement it. The process shall focus on the following questions: Does this policy increase parent participation? What barriers to parent participation still exist, and how can they be reduced or removed? The findings produced by the annual evaluation survey shall be utilized to design strategies for school improvement and for revising this policy, if necessary.
6. In the design of activities and materials for parents, all activities and materials should be made available to all students, providing equitable resources and materials for all.

SCHOOL POLICY

BGMS shall submit to the District Director of Title I Services, for review and comment, its Title I Parent Involvement Policy, which must meet all legal requirements, including a School-Parent Compact developed in keeping with legal requirements. This policy shall be developed jointly with, and distributed by the school to ALL parents of students attending BGMS.

A copy of BGMS's Parent Involvement Policy, School-Parent Compact, and accompanying checklist shall be kept on file in the School's Title I box and at Central Office.

REFERENCES:

Section 1118 of Improving America's Schools Act (IASA) of 1994 P.L. 107-110 (No Child Left Behind Act of 2001) KRS 158.645, KRS 158.6451

RELATED POLICIES: HCS Policy 03.112, 08.1345, 09.11

Promotion and Retention Policy:

Middle school students are to be promoted according to the Hardin County District Policy. They are promoted according to the number of classes passed. Students who fail two (2) or more classes for the year are to be retained. Exception to this provision of the policy may be appealed to the principal and then to the superintendent or designee for a final judgment. The principal then superintendent or designee will use criteria that include but not be limited to home / school communications, ESS referral, and intervention assistance team strategies. This policy does not address those students currently under an individual education plan.

After each progress report and report card, any student with two or more Fs, will work with a guidance counselor and teachers to create an academic intervention plan. They will be assigned a mentor who will check in with them weekly to monitor student academic progress. Referrals for ESS will be made by teachers to the ESS Coordinator after each progress report and report card for any student with 2 or more Fs. Students who are attending ESS will have the opportunity to go back within that quarter or to previous quarters to raise their grade. Students must be passing the current quarter before going back to make up previous quarter's work. Students may be given alternate assignments to make up for previous quarter work. Students cannot earn more than an 80% on any assignment and they cannot earn more than a 68% for any previous quarter grade.

School Assemblies Policy:

Assemblies are a regularly scheduled part of the curriculum and are designed to be educational as well as entertaining. They provide one of the few opportunities in school to learn formal audience behavior. Regardless of the type of program, courtesy demands that the student body be respectful.

In live entertainment, the performers are very conscious of their audience. Talking, whispering, whistling, stamping of feet or booing is discourteous. Yelling is only appropriate at Pep Rallies.

If the school assembly is a private event (public is not invited to attend), then students are not to have cell phones out - no picture taking and no videoing.

Students who violate this policy will be disciplined at the discretion of the administration which follows the guidelines of **Cell Phone Policy 3** and general guidelines of defiance.

Search and Seizure Policy:

In a search and seizure situation the following procedure shall be followed:

1. A student's locker may be searched when there is reasonable suspicion that the student is concealing evidence of an illegal act or school violation.
2. Illegal items (weapons, firearms, etc.) or other possessions reasonably determined by the proper school authorities to be a threat to the student's safety and security may be seized by school officials.
3. A staff member may temporarily remove items, which may be used to disrupt or interfere with the educational process from the student's possession.

Search and Seizure Policy continued:

4. A general inspection of school properties or items on school property such as lockers, desks, etc. may be conducted on a regular basis. During these inspections, such items, which are on school property, may be collected (example: overdue library books, etc.)

5. All items, which have been seized will be turned over to the proper authorities or returned to the true owner, depending on the situation.

Based on what is found in the locker, students could face no discipline all the way to expulsion. Also, students should know that if the item(s) found are illegal or illegal activity then the School Resource Officer will be informed, and charges could be filed against that student or students.

Showing Movies Policy:

The showing of movies can be a productive integral part of instruction. However, due to the breadth of movies and content in which they show teachers must fill out a request and get it approved by the principal or assistant principal before showing any movies which are not in the library's collection. It is encouraged that teachers fill out such requests at the beginning of the school year or unit.

Movies from 20th Century Fox cannot be shown at any time nor can rated R movies.

Student Suspension Policy:

A student may be suspended if he/she has violated school policies, Hardin County's Board of Education student policies, has excessive SSL days, committed serious offenses, or has violated local, state or federal laws. The length of suspension will be determined by the principal or assistant principal and will reflect the offense committed. Parents/guardians will be notified in writing or in person of the action taken. A suspended student shall not be on school property or at any school sponsored event or activity during the time of the suspension. The student and/or parent are/is responsible for taking advantage of possible make-up work – not the teacher. The student and his/her parents will have to agree to a more satisfactory conduct with the administration before the student is readmitted to school.

