PHILLIP SHARP MIDDLE SCHOOL

Engage, Equip and Educate ALL Students



STUDENT HANDBOOK
2026-2027

Robert Hoover- Principal
Randall Rechtin- Asst. Principal

35 Wright Road
Butler, Kentucky 41006
Telephone: 859-472-7000 **Fax: 859-472-7011** **www.pendleton.kyschools.us**

BELIEFS

- We believe that the relationships we build with our students and each other are the foundation for success in our school.
- We believe that education is a joint effort between students, families, schools, and our community.
- We believe all students will learn and be successful.
- We believe education is valuable for our students and our future.
- We believe that it is our responsibility to prepare our students to be college/career ready as 21st century learners, and to be responsible citizens.

SBDM COUNCIL

SBDM Council
Chairperson – Robert Hoover
Parent Representatives- Lacy Jones & Taylor Platt
Faculty Representatives – Johnny Trenkamp, Amanda King, & Elizabeth Derico

Contents

WELCOME TO PHILLIP A. SHARP MIDDLE SCHOOL 7
GUIDANCE COUNSELING OFFICE 8
Procedures for seeing the counselor 8
Parent requests for teacher assignments 8
NORTH FAMILY RESOURCE/YOUTH SERVICES CENTER 9
SCHOOL FOOD SERVICE 9
ATTENDANCE 9
ENROLLMENT OF STUDENTS 9
VERIFICATION OF ABSENCE REQUIRED 9
PHYSICIAN'S STATEMENT 10
EDUCATIONAL ENHANCEMENT OPPORTUNITY 10
MAKE-UP WORK 10
UNEXCUSED ABSENCES 10
ENROLLMENT OF STUDENTS 11
VERIFICATION OF AGE REQUIRED ..... **Error! Bookmark not defined.**
TRUANCY AND COURT ACTION 11
DISTRICT RETENTION POLICY 11
PSMS RETENTION POLICY 11
CLUBS and ORGANIZATIONS 12
ATHLETICS 12
FIELD TRIPS 12
8th GRADE ACTIVITIES 13
Requirements for 8th Grade Dance and the King's Island Field Trip 13
- Only open to in person students. Those participating in other educational platforms (PC CARES, PAVE, Homebound) are not eligible to attend. At any point during the school year a student that is or was on PAVE, he/she is ineligible to attend the 8th grade Dance and the King's Island Trip. 13
- NO MORE than 3 behavior occurrences/referrals recorded in Infinite Campus. Bus referrals are included. 13
- NO out of school suspensions or Alternative School Placement (automatically disqualified). 13
- A student is disqualified from the 8th Grade Dance and the King's Island Field Trip with any vaping incidents (caught using vape or in possession of a vaping device). 13
- For any 8th grade student who has 2 or more F's, with 5 school days remaining before the King's Island Field Trip, that student will not be permitted to attend. Specifically, if the trip is scheduled for Thursday, the Thursday prior at 3:00 P.M. is when grades will be checked and the final list of eligible students will be submitted. 13

Requirements for 8th Grade Promotion: 13
MEDICATION AT SCHOOL 15
PRESCRIPTION MEDICATION 15
OVER-THE-COUNTER MEDICATION (INCLUDING NON- ASPIRIN, CREAMS, OINTMENTS) 15
INHALERS/SELF-CARRY MEDICATIONS 15
AFTER SCHOOL ACTIVITIES 15

IMMUNIZATION/PHYSICAL POLICY 16
ILLNESS at SCHOOL 16
REPORT CARDS 16
BELL SCHEDULE 16
STUDENT DRESS CODE 18
SCHOOL DISCIPLINE 21
Lunch detentions 21
Afterschool Detentions 21
Problematic Behavior (displayed during an after-school detention) 21
IN-SCHOOL DETENTION (ISD) 21
ISD PROGRAM GUIDELINES 21
ISD Rules: 22
BEHAVIOR 23
Harassment / Discrimination 23
Verbal Abuse and/or Threatening a Student or Staff 23
Racial and Sexual Harassment 25
Rude or Harassing Comments- marked under Harassment 26
Profanity/Vulgarity/Obscenity (written, electronically, physically, or spoken) 26
Teasing- marked under Harassment 27
Depantsing marked under Harassment ..... **Error! Bookmark not defined.**
Fighting / Violent Acts 28
Assault (4th) 28
Aggressive Behavior- marked under Disorderly Conduct 29
Horseplay- marked under Disorderly Conduct 29
Unruly/Disorderly Conduct - marked under Disorderly Conduct 30
Disorderly Lunchroom Behavior (marked under Disorderly Conduct) 30
Student Insubordination/Defiance/Disrespect and Disruptive Behavior 30
Disruptive Behavior with a sub teacher 31
Not Following School Procedures (marked under out of area violation) 31
Possession or Use of Tobacco Products E-Cigs, Vapor Sticks, or Hookah Pens (on the Bus) 32
Drugs and Alcohol 33
Theft and Illegal Acts 34
Threats or Dangerous Actions- Terroristic Threats, Gun Threats, Bomb Threats, Arson 35
Not limited to but statements that are stated aloud or written that prompts panic (ex.- causing evacuation of a class or the entire building) to a student or class. 35
Possession of a Dangerous Item ..... **Error! Bookmark not defined.**
Possession of Noxious Substance- marked under Dangerous Instrument 36
Forgery 36
Cheating/Classroom Plagiarism 37
Littering / Vandalism 38
Outside Food and Drink 38

Water Bottles 38
Public Displays of Affection 39
Unexcused Tardies Assigned Area or Class 39
Skipping School or class or leaving class without permission 40
Leaving School Grounds 40
Misuse of Computer and Internet 41
Abuse/Misuse of Computer and Related Equipment- Violation of Dist. Acceptable Use Policy 41
Cell Phone/Telecommunication Devices 42
Consequences for Teasing or Racial Harassment using Cell Phone / Telecommunication Devices: 44
Verbal Threat using Cell Phone / Telecommunication Devices Consequences: 45
Consequences for Video Recording an Altercation using Cell Phone / Telecommunication Devices: marked under Disrespectful Behavior 45
School Bus Misbehavior 46
Vaping on the School Bus 46
School Bus Disruptive Behavior or Not Following Instructions 46
School Bus Aggressive Behaviors or Threatening Another Student- marked under Disorderly Conduct 46
School Bus Fight or Assault- marked under Fight or Assault 46
School Bus Damage or Throwing an Item out the Window Causing Damage- marked under Disorderly Conduct 47
School Bus Verbal Abuse or Racial Statements- mark under Harassment 47
SCHOOL-WIDE EXPECTATIONS MATRIX 48
DUE PROCESS PCBEP 09.431 48
CLASS “A” MISDEMEANOR (KRS161.190), ABUSE OF TEACHER 49
HARASSMENT, DISCRIMINATION, HARASSING COMMUNICATION/BULLYING 49
GUIDELINES 50
RETALIATION PROHIBITED 50
FALSE COMPLAINTS 50
OTHER CLAIMS 50
WHAT IS BULLYING AND/OR CYBER-BULLYING? 50
WHAT DO BULLY BEHAVIORS LOOK LIKE? 51
BULLYING PREVENTION TIPS 51
Do you witness bullying? 51
KNOWING THE DIFFERENCE 52
ANNUAL NOTIFICATION TO PARENTS 53
PC CARES ACADEMY 53
SCHOOL FEES 55
ONE TO ONE DEVICE INFORMATION 56
STUDENTS’ ACCEPTABLE USE POLICY 56

Electronic Access/User Agreement Form

STUDENT USER CONTRACT

The Pendleton County School District recognizes that access to technology enhances students' ability to learn, engage, communicate, and develop essential skills for success in school, work, and life. We are committed to supporting the development of future-ready skills by providing technology access for educational purposes to students, staff, and guardians. Through the district network, students can access educational software, email, the Internet, and a range of digital tools that support academic achievement and digital literacy. While the district takes proactive measures to prevent inappropriate use, it is not possible to filter all content. Any student-issued device or equipment used at home must comply with the Terms and Agreements outlined below, as well as any additional agreements established by the school or district. All users—including students, staff, and guardians—are expected to follow the procedures and guidelines outlined in this document, along with the Pendleton County Board of Education's Acceptable/Responsible Use Policy (08.2323) and accompanying procedures, when using district-provided technology or credentials.

TERMS AND AGREEMENTS

In order to gain access, the Acceptable/Responsible Use Agreement Form must be signed by the student and the Parent/Guardian. The signed agreement will be kept on file at the school for each student. The following are the Terms and Agreements to this contract allowing students access to the Pendleton County School District Network and Electronic Instructional Devices (EID).

1. **NETWORK AND ELECTRONIC DEVICE ACCESS**
   Network and Electronic Instructional Devices (EID) access is provided as a privilege, in support of education and research and consistent with the educational objectives of the Pendleton County School District. The Network refers to a computer service that includes the use of servers, telecommunications services, internally hosted software applications, or web-based platforms and applications, Internet and email. Electronic Instructional Devices (EID) include, but are not limited to, desktop computers, laptops, notebook computers, tablets, personal digital assistants, (PDAs), word processors, peripheral communication devices (such as telephones), and any other instructional technology equipment assigned for educational or administrative purposes, whether utilized within the district premises or off-site locations such as homes or approved remote settings. Please make sure your child supplies a strong password (3rd through 12th grade) on the form. Students in grades K through 2nd will be provided with a simple unique password. Any violations of the following will result in a student's account and/or access being restricted or turned off (length of time determined by the Principal of the school).

   Examples of Unacceptable Use Include (but are not limited to):
   - Sharing your password with others, using someone else's account, or granting unauthorized access to district systems.
   - Transmitting obscene, abusive, threatening, bullying, or sexually explicit language or content.
   - Creating, distributing, or introducing computer viruses or other malicious software.
   - Damaging, deleting, or tampering with another person's data.
   - Using the network for commercial or personal business purposes.
   - Overloading the network by running large programs, sending mass emails, or using system resources for non-educational games or activities.
   - Streaming video or audio content unrelated to educational purposes during the school day (e.g., YouTube, music, news channels).
   - Using scripts, code, or executables to alter network configurations (e.g., batch files, IP renewal commands).
   - Attempting to access or break into the district network or any other unauthorized computer systems.
   - Participating in online multi-user games (e.g., MMOGs) via the network.
   - Downloading or uploading copyrighted, inappropriate, or sexually explicit material.
   - Transferring non-educational files (e.g., games, music, videos) from personal devices to the district network without approval.
   - Using hotspot functionality on district-owned or personal devices during school hours.
   - Defacing, damaging, or stealing district-owned Electronic Instructional Devices (EIDs).

2. **INTERNET REGULATIONS**
   Internet access through the school is to be used for instruction, research, and school related activities. School access is not to be used for private business or personal, non-school related communications. Students are permitted to use the Internet for research and as a resource. All sites a student accesses are recorded through a web filter. If a student tries to

Error! Bookmark not defined.
SHARP MIDDLE SCHOOL 59
STUDENT HANDBOOK ACKNOWLEDGEMENT FORM 59
2026-2027 School Year 59

WELCOME TO PHILLIP A. SHARP MIDDLE SCHOOL

Dear Families,

We hope this message finds you well! As we embark on another exciting school year at Phillip A. Sharp Middle School, we want to extend a warm welcome to each of you. We sincerely hope that your experience here will be rewarding, exciting, and enjoyable. The staff of our school sincerely hopes that our middle school students embrace the responsibilities that come with this phase of their education.

Our school fosters high expectations and a cooperative effort for success. Some of the things that we ask of our students:

- Attend school regularly
- Be prepared for each class
- Be an active participant
- Demonstrate respect for themselves and others
- Accept responsibility

Let's work together to make Phillip A. Sharp Middle School a place we can all be proud of!

PLEASE READ THE INFORMATION IN THIS BOOKLET. Please sign the signature page at the conclusion of this handout and return to school.

District Mission: Pendleton County Schools is committed to graduating every student college and/or career ready by empowering staff to deliver high quality instruction in a safe and trusting environment

Vision: United In Pursuing Excellence

School Mission: At Sharp Middle School we Engage, Equip, and Educate ALL Students, empowering them to thrive in School and beyond.

SCHOOL START TIME: 8:00 AM
SCHOOL END TIME: 3:00 PM
OFFICE HOURS: 7:30 PM-4:30 PM

PRINCIPAL	Robert Hoover	robert.hoover@pendleton.kyschools.us
ASSISTANT PRINCIPAL	Randall Rechtin	randall.rechtin@pendleton.kyschools.us
GUIDANCE COUNSELOR	Kaitlyn Stahl	kaitlyn.stahl@pendleton.kyschools.us
STAFF DEVELOPER	Katie Emery	katie.emery@pendleton.kyschools.us

Secretary	Nancy Crotty	nancy.crotty@pendleton.kyschools.us
Attendance Clerk	Ramona Miller	ramona.miller@pendleton.kyschools.us
School Nurse	Loni Brown	Loni.Brown@pendleton.kyschools.us
Bookkeeper	Mabel Mattill	Mabel.Mattill@pendleton.kyschools.us
Athletic Director	Ben Adams	Ben.adams@pendleton.kyschools.us

In accordance with **Pendleton County Board policy 08.2324**, the following platforms will be used for direct communication with students:

- **ParentSquare** *(Primary and preferred platform for all coach-student communication)*
- **Microsoft 365** *(school email)*
- **Google for Education**

These tools ensure safe, traceable communication between staff and students. Thank you for your continued support.

Teachers may be contacted via email or by leaving a message with the front office. All incoming calls during the school day that bypass the front office will go directly to voicemail. Teachers will return calls promptly when available.

GUIDANCE COUNSELING OFFICE

The purpose of the guidance program is to help each individual student achieve his/her highest growth mentally, emotionally, and socially. We try to do this in several ways:

- Helping the new student feel at home in our school with new teachers and friends in a different setting
- Individual conferences whenever a student, a parent, a teacher, or the counselor deems it necessary
- A testing program designed to help the student learn as much as possible about his/her capabilities
- The counselor welcomes the opportunity to talk things over with any student, parent, or teacher

Procedures for seeing the counselor

- Go to Microsoft Teams. Select the 6th, 7th, or 8th Grade Counseling Group Team.
- Select the "Counselor Visit Request" on left hand side.
- Complete the form indicating need to see counselor. The counselor will review this form and call you to the office (if needed) as soon as possible.
- Counselor will give student a note to return to class. Student will give teacher note upon arrival.
- This is to prevent time loss from academic classes; however, in some instances there may be emergencies. If there is an emergency, the teacher will contact the front office immediately.

Parent requests for teacher assignments

If a parent wishes to issue a request for a particular teacher for the following school year, this request must be developed in writing and sent by either e-mail or mail to Counselor, Kaitlyn Stahl. Requests must be submitted March 15th-April 30th to be considered by the Scheduling Committee.

Please provide reasons for your request. The administration retains the right to make final decisions in regards to all student placements. Requests that are made after the deadline will not be considered.

Each year Professional Learning Communities will meet to review data to determine student placement into advanced classes.

NORTH FAMILY RESOURCE/YOUTH SERVICES CENTER

The North Family Resource Youth Services Center serves Phillip Sharp Middle School and Northern Elementary. Hours of operation are 7:30 - 4:00pm, Monday thru Friday. For more information contact Jodi Buckley at 859-472-5818 or email at jodi.buckley@pendleton.kyschools.us

SCHOOL FOOD SERVICE

Pendleton County Food Service is participating in the (CEP) Community Eligibility Program. This program allows all students attending Pendleton County Schools to receive one breakfast and one lunch daily at no charge.

Students may purchase second meals and a la carte items during mealtimes but must have money in their account or cash in hand.

However, to determine eligibility to receive additional benefits for your child(ren) and school, please complete a "Household Income Form" that you receive from your school.

Food Service has a "No Charge Policy" district wide.

Student second meal: Breakfast - $2.50 Lunch - $4.50

Any questions contact Lisa Mitchell at 859-363-4330 or email - lisa.mitchell@pendleton.kyschools.us

Students who qualify for free or reduced lunch may qualify for a school fee waiver. Applications for a fee waiver may be filed through the guidance office.

ATTENDANCE

All students are expected to attend regularly and be on time for their classes. This will insure they receive the maximum benefits from their educational experiences and develop habits of punctuality, self-discipline, and responsibility. School attendance and academic performance are related. The regulations below are designed to improve academic performance of the students through regular attendance. Recording of absences and tardies shall be made in compliance with the requirements of 702 KAR 007:125.1

ENROLLMENT OF STUDENTS

All resident students must register in the school of their enrollment within three (3) school days of the opening of the school year.

VERIFICATION OF ABSENCE REQUIRED

Failure to present verification of each absence will result in the absence being listed as unexcused.

When a student returns to school after any absence, a signed statement from the parent or guardian stating the reason for the absence(s) is required. A physician's statement may also be presented to validate the absence. The physician's statement is to excuse only the absence of the student being treated by the doctor. This statement must be submitted within five (5) school days of the student's return to school, or the absence shall be deemed unexcused.

PHYSICIAN'S STATEMENT

A physician's statement must include (1) time and date of appointment, (2) when the student is able to return to school, and (3) the physician's signature.
EXCUSED ABSENCES

Excused absences as defined below will qualify for an excused absence with a parent note for the first seven absences that do not have a medical or physician statement. After seven (7) excused absences with a parent note, a student must have a physician statement. Once a student reaches seven (7) unexcused absences, no parent notes will be accepted for excused absences.

An excused absence or tardiness is defined as follows:
Death or severe illness in the pupil's immediate family; "immediate family" being mother, father, sister, brother, or grandparents.
Illness of the pupil; "illness" being defined as a health hazard making school attendance a threat to the health of the student or others at school. A doctor's statement is required after the fifth consecutive absence.
Court appearance because of a subpoena.
Work required to assist parent's livelihood (to be included in the seven accumulated excused absences).
Religious holidays and practices.
One (1) day for attendance at the Kentucky State Fair.
Documented military leave.
One (1) day prior to departure of parent/guardian called to active military duty.
One (1) day upon the return of parent/guardian from active military duty.
Visitation for up to ten (10) days with the student's parent, de facto custodian, or person with legal custody who, while on active military duty stationed outside of the country, is granted rest and recuperation leave.
Other valid reasons as determined by the principal, including trips qualifying as educational enhancement opportunities.

EDUCATIONAL ENHANCEMENT OPPORTUNITY

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 (1) of the core curriculum subjects of English, science, mathematics, social studies, foreign language, and the arts. Unless the Principal determines that extenuating circumstances exist, requests for date(s) falling within State or District testing periods shall not be granted. 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. Students receiving an excused absence under this section shall have the opportunity to make up schoolwork missed and shall not have their class grades adversely affected for lack of class attendance or class participation due to the excused absence. Absences of extraordinary circumstances which do not fall within the above guidelines must have prior approval from the principal to be recorded as an excused absence.

MAKE-UP WORK

Students will be permitted to make up work missed during absences. For each day the student is absent, he/she will receive a day to complete make-up work.

UNEXCUSED ABSENCES

Unexcused absences are those that do not meet the "excused absence" guidelines as listed above. Students may earn up to 75% on missed assignments during unexcused absences. All absences above seven (7) accumulated excused absences will be unexcused, unless verified by a medical statement or court order, declared an emergency by the principal, or unless prior approval from the principal has been obtained.

ENROLLMENT OF STUDENTS

All resident students must register in the school of their enrollment within three (3) school days of the opening of the school year.

TRUANCY AND COURT ACTION

Any student (under 18 years of age) who has been found to have been absent from school without valid excuse for three (3) or more days during one (1) year period, or tardy without valid excuse on three (3) or more days on at least two occasions during a one (1) year period, shall be a "habitual truant". Students who are listed as habitual truants will be subject to court action. The student's parents or guardian may also be subject to court action.

For the purposes of establishing a student's status as a truant, a student's attendance record is cumulative for an entire school year. When students transfer from one Kentucky district to another, attendance information from the previous district shall become part of their official attendance record for that school year.

DISTRICT RETENTION POLICY

RETENTION

Retention may occur if the student fails to:
Make satisfactory progress in the class/subjects, based on such criteria as recorded grades/scores on tests, homework and projects and class participation points.
Progress satisfactorily on the academic expectations.
Parent(s) have been notified of the possibility of the student's retention by mid- year or as soon after mid-year as the teacher perceives the possibility of retention.
The notification has been sent by letter, signed by the teacher and the principal. The letter shall describe the problem and request the parent(s) to meet with the principal and the teacher.

ELIGIBILITY

Any student who has been retained shall be ineligible, for one academic year, to participate in any sport.
Participation in any club/s or organization/s shall be at the discretion of the teacher/sponsor of the group.

PSMS RETENTION POLICY

RETENTION

A student may be retained at the current grade level if:
The student has a cumulative average of 59% or less in two (2) or more Core Classes (Science, Language Arts, Math, or Social Studies); or the student has:
a yearly average of 59% or less in one Core Class; and
an average of 59% or less in two (2) exploratory classes taken at any time during the academic year.

As used above, 'yearly average' is the average grade of three academic trimesters in a Core Class.
The retention of students with disabilities is an Admissions and Release Committee decision. It will be addressed on an individual basis at an ARC meeting.

NOTIFICATION

The parent of any student who receives a failing grade at the end of an academic semester in any Core or Exploratory Class shall be sent notice of the failing grade. Such notice shall reference the Retention Policy above.

Parent(s) will be notified of the possibility of the student's retention by mid-year or as soon after mid-year as the teacher perceives the possibility of retention.

Notification will be sent by letter, signed by the teacher and the principal. The letter shall describe the problem and request the parent(s) to meet with the principal and the teacher.