Addendum to District Suspension, Expulsion, and Due Process:

The College View Educational Center is a program for students who have continued behavior problems or severely violate our code of ethics and/or discipline policy such as coming to school or a school function under the influence of drugs or alcohol, threatening a student or group of students in a severe way, bringing any dangerous weapons to school (KRS 159.150), or fighting in a way where the administration sees a threat to other students. Students may be referred to the College View Educational Center by the principal or assistant principal. The College View Education Center program is to help students continue to get an education versus the consideration of expulsion. The students in the College View Educational Center must complete a four-stage program before returning to BGMS. Any student who shows no progress toward reaching program goals may have an extended stay past the 18 weeks or be referred to the Board of Education for expulsion. In addition to placing a student in the College View Educational Center, students should also expect prosecution of the use of illegal drugs or alcoholic beverages on the school property or during a school sponsored activity will result in possible legal prosecution (KRS 158.150).

Textbook Policy:

Textbooks are provided as needed at no cost to students in grades 6-8. Students are required to sign for books. A fine is assessed to cover replacement costs when books are lost, damaged or destroyed.

Review of Policies and Procedures on Lost or Damaged Textbooks:

1. Monies must be collected for lost or damaged textbooks. The collection scale shall be 25% of **initial cost** per Hardin County Board Policy 08.232.
2. Each student, or their parent/guardian, shall be responsible to the teacher for all books not returned by the student. A student not returning all books delivered to him/her shall not be entitled to the benefits of KRS. 157.000 to 157.180 until books are paid for by the parent/guardian.

Use of School Telephone Policy:

The office phones are for school business only. Students are to communicate with their parents before coming to school. Office personnel will take messages from parents/guardians and the students or anyone other than the parent/guardian will not be taken. **Unnecessary phone calls will not be made from the office or classroom phones.** If a phone call is necessary, it can be made from a designated student phone in the office. Emergency calls will be allowed, at the discretion of the office staff.



Student Attendance/ Enrollment Procedures



Attendance Policy:

Truancy Defined: Any pupil who has been absent from school without a valid excuse for three (3) days or more, or tardy without valid excuse on three (3) days or more, is a truant. A pupil who has been reported as a truant two (2) or more times is a habitual Truant. Absence for less than 61.5 minutes shall be considered tardy. "Full day" absence is defined as a pupil who is absent 61.5 or more minutes of a day.

Once a student under twenty-one (21) years of age is absent or tardy six (6) or more days without valid excuse, this student's name shall be forwarded to the Division of Student Services as a habitual truant for a possible court action.

Valid Excuses:

- a. Illness that is verified by a doctor or medical agency **(parent notes will be accepted for up to six (6) absences – excused for only one (1) day per note.)**;
- b. Orders of the court. This applies to summonses and subpoenas;
- c. Death or severe illness in the immediate family verified by a written statement from the pupil's parent or guardian. Immediate family shall mean father, mother, brother, sister, grandfather, grandmother, blood-related aunt, uncle, niece, nephew, or anyone living under the same household roof with the student;
- d. Religious holidays and practices.
- e. If a student is sent home for lice, one (1) day per instance will be excused with any additional days missed beyond this to be considered unexcused.
- f. If a student is not in attendance for the full day of school on a day the school has a dance, promotion ceremony, awards ceremony, athletic competition or any other "special event", then the student cannot participate in the event(s) unless they have a doctor's excuse. It is best for parents to check ahead of time before a student misses school.
- g. The principal or designee shall determine the validity of each excuse presented. Any excuse must be presented within (5) days after the student returns to school. If not presented in that time, the absence will remain unexcused. It is the student's responsibility to provide documentation to the appropriate school administrator in a timely manner.

Attendance Policy continued:

Educational Enhancements:

If approved by the principal or his/her designee, educational enhancement opportunities qualify.

a. Students shall be granted an excused absence for up to ten (10) school days to pursue an educational enhancement opportunity determined by the principal to be of significant educational value. This opportunity may include, but not be limited to, participation in an educational foreign exchange program or an intensive instructional, experiential, or performance program in one of the core curriculum subjects of English, science, mathematics, social studies, foreign language, and the arts.

b. Unless the principal determines that extenuating circumstances exist, requests for date(s) falling within State or District testing periods shall not be granted.

c. The principal's determination may be appealed to the superintendent/designee whose decision may then be appealed to the Board under its grievance policy and procedures.

d. Students receiving an excused absence under this section shall have the opportunity to make-up schoolwork missed and shall not have their grades adversely affected for lack of class attendance or class participation due to the excused absence.