ELIGIBILITY
Any student who has been retained shall be ineligible, for one academic year, to participate in any sport.

CLUBS and ORGANIZATIONS

During the 2026-2027 school year, club offerings are contingent upon CDC and KDE guidelines.

Phillip A. Sharp Middle School offers a variety of after-school clubs and organizations for the students to join. Below is a list of possible clubs with a, including any fees that may be involved.

Student Technology Leadership Program
Art Club
Ski Club
National Junior Honor Society
4H
Academic Team
FCC

ATHLETICS

Phillip A. Sharp Middle School offers a variety of athletic events. In order for a student to participate in any athletic event, they must have a sports physical on file in the Athletic Dept. office. **A new physical must be completed each year, as long as the student continues to be involved in the athletics' programs.** Students playing sports at Sharp Middle School must maintain a passing grade in ALL academic areas during the athletic season. Students in grades seven & eight (13 years of age and older) are eligible to participate in many High School sports. A listing of the athletic events offered at Phillip A. Sharp Middle School follows*. See Athletic Guideline Handbook for additional information, guidelines, and policies.*

Fall	Winter	Spring
Football	Basketball	Track and Field
Cross Country	Archery	
Cheerleading	Cheerleading	
Volleyball		

Recreational league sports may also be offered to students at Sharp Middle school throughout the year.

FIELD TRIPS

Clubs and classes throughout the school may take numerous field trips. Students may have the opportunity to view and learn many interesting things.

Parent(s) must give written approval for students to participate in all field trips.

Students are expected to maintain high standards of personal conduct and respect the rights of others. They are expected to abide by all regulations of the school district and the laws of the community and state.

8th GRADE ACTIVITIES

For students to attend the 8th grade end of the year dance and reward field trip to King's Island, certain requirements must be met.

Requirements for 8th Grade Dance and the King's Island Field Trip

- Only open to in person students. Those participating in other educational platforms (PC CARES, PAVE, Homebound) are not eligible to attend. At any point during the school year a student that is or was on PAVE, he/she is ineligible to attend the 8th grade Dance and the King's Island Trip.
- Student who have been absent from school without valid excuse for seven (7) or more days during the school year, **or** tardy to school without valid excuse on seven (7) or more days, will be ineligible to attend the 8th Grade Dance **and** the King's Island Trip.
- NO MORE than 3 behavior occurrences/referrals recorded in Infinite Campus. Bus referrals are included.
- NO out of school suspensions or Alternative School Placement (automatically disqualified).
- A student is disqualified from the 8th Grade Dance and the King's Island Field Trip with any vaping incidents (caught using vape or in possession of a vaping device).
- Eligible students MUST be passing 8th grade (failing= cumulative grade of 60% or below in 2 core classes or cumulative grade of 60% or below in 1 core class and 2 enrichments) before tickets are ordered (cutoff date TBA).
- Money is due by the due date, or your ticket will not be ordered, even if you meet the required criteria (dates to come later).
- For any 8th grade student who has 2 or more F's, with 5 school days remaining before the King's Island Field Trip, that student will not be permitted to attend. Specifically, if the trip is scheduled for Thursday, the Thursday prior at 3:00 P.M. is when grades will be checked, and the final list of eligible students will be submitted.

Kings Island will not issue refunds once tickets are purchased. If your child receives referrals or failing grades after tickets are purchased that would disqualify him/her, your money CANNOT BE REFUNDED.

This is an extended day trip so students will need to be picked up at SMS at 8pm on the date we schedule in the spring. More information will be shared in the spring as we get closer to the scheduled time.

Requirements for 8th Grade Promotion:

Here at SMS, we value and appreciate students who attend school regularly and on-time, give working effort, consistently have positive behavior, and perform well in their academics. These requirements are especially important for our 8th grade students to participate in the 8th Grade Promotion Ceremony.

Behavior Requirements:

- For any 8th grade student who is on P.A.V.E or in our alternative school setting will not be permitted to join the 8th grade Promotion Ceremony.

Academic Requirements:

- For any 8th grade student who has received 2 or more F's, with 3 days remaining before the 8th grade Promotion Ceremony, that student will not be permitted to participate in 8th grade Promotion Ceremony.

8th Grade Promotion: Dress Code & Behavior Policy

Dress Code:
All students must be in dress code to participate in the 8th Grade Promotion ceremony. Students who are out of dress code will be given an opportunity to correct their attire before the event begins. If a student does not correct their attire, they will not be allowed to participate in the ceremony. Specifics of the promotion dress code will be discussed with students and shared with guardians' weeks prior to the event.

Expected Behavior:
Students must follow staff directions and behave respectfully while:

- Waiting in the cafeteria
- Entering the gymnasium
- On stage while receiving recognition
- Leaving the gymnasium after recognition
- Remaining in the cafeteria after recognition

Examples of unacceptable behavior include, but are not limited to:

- Fighting
- Refusing to follow staff instructions
- Causing a scene on stage (e.g., playing music, making inappropriate statements or gestures)
- Wearing or putting on accessory items that disrupt the ceremony (e.g., sunglasses, masks, shirts)
- Any action that disturbs the ceremony

Consequences:
Administrative consequences for unacceptable behavior may include:

- Denied to participate in the promotion ceremony
- 1–2 days of 1-hour after-school administrative detention
- 1–2 days of summer hours (student would come into the building though school is not in session for a length of time determined by admin)
- 1–2 days of out-of-school suspension
- Loss of eligibility to attend the 8th Grade Dance and/or the King's Island Trip (if these events happen to occur after 8th Grade Promotion)

Failure to Serve Consequences:
Students who do not serve assigned consequences will have their grades and transcripts withheld and not released to the high school until consequences are completed.

Other:
Administrators reserve final authority to determine appropriate consequences based on the specific incident.

MEDICATION AT SCHOOL

Students are not to have in their possession any prescription, non-prescription or over-the-counter medicine. There are specific guidelines that must be followed if students need to take medication while at school.

School personnel are not allowed to randomly distribute medication due to state law. The school will not keep any medication on hand because we do not know if your child could be allergic to that medication. If your child requires any medication, you must send it from home in the required format. This is for the protection of both your child and of school personnel. **It is very important that you give reliable contact names and phone numbers in case we need to reach you in the event of an emergency or if your child becomes ill.**

PRESCRIPTION MEDICATION

Parent/Guardian must submit a "*Permission for Prescribed or Over-the- Counter Medications*" form. Handwritten notes will not be accepted. All prescriptions must be sent to school in the original container that has the student's name and prescription information on it. The first dose must be given at home due to the possibility of a reaction to the medicine.

OVER-THE-COUNTER MEDICATION (INCLUDING NON- ASPIRIN, CREAMS, OINTMENTS)

Parent/Guardian must submit both **written order** from a **licensed medical provider** and a "*Permission for Prescribed or Over-the- Counter Medications*" form for all over-the-counter medications. Handwritten notes will not be accepted. Over-the-counter medications may be sent to school and administered to your child if the required form has been submitted and the medication is in the original sealed container. The school will not supply non-aspirin, creams, ointments, or antiseptic sprays. If your child will be taking any over-the-counter medication for more than three (3) consecutive days, the school requires written permission from his/her physician in order to give that medication for an extended period.

INHALERS/SELF-CARRY MEDICATIONS

Parent/Guardian must complete and return the "*Authorization to Self-Carry Medications*" form before a student will be allowed to carry inhalers and other emergency medications. Handwritten notes will not be accepted. This form must also be signed by a physician.

AFTER SCHOOL ACTIVITIES

Parents/Guardian must submit the "*Authorization to Self-Carry Medications*" form for the medication to be taken at activities taking place after school hours.

All medicine must be turned in to the school nurse immediately upon arrival to school. The nurse will keep a medication log for each student.

All medications kept in school will be stored in a secure area accessible only to authorized personnel.
At the end of the school year, all unexpired medication must be personally picked up by a parent/guardian. Medications will not be returned home with students. Any medications not reclaimed by a parent/guardian by the end of the school day on the last day of school will be destroyed. You will be notified in letter form by the school nurse if your child has a medication at school that needs to be picked up.

School personnel will attend to all accidents and injuries; however, school may only apply ice and/or clean and bandage wounds. No ointments, creams or antiseptics may be applied to the wound by school personnel due to the possibility of allergic reactions. If the student requires more treatment than described above, the parent/guardian will be contacted.

The required permission forms were made available at the start of school and may be obtained from the front office upon request and are also available on the Pendleton website

IMMUNIZATION/PHYSICAL POLICY

Each child enrolling in Kentucky Public Schools is required by law to have the following upon enrolling:
an up-to-date immunization certificate
a physical
Any child without the above documentations will not be allowed in school until all necessary items are in. If an immunization certificate is to expire during the school year the same shall apply. You will first be sent a written notice of expiration and given two (2) weeks from notification to provide the necessary information. Absences related to this shall be unexcused except for a doctor's appointment to receive immunization. Let it also be noted that if a child is allergic to immunizations or does not have them due to religious beliefs, a certificate must also be submitted signed by your doctor stating this.

A child transferring into our school system has a thirty (30) day leniency period. We will send a request for transfer of records to the previous school. If health records are not received, the parent will be contacted to provide this information within thirty (30) days. After thirty (30) days the child will not be allowed in school until these records are provided.
Personal shot records cannot be accepted as proof of immunization. Shot records must be on a Commonwealth of Kentucky Immunization Certificate, which will be provided by your physician. Parents will be given a reasonable amount of time to provide this information. If at the end of this time, requirements are not met, these cases will be referred to the Director of Pupil Personnel for possible legal action.

ILLNESS at SCHOOL

Should a student become ill while at school, the student should report directly to the nurse's office so that parents may be contacted, and proper procedures may be followed concerning an early dismissal. Parents will be notified if a medical emergency arises. It is for this reason that it is especially important that the school has reliable emergency contact information for every student.

REPORT CARDS

Students at Phillip A. Sharp Middle School receive report cards every nine weeks. Each student receives a report card containing a grade for each of his/her subjects. Each student will receive a mid-term report at the end near the middle of each nine-week grading period.

BELL SCHEDULE

Period	Time
Period 1	8:00 AM – 8:51 AM
Period 2	8:55 AM – 9:46 AM
Period 3	9:50 AM – 10:41 AM
Period 4	10:45 AM – 12:12 PM
Period 5	12:16 PM – 1:07 PM
Period 6	1:11 PM – 2:02 PM
Period 7	2:06 PM – 3:00 PM

Lunch Period	Time
Lunch 1	10:48 AM – 11:14 AM
Lunch 2	11:16 AM – 11:42 AM
Lunch 3	11:44 AM – 12:10 PM

GRADING SCALE

A+	100-99		
A	98-91		
A-	90	Excellent	Distinguished
B+	89-88		
B	87-81		
B-	80	Good	Proficient
C+	79-78		
C	77-71		
C-	70	Average	Apprentice
D+	68-69		
D	67-61		
D-	60	Developing	Low Apprentice
F	59 and below	Failure	Novice

STUDENT DRESS CODE

Sharp Middle Schools Dress Code/Policies: Dressing for Success!

Good grooming and dress are, first and foremost, the responsibility of the parents and students. We recognize the need on the part of the student to display maturity and good judgment. Nonetheless, our school is your place of business. Receiving an education is one of the most important jobs you will ever have. The way you dress can affect you and your peers' attitude, performance, and behavior. Any form of clothing that attracts undue attention, is unsafe, disrupts instruction, or detracts from the learning process is unacceptable. Good judgment would indicate that certain types of clothing are inappropriate within the school setting. Therefore, students are expected to dress responsibly for school. Sharp Middle School insists upon decency, cleanliness and appropriate dress at all times because proper dress is conducive towards the maintenance of a positive educational atmosphere. The goal is to identify students out of dress code during first period though other infractions of dress code may not be detected and address until later parts of the school day. Our guidelines suggest that all clothing be clean and neat and in good taste. It should not be extreme to the extent that it focuses attention on the wearer, indicating indecent or disruptive suggestions. Common examples of unacceptable clothing include but are not limited to the following:

Pants, jeans, shorts, skirts, dresses, etc. expectations:

- Sport-style leggings are allowed. However, pantyhose are not permitted.
- Pants with holes on the thigh area and higher- must have leggings or spandex shorts underneath
- Skirts, dresses and tutus may be worn but must be at or just above knee length. Leggings are required with skirts, dresses and tutus shorter than this.
- Clothes are expected to be worn at the waistline
- Undergarments should not be visible through clothes
- Shorts must extend at least 5 inches from the top of the knee (approximately fingertip length when arms hang relaxed at the sides). Athletic shorts (mesh, basketball-style) are allowed only if they meet this 5-inch length requirement. Shorts must be worn at the waist and fully cover undergarments, even when sitting, bending, or walking. Tight, form-fitting shorts (such as spandex, bike shorts, or compression shorts) are not permitted unless covered by a longer outer garment that meets the 5-inch rule. Shorts may not have holes, tears, or frays above the 5-inch length that reveal skin or undergarments.
- NO House Slippers
- NO pajamas, pajama pants or robes, hospital style scrubs, Pants that have drawings, animation, or cartoon characters printed on the majority of the pants are NOT permitted (unless approved by the school for school activities or event).

    - At the discretion of admin, any attire that "looks like" pj's may be treated like pj's and therefore, will be considered out of dress code. The recommendation is that if an outfit looks like pj's, don't wear it to school.

Shirts and tops expectations:

- No shirts / tops that expose the waist and/or back at any time (excluding small "keyholes")
- No shirts / tops that expose cleavage
- No tank tops, halter tops, cut-off T-shirts, tube tops, etc. (shoulders should be covered)
- No clothing that displays or suggests derogatory and/or inappropriate messages
- Hoods must be off the head (unless given permission from staff while outside)
- Shirts or sweatshirts that represent hunting (for example) and contain images such as bows, knives or guns may be worn if the images or words printed don't come across violent or threatening.

Accessories expectations:
The following items are not to be worn in the building or during school hours:

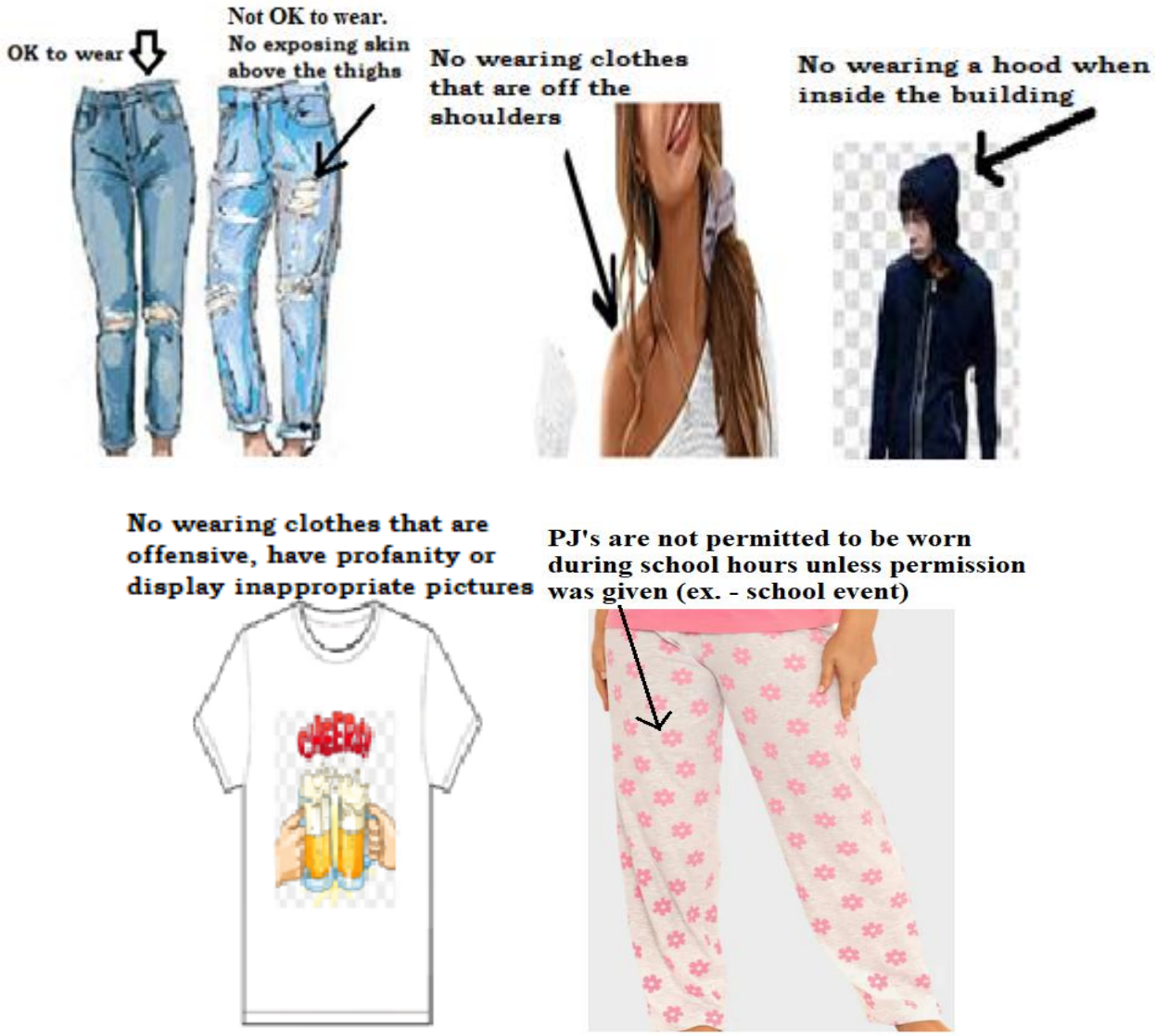
- Spikes (necklace or bracelet)
- Chains
- Animal ears and tails
- Gloves (unless given permission from staff)
- Arm sleeves and arm bands (unless for school- displaying school spirit events or physical activities)
- Caps, winter hats and bandanas (unless given permission from staff)
- Wigs (unless approved by admin or given permission by admin for a school event)
- Sunglasses and/or contact lenses that significantly alter the appearance of the eyes (unless approved by an administrator or given permission from staff)
- Any clothing or accessories that displays, advertises and/or promotes drugs, alcohol, or tobacco
- Body art (unless for school events- displaying school spirit) are not to be drawn on oneself or others
- NO cosmetic patches or stickers (unless for medical purposes and / or permission from school nurse)
- Stickers (unless given permission from staff)
- Blankets are not to be brought into the school building

Other:
Students are expected to keep their hair out of their eyes during the during the school day and during school events that occur during after school hours. If the hair isn't parted away from the face, then appropriate hair bands or ties should be used.

* For whatever the reason might be, at any point an article or item that a student is wearing becomes a distraction because the way the student is handling it or the way other students are reacting, at the principal discretion this student could be asked to remove that item.

During the year, there may be special days when some departure from the dress code will be allowed by the school administration. These will be announced to all students. During these days the dress code requirements still are in effect.

Examples of a few dress code infractions:



CONSEQUENCES:

1st Offense: Dress Code Violation #1- Warning. Document in IC under contact log> Dress Code Violation #1.

2nd Offense: Dress Code Violation #2- Warning. Document in IC under contact log> Dress Code Violation #2.

3rd Offense or more: Dress Code Violation #3- Staff member writes and submits a referral in IC. Document in IC under contact log> Dress Code Violation #3.

3rd Offense: - 2 lunch detentions - guardian contact
4th Offense: - 30 min admin afterschool detention - guardian contact
5th Offense: - 1-hour admin afterschool detention - guardian contact
6th Offense: - 1 day of ISD and 30 min admin afterschool detention - guardian contact
7th Offense: - 1 day of ISD and a 1-hour admin afterschool detention - guardian contact
8th Offense: - 1 day of OSS guardian contact and letter sent home - guardian contact

Unrelated Items Not Permitted (unless given permission from staff)

- No toys, figits, or squishes, slime, puddy

SCHOOL DISCIPLINE

Lunch detentions

Staff will have the ability to write a teacher lunch detention for minor infractions such as disruptive behavior, negative language, wearing a hat, tardy to class, etc. Teacher lunch detention can be served the current school day or the following. Teacher lunch detentions shall take place in the teacher's classroom and it will be a silent lunch with no devices or "extra/snacks". The purpose of lunch detentions is to decrease disturbances to the educational environment while not over punishing students. For students who misbehave during lunch detention, admin consequences will be given. Admin consequences will consist of 3 admin lunch detentions.

Afterschool Detentions

Staff may assign an afterschool teacher detention (15 – 30 min) for negative behaviors such as disruptive behavior, negative language, wearing a hat, tardy to class (3rd tardy), etc. For afterschool teacher detentions, the teacher must schedule and receive confirmation from the guardian of when the consequence will occur.

Problematic Behavior (displayed during an after-school detention)

Students are expected to meet expectations when serving an afterschool detention for a staff member. For students who are disruptive and/or not meeting the expectations will be given to admin consequences. Staff member writes and submit a referral in IC. Document in IC under contact log> Disruptive Behavior (displayed during an after-school detention).

Consequences: 1-hour admin afterschool detention

IN-SCHOOL DETENTION (ISD)

When a student is reprimanded for certain violations of the Sharp Middle School Code of Acceptable Behavior and Discipline, they may be assigned by the administration to the In-School Detention Program (ISD). The ISD Program is an alternative to out-of-school suspension because of inappropriate actions taken by students.