Notification:

Parents will be notified when students have accrued three (3) and six (6) unexcused absences.

Incentives and Awards for Attendance:

Incentives and awards for perfect attendance are defined as no tardies or missed days, excused or unexcused. Even if a student has a doctor's note for an entire day, they will be ineligible for the incentive or attendance awards.

However, the attendance incentives are based on each nine weeks attendance; whereas the attendance awards are based on the entire school year. This means a student has a fresh start at the beginning of each nine weeks for attendance incentives.

Late Arrivals of Leaving School Early:

Students arriving to school after classes have started for the day will need to sign in at the office. Students arriving late will need a note of explanation as to the reason they are late signed by their parent/guardian for them to be excused. A parent note of this nature does count against the total six notes a parent may use to excuse absences.

No student shall be dismissed early from school unless picked up by a parent or parent designee on the pickup list. A written note for pickup for someone other than on the pickup list may be used with parent signature and a contact number to confirm permission.

Attendance Policy continued:

Late Arrivals or Leaving School Early continued:

No student will be released to any adult not on the pickup list without confirmation of parents' permission. We will always place the safety of your child first.

The parent/guardian or parental designee who picks up the student must report to the office.

Birth Certificate:

Kentucky State Law requires any person enrolling a student for the 1st (first) time in a Kentucky school shall provide within 30 (thirty) days either:

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

Immunization/Physicals:

Kentucky State Law requires that all immunization records be kept up to date and that a valid certificate is kept on file. In compliance with this law, the Hardin County Schools will be enforcing this requirement. Any child enrolling in Hardin County School must present a valid immunization certificate upon enrollment or it must be on file within 2 (two) weeks of the student's enrollment in school.

A certificate of immunization may be obtained from your family doctor or from the Hardin County Health Center. The Health Center is open M-F from 8:00AM - 4:30PM. You must call to make an appointment at (270) 765-6196 or (270) 765-6197. The Health Center is located at 580 Westport Road in Elizabethtown.

All students entering the 6th grade must have an updated immunization certificate which includes two doses of measles/mumps/rubella vaccine (MMR), a complete series of Hepatitis B (HBV) vaccine and an additional dose of Tetanus/diphtheria (Td) if at least 5 years have elapsed since their last dose of DPT. All 6th graders must have a physical examination documented on the *Preventive Health Care Form* within 1 (one) year prior to entering 6th grade or within 30 (thirty) days of enrollment.

All students enrolling for the first time in a Kentucky school must present a preventive health care exam (Physical) (704 KAR 4:020) dated within 1 year prior to initial admission to school. If the exam is not on the *Preventive Health Care Form* required by Hardin County Schools, the physical exam must be transferred to the *Preventive Health Care Form*. If a student is enrolling from another Kentucky school, a preventive health care exam (Physical) dated within 1 year must be in the transferring records from the previous school or a new exam must be completed and presented on the *Preventive Health Care Form* within 30 (thirty) days of enrollment.

Tardy Policy:

A student will be considered tardy if he/she is not in his/her assigned room when the tardy bell stops ringing. Students dismissed early from school will fall under the same disciplinary rules as tardiness. If a student is tardy, they will be marked tardy in the tardy tracker by the administration.

1. If a student receives his or her 7th tardy in a semester then they cannot come to any extracurricular activities including participation in a sports program (see athletic policy).
2. At each 9-week interval, the first tardy a student has will drop from the list.
3. Students who are new to the school will be given a restroom pass by the guidance office. Students must sign they received their pass.
4. At the start of the spring semester, the tardies for all students will reset to zero.

Tardies are per class period. For example, if a student is tardy for periods 1, 2 and 3 all in one day then he/she will be on disciplinary action three below. Use of passes are not tracked in the tardy tracker.

Students who are tardy will have the following disciplinary actions:

1st Tardy documented by admin.

2nd Tardy documented by admin. **Lunch detention, contact home**

3rd Tardy documented by admin. **Lunch detention 2 days, contact home**

4th Tardy documented by admin. Loss of breaks 2 days, **After-School Detention, 1 hour**

5th Tardy documented by admin. Loss of breaks 4 days, **SSL (period of tardiness)**

6th Tardy documented by admin. **1 day SSL**

7th Tardy documented by admin. After School detention 2 hours, Loss of all extracurricular activities **Escort for 4 weeks**

Withdrawal from School Policy:

Any student who is transferring or withdrawing from school for any reason must notify the principal's office in order to obtain the proper release form. The student/guardian returns the release form to the assistant principal to sign off as complete. All fees and debts must be paid before a proper release can be given. All withdrawal procedures will be handled by the attendance clerk, assistant principal and Hardin County Board of Education.



Student Success



Academic Eligibility for Extracurricular Activities:

Extracurricular activity: Referring, designation or pertaining to those phases of school activities not taught in the classroom, though functioning under the guidance of the faculty. Examples are clubs, marching band, field trips, etc.

Selection of extracurricular programs and determination of policies relating to student participation based on academic qualifications, attendance requirements, program evaluation, and supervision.

Students who put forth a best faith effort in the following ways will be considered for eligibility to continue to play after consultation with coaches and involved teachers with final decision at the discretion of administration.

1. Students must turn in all assignments completed on time to the best of their ability or ask for assistance prior to the due date.
2. Students must be respectful to students and adults at all times with their words and their actions.
3. Students must be willing and able to maintain a positive attitude and accept help in the following ways: by participating in before/after school tutoring, Saturday School, and/or Student Support Lab.
4. In addition, any student who participates in extracurricular activities is expected to maintain exemplary school citizenship. Any student who has behavioral violations (refer to Hardin County Student Code of Conduct) during a school year, may be suspended from participation in any extracurricular activity for the remainder of the school year.

Athletics:

We feel that athletics make a worthy contribution to the overall program at Bluegrass Middle School. The primary purpose of the athletic program is the development of healthy minds and bodies and the cultivation of proper attitudes and good sportsmanship. Parents and students must remember that Bluegrass athletes are students first and then athletes.

To participate in sports, a student

- a) must have a current KHSAA Physical form on file (or)
 - Students who do not have a physical form on file for the current school calendar year will not be eligible to practice or play in any athletic events.
- b) cannot be failing more than one class during weekly grade check. A weekly grade check will happen each Monday. Students with more than 1 F will be ineligible to PLAY or PRACTICE in any athletic events from Monday to Sunday of the following week.
- c) cannot fail more than one (1) course in a 9-week period
 - Students who fail more than one course in a 9-week period will be ineligible to PLAY or PRACTICE in any athletic events from Monday to Sunday of the following week. If a student has a second violation while at Bluegrass (meaning have failed more than one courses in two 9-week periods) then they will be subject to consequences such as dismissal from the athletic program by administration.
- d) must be in attendance for the full day of school to participate in an athletic competition or practice, unless they have an excused absence. Please review our whole attendance policy in this handbook.
- e) cannot have failed the previous grade level.
- f) must meet school wide PBIS expectations
 - If a student is suspended from school, he or she will be ineligible to play for one contest (or more) in the event other contests fall during time of suspension. o If a student is in SSL and SSL is counted as in-lieu of suspension, then he or she will be ineligible to play for one contest (or more) in the event other contests fall during time of suspension.
 - Behavior referrals from the previous semester(s) can be used to determine eligibility of the next competitive season. For example, if a student has multiple referrals in the spring or shows poor conduct in the classroom, then the principal or assistant principal can deny trying out for the sport, practice time, or season playing time. In addition to using office referrals for determination of eligibility, they will and can be used to determine if a student continues to play/represent Bluegrass even after play begins.
 - If a student receives his or her 7th tardy in a semester then they cannot come to any extracurricular activities including participation in a sports program (see tardy policy).

Athletics continued:

g) while ineligible, he or she will not be allowed to travel or be in uniform for any extracurricular activity.

h) in instances where players quit a team, or are dismissed from a team, the inactive player will not be allowed to participate in practices, scrimmages, or games for another sports' program until the competitive season of the program that he/she quit (or was dismissed from) ends. Tryouts are included in these guidelines per Hardin County Athletic Handbook.

In addition to eligibility requirements, a non-athletic student who wants to attend a ballgame after school, regardless of location, must leave and be transported back to the school by a parent or guardian. Students are not allowed to stay after until the game begins. Any student participating in athletics must secure valuables in accordance with school policy. The school will not be responsible for lost or stolen items. This includes any practice or game situations.

Breakfast and Lunch Programs:

Breakfast & lunch will be served on a daily basis at **no cost to the students**. In the event a student brings their lunch, we ask that students do not bring glass containers to the lunch area. Students who do bring their lunch will be allowed to purchase milk in the lunchroom.

Counselor's Office:

Our counselors at Bluegrass Middle School are available to assist students throughout the year in many areas including scheduling, testing, academics, personal problems and school/career goals. If you have a question concerning your child's academic performance, records or would like to schedule a conference with your child's teacher, please feel free to call the counselor's office. All conferences are scheduled through the counseling office or front office depending on the situation.