The primary goal of ISD is to serve as a consequence for violating school rules and to give the student the time self-reflect and identify the tools to help them make better decisions in the future. ISD holds students accountable for their behavior, emphasizing that their actions impacted not only themselves in a negative manner, but possibly their teachers and classmates. While in ISD, the student will have the time to self-reflect where they can analyze their behavior and consider alternative actions. The student will review social and emotion skills like positive decision making, conflict resolution, empathy, and self-regulation. ISD also acts as a deterrent for students who might be tempted to misbehave, sending a clear message that negative actions will have consequences

ISD PROGRAM GUIDELINES

Each morning, the ISD teacher will email teachers a list of students who are assigned to ISD. Teachers will drop-off or email all daily assignments to the ISD teacher.

Students in ISD are expected to display working effort on the work assigned from their classes throughout the school day. Students may also be asked to complete other assignments as part as their consequences. The ISD teacher will collect all completed assignments and place them in the teacher's mailbox at the end of the school day. The ISD teacher will monitor and record the behavior performance of the students assigned to the ISD classroom.

Bathroom breaks will be provided to students in ISD (these breaks will be taken when the regular student body is in class) as a whole group procedure and the ISD teacher will be in the hallway monitoring the area. Students in ISD will not have individual bathroom breaks (unless given permission by the ISD teacher or an administrator).

Lunch will be provided to all ISD students each day. ISD students are NOT allowed to eat lunch with the regular student body. For lunch, students will receive the same food choices as other students however they will not have an opportunity to buy “extras.”

All ISD students must checkout of the ISD Program each day. To checkout students must do the following: (1) clean their assigned area, (2) show evidence to the ISD teacher that no vandalism of the ISD classroom occurred, and (3) turn in all completed regular classroom work that was assigned. ISD students are not allowed to wear watches or have any time device in their possession (this includes cell phones). Students will be asked to place all personal items in their backpack (ex. - cell phone, wristwatch, purse) upon arrival to ISD and the teacher will then instruct where the backpack is to be kept for the school day. Failure to do this can result in additional consequences given by administrators.

The following Procedures, rules, expectations and consequences will apply to ALL students assigned to ISD:

ISD Procedures:
- all students assigned ISD are to report to the back table of the cafeteria in the morning
- place all personal items in backpack (ex. - cell phone, wristwatch, purse) upon arrival to the ISD classroom
- place backpack in the designated area chosen by the ISD teacher
- go to your assigned seat
- write rules of ISD
- write behavior violation
- do assigned packet

* If a student has ISD the next school day, he/she is to report to the back table of the cafeteria each morning and is to remain there until he/she is picked up by staff.

ISD Rules:
- No talking or whispering (unless given permission from the ISD teacher or an administrator)
- No leaning, slouching, and no sleeping
- Keep both feet on the floor
- No food, drink, gum, or candy
- Complete ALL work assigned – Including other tasks assigned by administrators.
- No hall passes
- No watches or cell phones.

ISD Behavior Performance Expectations:
- remain in seat (must be given permission to get out of seat)
- face forward (towards your desk)
- raise your hand (for every question or request)
- give effort towards assignments
- be silent (unless given permission from the ISD teacher or an administrator)

ISD Lunch Expectations:
- pick up your lunch
- sit at your assigned table or seat
- face forward
- stay in your seat (a staff member will prompt you when it's time to clean up)
- restroom break will be given

Consequences for Being Removed from ISD:

1st Offense- Warning from administration and a (-) for the hour

2nd Offense- 1 additional day of ISD
- suspended from extra-curricular activities

3rd Offense- At least 1 day of OSS, guardian contact and letter sent home
- suspended from extra-curricular activities
- upon return from OSS, student will be expected to complete the assigned ISD days.

*Any student who violates an ISD rule could be automatically additional day in ISD. Any student that is disrespectful to the ISD teacher (especially vulgar, abusive, or profane language) will immediately be reported to the administration where additional consequences could be given.

BEHAVIOR

(Students with disabilities may have altered consequences based on IEP or 504 Plan)

Harassment / Discrimination

Any student who engages in harassment/discrimination of an employee or another student based on race, color, national origin, age, marital status, political beliefs, sex, or disability shall be subject to disciplinary action at the principal's/designee's discretion. This includes any act which degrades or discredits fellow pupils, or which has a negative impact on an individual's academic performance, emotional stability and security, or creates an intimidating, hostile, or offensive educational environment. Examples of these negative behaviors include teasing, racial remarks and depantsing-pulling down a student's slacks or shorts. References: Board Policy References: Board Policy.

Verbal Abuse and/or Threatening a Student or Staff

Violent words, abusive language, threatening or demeaning statements towards a student or staff in a disrespectful, obvious or aggressive manner is strictly prohibited and will not be tolerated. Repeated offenders or incidents will result in out-of-school suspension and the recommendation for alternative placement and/or expulsion.

Consequences:
At the principal's discretion:

1st Offense:
- If necessary, a threat assessment will be given
- conference with admin including restorative practices- LW admitted to calling the student and leaving the voicemail
- time spent in the office area
- 2 days of OSS
- charges possibly filed
- guardian contact
- letter sent home

2nd Offense:
- If necessary, a threat assessment will be given
- 3-5 days of OSS, charges possibly filed
- guardian contact and letter sent home
- conference with parent/guardian prior to returning to classes
- 1 day of ISD (upon return to school).

Further Incidents: If necessary, a threat assessment will be given, 5 days of out-of-school suspension, charges possibly filed, guardian contact and letter sent home, recommendation for alternative placement and/or expulsion.

Statements that are said out of frustration or where it's obvious that the student mistakenly stated something (ex.- the student quickly attempts to backtrack his/her comments), consequences still can be given, such as 1 day of OSS and 1 day of ISD or other consequences all at the principal's discretion. **See Unruly / Disorderly Conduct.**

Offensive Comments, Offensive Gestures and Racial Harassment

Inappropriate comments, gestures or blurting out offensive or racial and/or sexual statements directly at someone will not be tolerated at SMS.

Examples:
- Offensive Comments: Telling a student(s) to shut the "F***" up or calling a student(s) a name that's disrespectful
- Offensive Gestures: Displaying the middle finger at a teacher or student
- Racial: Using a statement or term about one's ethnicity directly at them

Consequences:
At the principal's discretion:
1st Offense:
- conference with admin including restorative practices
- 1-2 days of ISD or 1 day of OSS and 1 day of ISD (upon return from school),
- student expected to complete an assignment (student will be provided a work packet about respect or racial sensitivity)
- charges possibly filed
- guardian contact

2nd Offense:
- conference with admin
- 2-3 days of ISD or 2-3 days of OSS
- possible loss of extracurricular privileges
- charges possibly filed
- guardian contact
- letter sent home and mandatory conference with parent/guardian prior to returning to classes

Further Offenses: 5 days of out-of-school suspension, recommendation for alternative placement and/or expulsion, charges possibly filed, guardian contact and letter sent home

Profanity/Vulgarity/Obscenity (written, electronically, physically, or spoken)

Inappropriate language or gestures and blurting out racial statements (though not directed at someone) will not be tolerated at SMS.

Examples:

- Inappropriate Language: Though not directed at someone, using profanity aloud
- Inappropriate Gestures: Simulating sexual acts
- Racial: Though not directed at someone, using disrespectful statements about one's ethnicity

Consequences:

At the principal's discretion:

Inappropriate Language	Inappropriate Gestures	Racial Statements (label under disrespect)
1st Offense: Teacher Warning. Document in IC under contact log> Inappropriate Language #1- student was given a warning for (-) language. 2nd Offense: Teacher Warning. Document in IC under contact log> Inappropriate Language #2- student was given a warning for (-) language. Contact guardian: "Student used (-) language for the 2nd time. The next incident will result in an office referral and consequence from administration." 3rd Offense or more: Staff member writes and submits a referral in IC. Document in IC under contact log> Inappropriate Language #3. 3rd Offense: - 2 lunch detentions - guardian contact 4th Offense: - 5 lunch detentions - guardian contact 6th Offense: - 30 min admin afterschool detention - guardian contact 5th Offense: - 1 day of ISD - 30 min admin afterschool detention - guardian contact 6th Offense: - 1 day of OSS - guardian contact and letter sent home	1st Offense: - conference with admin - 2 lunch detentions - guardian contact 2nd Offense: - conference with admin - 5 lunch detentions - guardian contact 3rd Offense: - conference with admin - 30 min admin afterschool detention - possible charges but charges will be filed on next infraction of this type of behavior - guardian contact 4th Offense: - conference with admin - 1 day of ISD and 30 min admin afterschool detention - charges filed - guardian contact 5th Offense: - conference with admin - 1 day of OSS - guardian contact and letter sent home	1st Offense: - conference with admin including restorative practices - 1-2 days of ISD - student will be provided a work packet about respect - possible charges - guardian contact 2nd Offense: - conference with admin - 1-2 days of OSS - student will be provided a work packet about respect - possible charges - guardian contact and letter sent home

Direct profanity or vulgarity towards an individual will result in stricter consequence and could be considered verbal abuse. Vulgar images stated, drawn, viewed or sent via electronically can also result in consequences at the principal's discretion.

Sexual Harassment

Defined as unwelcome, sex-based conduct that includes unwanted sexual advances, requests for sexual favors, and verbal/physical conduct of a sexual nature. More specifically, this includes unwanted physical contact, sexually explicit gestures, derogatory comments, or displaying inappropriate materials.

1st Offense:

- Conference with admin including restorative practices
- 2 days of ISD or 1 day of OSS and 1 day of ISD (upon return from school),
- student expected to complete an assignment (student will be provided a work packet about respect or racial sensitivity)
- charges possibly filed
- guardian contact

2nd Offense:

- 2-3 days of OSS
- possible loss of extracurricular privileges
- charges possibly filed
- guardian contact
- letter sent home and mandatory conference with parent/guardian prior to returning to classes

Further Offenses: 5 days of out-of-school suspension, recommendation for alternative placement and/or expulsion, charges possibly filed, guardian contact and letter sent home

Rude or Harassing Comments- marked under Disrespect

Using hand gestures such as the middle finger would be considered an example of a rude action.

Consequences:

At the principal's discretion:

1st Offense: conference with admin including restorative practices, 2-3 lunch detentions and guardian contact

2nd Offense: - 5 lunch detentions - guardian contact

3rd Offense: - 30 min admin after-school detention - guardian contact

4th Offense: - 1 day of ISD - 30 min admin afterschool detention - guardian contact

5th Offense: - 1 day of OSS - guardian contact - letter sent home - suspended from extra-curricular activities for a week. - Student and parent will be required to meet with an administrator prior to coming back to school and a bullying reporting form with be completed as the teasing behaviors are turning into a pattern of bullying. On the 5th rude or harassing event (regardless if it's directed at the same person or not will be labeled as continuing bullying.

6th Offense: - 3 days of OSS - guardian contact - letter sent home - recommendation for alternative placement and/or expulsion - charges possibly filed.

Teasing (or possibly Bullying)- marked under Harassment or Bullying
At the Principals Discretion:

Teasing is defined as a behavior that involves playfully or jokingly making fun of an individual. Teasing can cross the line into bullying. This happens if the teasing becomes repeated, unwanted, and hurtful. Bullying means any unwanted verbal, physical, or social behavior among students that involves a real or perceived power imbalance and is repeated or has the potential to be repeated. For example, when a student has been informed to leave a student alone (verbal or physical) but continues to annoy, tease or even bestow a form of physical contact towards that student, this could be considered bullying.

Consequences:

1st: Warning. Document in IC under contact log> Teasing Violation #1. Conference with admin including restorative practices.

2nd: Warning. Document in IC under contact log> Teasing Violation #2.

- conference with student
- guardian contact

3rd Offense or more: Staff member writes and submits a referral in IC. Document in IC under contact log> Teasing Violation #3.

3rd Offense:

- conference with student
- guardian contact
- 1-hour admin afterschool detention (If the teasing event is directed at the same person, this is to be marked as bullying where a bullying report form will be completed. Charges possibly filed if this was directed at the same person. Email of the event will be sent to the guardian.)

Make a special note in the details of the event: *This is now at least the third reported incident involving the same student.*

4th Offense:

- conference with student
- guardian contact and send a notification email the guardian
- 1 day of ISD

5th Offense:

- conference with student
- 1 day of OSS
- Guardian contact and letter sent home: suspended from extra-curricular activities for a week. Student and parent will be required to meet with an administrator prior to coming back to school and a bullying reporting form with be completed as the teasing behaviors are turning into a pattern of bullying. On the 5th teasing event (regardless if it's directed at the same person or not) will be labeled as continuing bullying.

6th Offense:

- Conference with student
- 3 days of OSS
- Guardian contact and letter sent home: recommendation for alternative placement and/or expulsion and charges possibly filed.

Depantsing label under Harassment

Consequences:
Principal's discretion which may include:

1st Offense: - conference between admin and student - 1-3 days of ISD – guardian contact
2nd Offense: - 1-2 days of OSS - guardian contact and letter sent home
3rd Offense: - 3 days of OSS - guardian contact and letter sent home

Fighting / Violent Acts

Fighting is when individuals willingly face up or meet up with the act of hitting, kicking, and/or slapping the other person. Any action of harassment and making disrespectful comments that causes a fight or others to fight will lead to negative consequences. To prevent further altercations, students that are engaged in a fight may be sent home for the remainder of the day. The police will be contacted in cases of assault resulting in physical injury, a sexual offense, or kidnapping (Board Policy).

Consequences:

At the Principals Discretion:

1st and 2nd Offense: 2-5 days of out-of-school suspension, possible charges, guardian contact and letter sent home and additional measures as needed at the discretion of the principal/designee.

3rd Offense: Alternative Placement for the remainder of the school year, possible charges, guardian contact, letter sent home and/or additional measures at the discretion of the principal/designee.

Assault (4th)

A student who appears to have the intentions to hurt someone and then physically attacks (ex.- punching, kicking, slapping) that person will result in the behavior being labeled as assault (4th). The victim who is attacked may use reasonable force in self-defense and if done in the manner to protect or free oneself from the attack, he or she will not have consequences. A student who exceeds this reasonable force may be disciplined even though he/she may not have provoked the fight.

At the principal discretion:

Consequences:

1st Offense: - conference with student - 1-3 days in ISD and/or 1-3 days of OSS - possible charges - guardian contact and letter sent home

2nd Offense: - conference with student - 3-5 days of OSS - possible charges - guardian contact and letter sent home

3rd Offense: - conference with student - 5 days of OSS - possible charges - guardian contact and letter sent home with - referral for expulsion

Assault (4th)- In which the perpetrator ignored warning(s) from staff but willingly went after student

Consequences:

- Conference with admin
- Conference with guardian
- ISD (until guardian picks up student)
- 10 days of OSS
- Recommendation for expulsion
- Admin hearing
- Possible charges
- Letter sent home

Aggressive Behavior- marked under Disorderly Conduct

An instance in which an individual causes stress or a possible injury that includes but are not limited to: hitting, kicking, slapping, stepping on a student, shoving a student, charging and/or acting like you are going to hit someone, throwing an item(s) at a student or staff all in an aggressive manner.

Consequences:

At the principal discretion:

1st Offense:

- Conference with admin including restorative practices and at the principal discretion:
- 1-2 days of ISD
- Student will be provided a work packet about respect or 1-2 days of OSS
- Guardian contact and letter sent home

2nd Offense:

- Conference with admin
- 2-3 days of OSS
- Guardian contact and letter sent home

3rd Offense: - Conference with admin - 5 days of OSS - guardian contact and letter sent home

Horseplay- marked under Disorderly Conduct

Boisterousness, rough, noisy play or in which two or more people physically engage with each other (ex.- punching, kicking, slapping) in a joking manner.

Consequences:

1st Offense: Teacher Warning. Document in IC under contact log> Horseplay Violation #1- student was given a warning for horseplay. Conference with admin including restorative practices.

2nd Offense: Teacher Warning. Document in IC under contact log> Horseplay Violation #2- student was given a warning for horseplay. Contact guardian: “Student was horse playing for the 2nd time. The next incident will result in an office referral and consequence from administration.”

3rd Offense or more: Staff member writes and submits a referral in IC. Document in IC under contact log> Horseplay Violation #3.

3rd Offense: - conference between admin and student - 2 lunch detentions – guardian contact

4th Offense: - 30 min admin afterschool detention – guardian contact

5th Offense: - 1-hour admin afterschool detention – guardian contact

6th Offense: - 1 day of ISD – guardian contact

7th Offense: - 1 day of OSS, guardian contact and letter sent home – guardian contact

8th Offense: - 3 days of OSS, guardian contact and letter sent home – guardian contact

Unruly/Disorderly Conduct - marked under Disorderly Conduct

A public disturbance in which an individual disrupts learning or causes an inconvenience, annoyance, alarm or even an unintentional injury. Disorderly conduct includes but are not limited to: running in hallways, screaming, making unreasonable or alarming noises, pulling pants down to "moon" someone, gestures (ex. - pointing hands or fingers referencing a gun), inducing panic behaviors, false alarms, making statements (though not a direct threat) that are alarming, pulling a backpack on a student's back, picking up a student and dropping them, spraying a substance on someone, throwing items (ex. - pencils) and acting out in a hyperactive, physical manner.

Consequences:

1st Offense: At the principal discretion:

- Conference with admin including restorative practices 1-2 days of ISD and/or "soft ISD" (student will report to ISD for the class period in which the behavior occurred) and guardian contact

OR

- Conference with admin including restorative practices, 1-2 days of OSS, guardian contact

OR

- Conference with admin including restorative practices, lunch detention and 30 min admin afterschool detention

2nd Offense: Conference with admin including restorative practices, 1-2 days of ISD or 2-3 days of OSS, guardian contact and letter sent home

3rd Offense: Conference with admin including restorative practices, 2-5 days of OSS, guardian contact and letter sent home

Disorderly Lunchroom Behavior (marked under Disorderly Conduct)

Disorderly will be categorized as, but not limited to yelling, rough housing, frequent relocation, throwing objects, eating other student's food without permission, etc.

Consequences:

After warnings are exhausted, offenses will be dealt with at the principal's discretion which may include conference with admin including restorative practices, lunch detentions, admin afterschool detentions and / or an assigned seat given to the student during lunch.

Student Insubordination/Defiance/Disrespect and Disruptive Behavior

Conduct which interferes with or hinders the orderly administration of the school and school-related activities, such as: acts of misbehavior toward another student or school personnel, failure to follow directions, malicious remarks and/or body language, class disruption (examples- out of seat, making noises, excessive talking, throwing items, and/or "clowning around"), or any action deemed as inappropriate behavior. Any words spoken or transmitted in music is included in this rule.

* Any student who refuses to comply with teacher instructions of leaving the classroom when told, at the principal's discretion will receive admin consequences which can include time in ISD along with a 30 min admin afterschool detention.

* Any student who refuses to comply with admin instructions of leaving the classroom when told, at the principal's discretion will receive admin consequences which can include a 1-day suspension in addition to 1-day in ISD along with a 30 min admin afterschool detention either that current day or upon return from the 1-day suspension

Consequences:
At the principal's discretion:

1st Offense: Conference with admin including restorative practices, 2 lunch detentions and guardian contact

2nd Offense: Conference with admin including restorative practices, 1 class period of ISD, student will be provided a work packet about respect, a 30 min admin after-school detention and guardian contact

3rd Offense: 1 class period of ISD, student will be provided a work packet about respect, 1-hour admin afterschool detention and guardian contact

4th Offense: 1-2 days of ISD, student will be provided a work packet about respect, 30 min admin afterschool detention and guardian contact

5th Offense: 1 day of OSD, 3 days of lunch detention, guardian contact and letter sent home

6th Offense: 2-3 days of OSD, 3 days of lunch detention, guardian contact, letter sent home a meeting between the guardian and admin team will occur prior to the student coming back to school

7th Offense: 3 days of OSS, guardian contact, letter sent home and recommendation for alternative education

Disruptive Behavior with a sub teacher

Consequence:
At the principal's discretion:

Conference with admin including restorative practices, guardian contact and 1-2 lunch detentions

Not Following School Procedures (marked under out of area violation)
School procedures are put in place to provide a safe and systematic environment. Without these, schools would lack the structure that's required to successfully provide the educational needs of our students. Examples of these behaviors include going down the stairs in the wrong direction, not following bathroom protocols, and departing school during the wrong dismissal time.

Consequences:

1st Offense: Warning. Document in IC under contact log> Not Following School Procedures Violation #1 for the student.

2nd Offense: Warning. Document in IC under contact log> Not Following School Procedures Violation #2 for the student.

3rd Offense or more: Staff member writes and submit a referral in IC. Document in IC under contact log> Not Following School Procedures Violation #3 for the student.

- 3rd Offense: 1-2 lunch detentions
- 4th Offense: 30 min admin afterschool detention
- 5th Offense: 1-hour admin afterschool detention
- 6th Offense: 1 day of ISD and a 30 min admin afterschool detention
- 7th Offense: 1 day of OSS, guardian contact and letter sent home and a 1-hour admin afterschool detention

Students who are assigned specific procedures to follow (ex. – student is not allowed to use the restroom during transition, specific arrival and / or dismissal arrangements or assigned lunch seat), but select to defy these measures will be given consequences at the principal's discretion.

Possession or Use of Tobacco Products E-Cigs, Vapes, or Hookah Pens (School and Bus)

Tobacco products are always prohibited on or about school grounds or at any location of a school sponsored activity to or from a school sponsored activity. This includes smokeless tobacco (dip) and chewing tobacco. Tobacco products, E-Cigarettes, vapor sticks, and hookah pens (or any smoke/vapor product containing like substances) are prohibited on or about school grounds at all times or at any location of a school sponsored activity to or from a school sponsored activity. This includes smokeless tobacco (dip) and chewing tobacco.