Curriculum and Class Schedule:

The schedule will be based upon six class periods. Students released to the next period will have a four-minute break between classes. Restroom use are scheduled to occur during breaks and can be changed by grade level teams.

In order to meet the expectations of the state Common Core Standards and the NCLB Waiver (No Child Left Behind) in reading and math, the school day will consist of the core classes: Science, social studies, math and language arts classes. Students will also take Encore classes.

GRADING SCALE:

A 92 – 100
B 83 – 91
C 74 – 82
D 68 – 73
F 0 – 67

Health Services at School:

A school nurse is assigned to each school's Healthy Kids Clinic and is able to provide basic screenings as well as assess students who may be ill and administer first aid when needed. Over the-counter medications (**OTC's**) may be administered by the school nurse, if the parent has completed appropriate authorizations. Additionally, the school nurse will collaborate with a Healthy Kids Clinic Nurse Practitioner to assess your child for a virus or other more complex medical complaint if your child has more severe symptoms and parent permission is given. For emergency situations, the school nurse, HKC Nurse Practitioner or school staff may deem it necessary to call 9-1-1 for emergency medical services to be dispatched.

More intensive health services are available, if needed, with written authorization/order from a student's healthcare provider. Parent/guardian should notify the school nurse of any health concern(s) that could require emergency services, interfere with the student's education process or require interventions throughout the school day.

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

With parent permission, additional services which can be provided by a Healthy Kids Clinic healthcare provider include Well Child Examinations, dental services, immunizations, and behavioral health services.

Medication at School

If a student has a need for medications during the school day (either over the counter or prescription), the child's healthcare provider must complete and sign the "Administration of Medication" form, parents must also sign this form as well as provide the medication in its original container and make arrangements for the medication to be delivered to/picked up from school by an adult (not the student).

Students are not allowed to transport medication to or from school, unless emergency medications are specifically ordered by a healthcare provider to be available during bus transport. All prescription medication requires the label from the pharmacy to be written in English and be on the container/box.

In the school nurse's absence, only students with specific forms (Authorization to Give Medication) on file will be able to receive medication from trained school staff. All medicine must be picked up by a parent/guardian at the end of the school year. Medicine not picked up will be disposed.

Health Services at School continued:

Emergency Medication at School

Students with known health conditions which require emergency medication may have their medications brought to school to be stored in the nurse's office for administration as needed. The medication must be provided by the parent and must include the label written from the pharmacy written in English and on the box/container.

Parents will need to speak with the school nurse to ensure that the correct authorization forms are completed by the student's healthcare provider and returned to the school nurse.

Self-Administration of Medication at School

Students will only be permitted to carry medication (emergency or otherwise) with them or in their personal belongings with an authorization to self-carry/self-administer medication from their healthcare provider. The school nurse will provide this form to the parents/guardians. These completed forms should be returned to the school nurse **before** the student begins carrying the medication at school.

Illness and Injury

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

- Temperature 100.4 degrees or greater, or with incidents of vomiting and/or diarrhea. Student may return to school when free of above symptom(s) for 24 hours without any fever reducing medication or other medication to relieve symptom(s).
- Symptoms related to possible communicable diseases.
- Live lice bugs (not nits per HCS Board Policy 09.213 AP.11)

Injuries and Illnesses:

It is important that we have a phone number on file to reach parents/guardians plus an emergency phone number in case we need an alternative means to contact the parent/guardian. If you have an unlisted number, that number will be kept confidential.

Kentucky Missing School Children Program:

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

Make-Up Work:

1. Students having absences, excused and unexcused, shall be able to make-up work.
2. It is the student's and parent/guardian's responsibility to contact the office concerning make-up work if absent 3 (three) or more days. If absent only 1 (one) or 2 (two) days, the work can be made up after returning to school as instructed by teachers.
3. For every day the student misses, he/she will receive the same number of days to complete the make-up work.
4. The counting of days for make-up work shall start the 2nd (second) day after the student has returned to school following the period of absence.
5. Unexcused absences resulting in truancy will be dealt with as is appropriate in the district and school policy.
6. Six unexcused absences shall result in a referral to the Hardin County School's Director of Student Services.

Media Center:

The school library/media center will be open each day from 8:00 AM to 3:00 PM. Students can check out two books for a period of two weeks at a time. Fines are not charged for overdue books; however, lost books will be paid for by the patron. Students who do not turn in lost books will be denied participation in school dances, the 8th grade promotion ceremony, the mega rally as a floor participant, and any other activities deemed by administration.