Consequences:

1st Offense:

- Conference with student
- School counselor or other school-based mental health service provider will provide to the parent or guardian and the student, evidence-based, age-appropriate nicotine cessation information
- 3 days ISD
- Student will participate in a VAPE program activity
- Guardian contact

2nd Offense:

- Conference with student
- School counselor or other school-based mental health service provider will provide to the parent or guardian and the student, evidence-based, age-appropriate nicotine cessation information
- 5 days ISD
- Student will participate in a VAPE program activity
- Guardian contact

3rd Offense: School counselor or other school-based mental health service provider will provide to the parent or guardian and the student, evidence-based, age-appropriate nicotine cessation information, 1 day of OSS, guardian contact and letter sent home. Upon return from school, student will complete 2 days of ISD and will participate in a VAPE program activity.

4th Offense: School counselor or other school-based mental health service provider will provide to the parent or guardian and the student, evidence-based, age-appropriate nicotine cessation information, 2 days of OSS, guardian contact and letter sent home. Upon return from school, student will complete 3 days of ISD and will participate in a VAPE program activity.

Repeated Offenses will be dealt with at the principal's discretion and may include tobacco and nicotine cessation classes, additional days of out-of-school suspension, and/or admin hearing with the recommendation for expulsion. Any student who smokes or vapes within the classroom setting will receive a **1-day** suspension in addition to the consequences listed above. For example, if this was the 4th infraction, the student would receive their 1-day suspension, plus an additional 1-day suspension and 4 days of ISD.

Drugs and Alcohol

No student shall possess, use, provide, or be to under the influence of any controlled substance on or about school property, at any location of a school-sponsored activity, or traveling to or from school or a school sponsored activity. This includes alcoholic beverages, controlled drug substances (including medication or prescription drugs), unauthorized over-the-counter drugs (possession, distribution, or use), drug paraphernalia, substances that "look like" a controlled substance. References: Board Policy.

Consequences:

Police shall be contacted, and violation of this policy shall constitute reason for disciplinary action including suspension or expulsion from school and suspension or dismissal from athletic teams and/or other school sponsored activities. Principals shall immediately contact police. Students shall be referred to the Prevention Program when applicable.

Principal Discretion:

Minor Offense Consequences: (At admin's discretion)	**Major Offense Consequences:**
- Student examined by nurse - Conference with admin including restorative practices - Guardian contact - 1-3 days of ISD **OR** - Guardian contact and letter sent home - 1-3 days of OSS	1st Offense: - Student examined by nurse - Conference with admin including restorative practices - Guardian contact and letter sent home - 3 Day Suspension - Possible Charges through SRO - Assignment to Evidence Based Program - Probation (Attendance, Grades, Behavior) - Random Drug Testing (3 months) - Random Searches 2nd Offense: - Student examined by nurse - Conference with admin including restorative practices - Up to 10 Day Suspension - Guardian contact and letter sent home - Recommendation for Expulsion - Administrative Hearing - Possible random Drug Testing (6-12 Months) - Possible charges through SRO - Random Searches

Theft and Illegal Acts

Theft, trespassing, going through a teacher's desk, gambling, and extortion. References: Board Policy; KRS 161.180; 527.070

Consequences:

ISD, and/or out of school suspension, restitution, and/or referral to the Board of Education for expulsion. Police will be contacted (Board Policy). Illegal items or other possessions reasonably determined by proper school authorities to be a threat to the student's safety or to other's safety and security may be seized by school officials. Students who fail to cooperate with school authorities when requested to, shall be subject to other disciplinary action (Board Policy)

Theft Minor Offense Consequences:	**Theft Major Offense Consequences:**
1st Offense: - conference with admin including restorative practices - 1-2 days of ISD - possible restitution - 30 min admin afterschool detention - guardian contact 2nd Offense: - conference with admin including restorative practices - 3 days of ISD - possible restitution - guardian contact 3rd Offense: - conference with admin including restorative practices - 1 day of OSS - possible restitution - possible charges - guardian contact - letter sent home 4th Offense: - conference with admin - 3 days of OSS - possible restitution - possible charges - guardian contact - letter sent home 5th Offense: - conference with admin - charges filed - referral for expulsion - possible restitution - guardian contact - letter sent home	1st Offense: - conference with admin including restorative practices - 3 days of OSS - possible restitution - possible charges - guardian contact - letter sent home 2nd Offense: -conference with admin including restorative practices - 5 days of OSS - possible restitution - possible charges - guardian contact - letter sent home 3rd Offense: - conference with admin - charges filed - referral for expulsion - possible restitution - guardian contact - letter sent home

Threats or Dangerous Actions- Terroristic Threats, Gun Threats, Bomb Threats, Arson

Not limited to but statements that are stated aloud or written that prompts panic (ex.- causing evacuation of a class or the entire building) to a student or class.

Consequences:

-Conference with admin including restorative practices
-Up to 10 Day Suspension
-Guardian contact and letter sent home
-Recommendation for Expulsion
-Administrative Hearing
-Possible charges through SRO

Statements that are said out of frustration or where it's obvious that student mistakenly stated something (ex.- the student quickly attempts to backtrack his/her comments), consequences still can be given at the principal's discretion.

Making gestures using with one's hand in the shape of a gun, see Unruly / Disorderly Conduct or Verbal Abuse and/or Threatening a Student or Staff

Possession of a Dangerous Item

Having an item that looks like a weapon (ex. - toy gun or knife) or may be used as a weapon (ex. - shell casings, firearms, knife etc.) and/or deemed as a safety hazard.

Consequences:

At the principal's or district administrator's discretion that could range from:

- Conference with admin including restorative practices
- Up to 10 Day Suspension
- Guardian contact and letter sent home
- Recommendation for Expulsion
- Administrative Hearing
- Possible charges through SRO

Or

Consequences:

- Conference with admin including restorative practices and
- 1-2 days of OSS and / or 1 day of ISD (upon returning to school) or 1 day of ISD
- Guardian contact and letter sent home (if suspended)
- Possible charges through SRO

False Accusations or reports against Staff or other students

Sharp Middle School is committed to maintaining a safe, fair, and respectful learning environment for all students, staff, and visitors. Reports of harassment, discrimination, and other potentially abusive and/or safety-sensitive issues should always be reported to a staff member immediately so that proper investigation, reporting, and other appropriate next steps can occur.

No student, staff member, or visitor shall knowingly and intentionally make a false statement, report, or allegation involving harassment, discrimination, bullying, threats, or other potentially abusive and/or safety-sensitive issues about another student or staff member.

Knowingly and intentionally making a false allegation and/or report can create emotional distress, severely damage someone's character and reputation, and disrupt the educational environment. Students who engage in knowingly false reports or allegations of this nature will be subject to appropriate disciplinary measures as they relate to harassment, retaliation, disrupting the educational environment, and other offenses based on the specific circumstances.

Potential Consequences:
· Conference with student to include restorative intervention
· Parent/Guardian Contact
· Other sanctions as appropriate (in-school suspension, out of school suspension, detention, loss of privilege, etc. and a recommendation for expulsion in serious cases)

Second Offense:
· Conference with student and parent/guardian
· Restorative intervention as applicable
· Other sanctions as appropriate (in-school suspension, out of school suspension, detention, loss of privilege, etc. and a recommendation for expulsion in serious cases)

Possession of Noxious Substance- marked under Dangerous Instrument

Unauthorized items such as smoke-bombs, stink-bombs, fireworks, mace, or other spray irritants, incense, butane lighters, etc. are not permitted.

Consequences:
At the principal's or district administrator's discretion:
1st Offense: Conference with admin including restorative practices, 1 day of ISD and guardian contact
2nd Offense: 3 days ISD
3rd Offense: Out of school suspension, guardian contact and letter sent home

Using any of these items could result in stricter consequences at the principal's discretion.

Forgery

The act of falsifying information, including, but not limited to correspondence to or from school office or faculty.

Consequences:
Conference with admin including restorative practices and at the principal's discretion- ISD, out of school suspension, possible police contact.

Academic Cheating/Classroom Plagiarism

Cheating is any effort on your part to get credit for something you did not do, or to help someone else get credit for something he/she did not do himself/herself. Cheating can take many forms, and these can include but are not limited to: plagiarism, the use of information on an exam (cheat sheets, opening book, leaving notes in open view for yourself and others, writing on your hand, etc.), allowing someone else to look at your answers during an exam or looking at someone else's answers during an exam.

Consequences:

At the principal's or administrator's discretion:

Quiz or Unit Assessment	Homework / Classwork / Quiz
1st Offense: - Staff member writes and submits a referral in IC - Document in IC under contact log> Cheating / Plagiarism Violation #1 - Conference with student - 0 points for the question(s) the student cheated on and / or 30% off the amount the assessment is worth - Guardian contact - At teacher's discretion, student may be given permission to retake the assessment	1st Offense: - Teacher Conference with student - Document in IC under contact log> Cheating / Plagiarism Violation #1 - Teacher makes a phone call home to guardian - 0 points on the assignment or student will serve a 15 min teacher afterschool detention where he/she can re-do the assignment at teacher's discretion - Next infraction is a referral
2nd Offense: - Staff member writes and submits a referral in IC - Document in IC under contact log> Cheating / Plagiarism Violation #2 - Conference with student - 0 points for the question(s) the student cheated on and / or 50% off the amount the assessment is worth - Student will also serve a 15 min admin afterschool detention - Guardian contact 3rd Offense: - Staff member writes and submits a referral in IC - Document in IC under contact log> Cheating / Plagiarism Violation #3 - Conference with student - 0 given on the assessment - Guardian contact	2nd Offense or more: - Staff member writes and submits a referral in IC - Document in IC under contact log> Cheating / Plagiarism Violation #2 - Conference with student - 0 points on the assignment - Student will also serve a 15 min admin afterschool detention - Guardian contact

Littering / Vandalism

Littering includes leaving or placing trash or other items without putting them in the proper trash receptacle. Vandalism includes any form of destruction to school property by means of writing, carving, placing gum, or any other act that would cause damage to school property or the property of others.
Computer Damage- see Abuse Misuse of Computer

Consequences:
Principal's discretion which may include:
1st Offense:
- Conference with admin including restorative practices
- time spent in ISD
- 1 hour of afterschool service or detention within the school building or on school grounds
- possible restitution
- guardian contact

2nd Offense:
- Conference with admin
- time spent in ISD
- two, 1 hour afterschool services or detention within the school building or on school grounds
- possible restitution
- guardian contact

3rd Offense: Principal/designee discretion

Outside Food and Drink

No outside food or drink shall be brought into or delivered to the school. Exceptions include packed lunches and personal water bottles / drinks. No soda, soft drinks, energy drinks, glass bottles or containers are allowed.

Water Bottles- A water bottle is permitted for water only but they must have a locking lid like the examples below:

Push button lid with locking ring secures beverage when closed.

Example: 

Push down straw the secures beverage when folded down.

Example: 

Traditional sport water bottle where the tightened lid secures the beverage.

Example: 

If your lid has a straw, having a cap that goes on it. We recommend one of the first two examples before this.