All books have Lexile numbers assigned. Your child will be tested throughout the year to accurately determine your child's Lexile number in order to adequately assist your child in choosing books on his/her reading abilities. Please preview these books with your child especially if your child is reading books with Lexile numbers above 1000. You know your child's maturity level and we monitor closely books which can be offensive. Please contact the Media Specialist with any concerns about mature books.

Our library/media center receives local newspapers daily, plus weekly and monthly publications for our students. The library/media center also serves as the audio-visual center for our teachers. BGTV, the in-school television station housed in the center.

Daily announcements/productions involving students and KET programs are broadcast on BGTV channels. Many of the productions will involve students appearing on television. **If a parent /guardian do not wish to have his/her child appear on the in-school television channels, or any other taping, please inform us of this in writing.**

Media Center continued:

Most students want the library/media center to be quiet and orderly. This means all students must be thoughtful of other people and keep the room a quiet place to work and study. Those students who abuse their library privilege in any way will be sent out of the library. Students are responsible for the care of the materials they use. If materials are lost or damaged, the student who checked them out will have to pay for them. Students who consistently create problems and who refuse to return materials will be barred from the media center.

Medications:

Students who use prescribed medication(s) during the school day MUST bring all medication(s) and instructions to the office. A medication sheet must be filled out and signed by the parent/guardian indicating the type and dose of medication(s) prior to administering. Over the counter medication(s) needing to be dispensed on an occasional or temporary basis must also be accompanied by a medication sheet from the parent/guardian indicating type and dosage prior to administering. Students should only bring limited amounts of medication(s) needed for use. Medication brought to the school office will be kept in a secured area. **Only authorized personnel will dispense medication(s).**

Mid-Terms/Report Cards:

Midterms are given to students four- and one-half weeks through the grading period to provide parents with the opportunity to assist students in need. Midterms are to be signed by the parent and the student will return midterms to their first period teacher within one week of receipt.

Parents who have concerns about their child's grades or who would just like to touch base with teachers should call the school's counseling office for a conference with the team teachers.

Parent-teacher conferences may be scheduled during the school day. Grading periods are approximately 9 (nine) weeks long.

Grade cards will be issued every 9 weeks and progress reports will be issued in the middle of each nine weeks.

At the conclusion of each 9 (nine) weeks, academic achievement will be recognized. Students honored will be those receiving all A's, all A's & B's, and perfect attendance.

Notification of FERPA Rights:

The Family Education Rights and Privacy Act (FERPA) affords parents and “eligible students” (students over 18 years of age or students who are attending a postsecondary institution) certain rights with respect to the student’s education records. They are:

1. *The right to inspect and review the student’s education records within forty-five (45) days of the day the District receives a request for access.*

2. Parents or eligible students should submit to the school Principal/designee a written request that identifies the record(s) they wish to inspect. The Principal will make arrangements for access and notify the parent or eligible student of the time and place where the record(s) may be inspected.

3. *The right to request the amendment of the student’s education records that the parent or eligible student believes are inaccurate, misleading, or in violation of the student’s privacy or other rights.*

4. Parents or eligible students may ask the District to amend a record that they believe is inaccurate, misleading, or in violation of privacy or other rights. They should write the school Principal, clearly identify the part of the record they want changed, and specify why it is inaccurate, misleading, or in violation of their privacy or other rights.

5. If the District decides not to amend the record as requested by the parent or eligible student, the District will notify the parent or eligible student of the decision and advise him/her of the right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

6. *The right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent.* One exception that permits disclosure without consent is disclosure to school officials with legitimate educational interests. A “school official” is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the school Board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his/her tasks.

7. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his/her professional responsibility.

8. Upon request, the District shall disclose education records without consent to officials of another school district in which a student seeks or intends to enroll or to other entities authorized by law.

Notification of FERPA Rights continued:

9. The right to prohibit the disclosure of personally identifiable information concerning the student to recruiting representatives of the U.S. Armed Forces and its service academies, the Kentucky Air National Guard, and the Kentucky Army National Guard.

10. Unless the parent or eligible student requests in writing that the District not release information, the student's name, address, and telephone number (if listed) shall be released to Armed Forces recruiters upon their request.

The right to file a complaint with the US Department of Education concerning alleged failures by the district to comply with the requirements of FERPA.

Participation in After School Activities for Students Assigned to College View:

Students assigned to College View or who are serving an out of school suspension at the time of the event are not eligible to participate in or attend any extra or co-curricular activities (athletics, band, choir, plays, homecoming, clubs, field trips, awards ceremonies, etc.).

School Bus Safety Rules and Practices:

Students should observe the following safety rules and practices:

1. Students will obey and respect the requests of the driver.
2. No part of the body is to be extended outside the bus at any time.
3. Students should always cross the road 10 (ten) feet in front of the bus and look both ways before crossing.
4. Students should help the driver keep the bus neat and clean.
5. Students should conduct themselves properly at all times and not do anything that would distract the driver.
6. No pets or animals are allowed on the bus.
7. Objects that are large enough to take up seating space are allowed on the bus only with the principal's permission.
8. Students should take their seats when available and not change seats after the bus is in motion.
9. Students should be ready to get on the bus when it arrives at their particular stop. They should not cross the highway until the bus stops.
10. Students are not to change their regular pattern of riding and stops without a request from home and approval of the principal. Bus notes must be presented to the office to be signed before the end of 5th (fifth) period. **BUS NOTES WILL NOT BE ACCEPTED OR SIGNED AFTER 1:10**

School Bus Safety Rules and Practices continued:

11. Students are never to leave the bus by the emergency (back) door except in case of emergency or emergency drills.
12. No "florist" helium balloons will be allowed on the bus.
13. No food or drinks will be consumed while the bus is in operation.
14. No sports bags will be allowed on the bus.

Remember: Bus transportation is a privilege. This privilege can be denied based upon inappropriate behavior.

Students who violate bus rules will have the following consequences:

1. **On the 1st offense**, as reported by the bus driver, student(s) will receive a warning and/or suspension from the bus for a number of days.
2. **On the 2nd offense**, as reported by the bus driver, student(s) will have their bus privileges suspended for a number of days.
3. **On the 3rd offense**, as reported by the bus driver, student(s) will be treated as a habitual bus offender and result as a serious misconduct.

The following acts of serious misconduct on the bus may be given automatic bus suspensions of a minimum of 3 (three) days:

1. Habitual bus offender
2. Damage to bus property
3. Fighting
4. Use of alcohol, drugs or tobacco
5. Profanity and/or disrespect to the driver and/or students

Chronic bus offenders shall be considered for a long-term bus suspension. The parent shall be responsible for getting the student to school during any bus suspension.

School Insurance:

A school accident basic plan insurance is available at a cost per student. All students are urged to subscribe to the student accident insurance program. **This is well worth the money spent even if you already have medical coverage for your child.** Neither the Hardin County Board of Education nor the schools are liable for accidents that occur during the school day; therefore, the parent must be responsible for the cost of damage or medical expenses. A 24-hour protection plan with dental benefits is available for students as well. The entire sum goes to Scholastic Insurers, Inc. and forms are sent home at the beginning of the year.

Student Safety Telephone Line/Hardin County Crime Stoppers:

The safety of students is our priority. The Hardin County School District has formed a partnership with Hardin County Crime Stoppers to provide a student safety telephone line.

Students and others may now anonymously call Crime Stoppers at **1-800-597-8123** and report school safety concerns. The caller's identity is strictly protected. These reports will then be given to the proper school officials for investigation. Those who provide information that leads to an arrest and indictment will receive a monetary reward.

Technology/Internet Safety and Acceptable Use Procedures:

Each student attending Hardin County Schools will be given an account in order to access the district's computer network. Once the appropriate privileges are granted by the parent and/or guardian, this account will also allow the student to access either the Internet, E-Mail (Electronic Mail) or both. This access is a privilege and not a right. Should a student violate any of the rules and/or policies outlined within this document, these privileges may be suspended or revoked. Permission must be granted each school year by the parent and/or guardian. Permission may also be revoked by parental and/or guardian request at any time throughout the school year. Parent/guardian permission requests must be made in writing via the Certification Statement Card which is available in the school's office. All computers are the property of the Hardin County School system and all data stored on this is the property of the school system.

Access to Inappropriate Material

Access of materials deemed as inappropriate, including but not limited to, sexually explicit and/or obscene is strictly prohibited. The district utilizes Internet filtering technology in order to limit access to such sites and materials. All internet traffic is logged and archived. If a faculty member suspects that a student has accessed an inappropriate website, a request can be made of the district technology staff to retrieve the logs for a particular student for a given period of time. The local administrative staff at the school will then evaluate the data and take the appropriate action. This action may include the suspension of the student's internet access up to total denial for the remainder of the school year. This policy is in accordance with *701 KAR 5:120 Prevention of Objectionable Material Transmitted to Schools via Computer.*

Technology/Internet Safety and Acceptable Use Procedures continued:

Internet Safety and Security

The safety of our students is of utmost importance to the District. The access of social websites from the District network by students is expressly forbidden. Electronic chat rooms, Internet Relay Chat, Skype, etc are not permitted by students without strict faculty supervision. These types of sites are filtered by our Internet filtering system. The only E-Mail system that may be accessed via the District's network is the Kentucky Department of Education's approved system. Access to any other Email system via our network is strictly prohibited. These sites are also filtered by our Internet filtering system. This is in accordance with *701 KAR 5:120 Prevention of Objectionable Material Transmitted to Schools via Computer*. The District provided E-Mail system is for educational purposes only.

Unauthorized Access

Access of the District network and/or a school owned computer may only be permitted with a student's personal login and password. A student may not reveal their password to anyone nor may they use another student's password to access a district computer or the network. The use of any software in the attempt to gain access to a computer and/or network, obtain another user's password, or interfere with the flow of information on the network is strictly prohibited.

The downloading and use of port scanners, hacking software, etc., is strictly prohibited unless authorized in an IT class and monitored by a faculty member. *KRS 434.520 Unlawful access to a computer in the second degree* states that unlawful access to a computer is a Class D felony. Any student found in violation of this statute may, at minimum, lose their network/computer privileges and at most be brought up on criminal charges.

Misuse of Computer Information

Any student who accesses any information, software and/or records, or assists another in doing same, is in violation of *KRS 434.845 Misuse of Computer Information*. Examples of this type of information include, but are not limited to, Infinite Campus for student records and data and MUNIS and CPA for financial records. Gaining access to these types of information and redistributing to other, changing information (such as student grades or attendance records) constitutes violation of this statute. *KRS 434.845* states that Misuse of Computer Information is a Class C felony. Any student found in violation of this statute may, at minimum, lose their network/computer privileges and at most, be brought up on criminal charges.

Use of Proxies and Utilities to Bypass Network Security Policy

Bluegrass Middle School and the Kentucky Department of Education make every effort to keep the Internet safe for our students. As an educational institution, the need for Internet access is necessary to promote the educational process; however, in our efforts to block inappropriate and questionable sites, students sometimes use proxies or bypass programs to get around the safety procedures we have in place.

Technology/Internet Safety and Acceptable Use Procedures continued:

By bypassing these safety procedures, the student is putting himself or herself at great risk as well as the integrity of the school network. The following disciplinary action will be followed if a student chooses to use proxies, bypass utilities, or accesses inappropriate websites:

1st Offense Loss of Internet for 9 weeks, 1 day of SSL, parents meet with principal.

2nd Offense Loss of Internet for 18 weeks, 2 days of SSL, parents must meet with discipline committee and a written agreement be made.

3rd Offense No Network Access Until Discipline Committee Agrees to Allow Access

Other Policies

Students are also not permitted to engage in the following:

Harassing, insulting or attacking others, damaging computers, computer systems or computer networks, Violating copyright laws, trespassing in another's folders, work or files, Intentionally wasting limited resources (playing unauthorized games, etc), employing the network for commercial purposes, intentionally loading viruses on computers, diskettes, flash drives or networks.

Summary

Outlined here are various activities that are prohibited by district policy. Access to the computer systems and network is a privilege for our students, not a right. Any student found in violation of these policies may result in immediate termination of computer/network privileges, other disciplinary actions as deemed by the school/district administrative staff, and/or criminal prosecution. The primary manner in which these rules will be enforced will be through teacher/faculty supervision. Automated safeguards have been put into place to limit the number of simultaneous computer logins by a student, and filters to guard against inappropriate Internet sites and materials. The District also has appliances in place that "watch" the network for inappropriate traffic. This traffic can be traced to a single workstation and the user of that machine can be identified.

Updated [Acceptable Use Policy](#) also known as the Responsible Use Policy

Updated [Access to Electronic Media Procedure](#) also known as 1:1 Procedure

[Loan Agreement Form](#) (only for take home users)

Youth Service Center:

The Bluegrass Youth Service Center offers a variety of services to help students and families remove any barrier that may keep children from learning and performing at the highest level possible. The center has a unique blend of activities designed to promote the flow of available school and community resources. The center is in Bluegrass Middle School. The center hours are Monday - Friday, 7:30 AM - 3:00 PM. For more information, call the youth services coordinator, Jerren Morning at (270) 234-1204.

Acknowledgement:

Please click the link below and complete the Google form to acknowledge that you have read and understand the student handbook.

[Student Handbook Acknowledgment Form](#)

If you have any questions, please contact the school at (270) 769-2658.