Example: 

To prevent spills and possible damage to electronic devices, here are examples of water bottles lids that are not permitted:



Consequences: For careless spills or beverages that are prohibited, at any staff member's discretion the beverage could be poured out and bottle taken to the office where the student can pick up during dismissal procedures. Future infractions will lead to other consequences at the principal's discretion.

Public Displays of Affection
Inappropriate body contact, kissing, embracing, etc.

Consequences:
Although we would prefer to give a verbal warning in most cases due to the nature the following may be assigned:

1st Offense: Warning. Document in IC under contact log> Public Displays of Affection #1.
2nd Offense: Warning. Document in IC under contact log> Public Displays of Affection #2.
3rd Offense or more: Staff member writes and submits a referral in IC.
- Conference with admin
- 1 lunch detention
- Guardian contact

4th Offense: - Conference with admin - 2 lunch detentions - Guardian contact
5th Offense: - Conference with admin - 30 min admin afterschool detention - Guardian contact
6th Offense: - Conference with admin - 1-hour admin afterschool detention - Guardian contact
7th Offense: - Conference with admin - 1 day of ISD - Guardian contact

Unexcused Tardies Assigned Area or Class
Failure to be at the assigned place at the respective assigned time.

Consequences at the Principal/Designee Discretion**:**

1st Offense: Teacher Warning. Document in IC under contact log> Tardy Violation #1.

2nd Offense: Teacher Warning. Document in IC under contact log> Tardy Violation #2.

3rd Offense: Teacher Warning. Document in IC under contact log> Tardy Violation #3. Contact guardian via phone. Inform guardian that the next tardy (for any class) will result in an office referral.

4th Offense or more: Document in IC under contact log> Tardy #4, #5, #6….. Staff member writes and submit a referral in IC.

- conference with admin
- lunch detention
- guardian contact

5th Offense: - conference with admin - 3 lunch detentions - guardian contact

6th Offense: - conference with admin - 30 min admin afterschool detention - guardian contact

7th Offense: - conference with admin - 1-hour admin afterschool detention - guardian contact

8th Offense: - conference with admin - 1 day of ISD - guardian contact

9th Offense: - conference with admin - 2 days of ISD - guardian contact

Skipping School or class or leaving class without permission
Failure to attend one or more classes or leaving a class without proper authorization.

Consequences:

1st Offense: Conference with admin including restorative practices and at the Principal/Designee Discretion: lunch detentions and guardian contact

Referral written:

2nd Offense: - 1-hour admin afterschool detention - guardian contact

3rd Offense: - 1-day ISD - 1-hour admin afterschool detention - guardian contact

4th Offense: - 2 days ISD - 1-hour admin afterschool detention - guardian contact

5th Offense: - 1 day of OSS - guardian contact - letter sent home

Leaving School Grounds
Leaving the school building without authorization after arrival on campus.

Consequences:

1st Offense: - Conference with admin including restorative practices - 1 day of out of school suspension

2nd Offense: Principal/Designee Discretion

Misuse of Computer and Internet

There will be many moments when the computer and internet are not needed for classroom instruction. A student who has been informed by his/her teacher that computers will not be in use, but chooses to ignore the teacher's command may receive consequences. The following are not permitted when on the internet: A. "Surfing" the Internet B. Plagiarism C. Harassment D. Damaging system or networks E. Sending offensive pictures or messages F. Obscene language G. Violating copyright laws H. Trespassing into another's files I. Intentionally wasting resources J. Using the Internet for commercial purposes K. Use of "Chat" lines or pages. L. Use of social networking sites. M. Playing games (unless given permission from the staff member).

Consequences:

At the principal's discretion:

1st Offense: Conference with admin including restorative practices and a teacher warning given. Document in IC under contact log> Internet Violation #1.

2nd Offense: Teacher warning given. Document in IC under contact log> Internet Violation #2.

3rd Offense or more: Staff member writes and submits a referral in IC. Document in IC under contact log> Internet Violation #3.

3rd Offense:

- Conference with student
- 2 lunch detentions
- Guardian contact- Next infraction will be a 30 min admin afterschool detention

4th Offense:

- Conference with student
- 30 min admin afterschool detention
- Guardian contact - Next infraction will be a 1 hr. admin afterschool detention and a 5-day computer suspension where paper work will be provided

5th Offense:

- Conference with student
- 1 hr. admin afterschool detention
- 5-day computer suspension where paper work will be provided
- Guardian contact- Next infraction will be a computer suspension for a time period length assigned at the principal's discretion

Further Offenses: Principal/designee discretion and could include suspension from computer use, financial remuneration, ISD, and/or out-of-school suspension.

Abuse/Misuse of Computer and Related Equipment- Violation of Dist. Acceptable Use Policy

Malicious actions toward equipment or entry into or destruction of someone's programs, files, or storage areas, or the deletion/alteration of a school program will be considered a major offense.
Marked under- Violation of Dist. Acceptable Use Policy.

Consequences:

1st Offense: guardian contact, 2-3 lunch detentions or a 1-hr admin afterschool detention, financial compensation for damages is expected and possible loss of computer privileges.

Further Offenses: Principal/designee discretion could include suspension from computer use, financial remuneration, ISD, and/or out-of-school suspension.

Cell Phone/Telecommunication Devices

In accordance with district policy 09.4261, students are prohibited from using a personal telecommunication device during instructional time, except during an emergency, if directed to do so by a teacher for an instructional purpose, or if authorized by a teacher.

Students will only be permitted to use their cell phones/smart watches or earbuds during breakfast, at lunch and after school.

Cell phones may NOT be used for pictures or recording (audio, video, or audio and video) devices or for harassing communications. No cell phone, earbuds or other telecommunication device should be seen or heard during class. Unless otherwise specifically stated by the classroom teacher with permission from administration, all cell phones and earbuds are to be stored in the student's backpack or the classroom cellphone pouch upon arrival to class with the device turned to silent. Students will not take their cell phone/telecommunication device with them when they use the restroom, both during transitions and during class time. Any violation of specific classroom rules involving cell phones, or violation of the Pendleton County Board of Education Telecommunication Device Policy will result in confiscation of the student's cell phone. Students will not log onto any Bluetooth device including televisions, speakers, and music players.

At any time when a student wants to make a phone call with their cell phone or requests to, this is to occur in the office area preferably after the class period (unless it's an emergency or given permission by a staff member). Therefore, no student should be talking on a cell phone at breakfast, lunch, or in the hallway (unless it's an emergency or given permission by a staff member).

Students who have a history of violating the Cell Phone/Telecommunication Devices policy, at the principal's discretion, a possible meeting with student and guardian may occur. During this time, it may be recommended that the cell phone is not to be brought to school or the phone must be turned into the office everyday once the student arrives.

Video recording an altercation (whether or not it is posted on social media or shared with others) is a behavior that the school will not accept. Any harassment, verbal abuse or threat that is made using a cell phone, computer or any device during school hours will not be tolerated. Again, as stated above, cell phones may NOT be used for pictures or recording (audio, video, or audio and video) when being used in an undesirable manner.

Consequences for using a Cell Phone, Earbuds, smartwatch and any Telecommunication Device during Instruction

1st Offense: Staff member takes the device (ex.- phone, earbuds, smartwatch) and gives back to the student at the end of the school day. Document in IC under contact log> Cell Phone or Earbuds Violation # 1.

2nd Offense or more: Staff member takes the device and drops off to the office (or give to an administrator). Document in IC under contact log> Cell Phone or Earbuds Violation # 2.

2nd Offense:

- conference between student and admin
- 1 lunch detention (assigned by admin)
- guardian contact- guardian must pick up phone on next infraction. Inform guardian that next infraction will be a referral.

3rd Offense: Staff member writes and submits a referral in IC

- conference with student
- 30 min admin afterschool detention
- guardian contact
- guardian must pick up the device

4th Offense:

- conference with student
- 1-hour admin afterschool detention
- guardian contact- Inform guardian that it's recommended that the cell phone is not to be brought to school or the phone must be turned into the office everyday once arriving at school.
- guardian must pick up the device
- at the principal's discretion, possible meeting with student and guardian may occur

5th Offense:

- conference with student
- 2 days of ISD
- guardian contact- In-person meeting with student and guardian will occur. Inform guardian that it's required that the cell phone is not to be brought to school or the phone must be turned into the office everyday once arriving at school. At the principal's discretion, possible meeting with student and guardian may occur
- guardian must pick up the device

6th and Future Offenses:

- 1 day of OSS
- guardian contact
- letter sent home.

Consequences for Teasing or Racial Harassment using Cell Phone / Telecommunication Devices: See consequences for Teasing or Racial -mark under Harassment

1st Offense:
Staff member writes and submits a referral in IC. Document in IC under contact log> Teasing / Harassment Violation # __? __ and also, Cell Phone Violation # _? __

- conference with student
- guardian contact
- possible charges
- time spent in ISD
- lunch detentions
- cell phone picked up by the guardian and no cell phone privileges for 5 school days

Note: (If this is the third teasing / harassment case towards the same student, this is to be documented as bullying where a bullying report form will be completed. Charges possibly filed if this was directed at the same person. Email of the event will be sent to the guardian.)
Make a special note in the details of the event: *This is now at least the third reported incident involving the same student.*

Note: On the 5th teasing / harassment event (regardless if it's directed at the same person or not) will be labeled as continuing bullying.

2nd Offense:
Staff member writes and submits a referral in IC. Document in IC under contact log> Teasing / Harassment Violation # __? __ and also, Cell Phone Violation # _? __

- conference with student
- guardian contact
- possible charges
- time spent in ISD
- lunch detentions
- cell phone picked up by the guardian and no cell phone privileges for a time period determined by admin

Note: (If this is the third teasing / harassment case towards the same student, this is to be documented as bullying where a bullying report form will be completed. Charges possibly filed if this was directed at the same person. Email of the event will be sent to the guardian.)
Make a special note in the details of the event: *This is now at least the third reported incident involving the same student.*

Note: On the 5th teasing / harassment event (regardless if it's directed at the same person or not) will be labeled as continuing bullying.

Verbal Threat using Cell Phone / Telecommunication Devices Consequences:
label under threatening another student
1st Offense: Conference with admin including restorative practices and Offense: If necessary, a threat assessment will be given. At the principal's discretion 1-2 days of ISD and / or 1-3 days of OSS, guardian contact and letter sent home and charges possibly filed. Cell phone taken for 5 school days and picked up by the guardian.

2nd Offense: If necessary, a threat assessment will be given. At the principal's discretion 3-5 days of OSS, guardian contact and letter sent home, conference with parent/guardian prior to returning to classes, 1 day of ISD (upon return to school) and charges possibly filled. Cell phone taken for 5 school days and picked up by the guardian. A meeting between the guardian and admin team will occur prior to the device being given backed.

Consequences for Video and or Audio Recording an Altercation using Cell Phone / Telecommunication Devices: marked under Disrespectful Behavior

1st Offense: Conference with admin including restorative practices, cell phone violation and at the principal's discretion:

- Referral with: Lunch DT and/or student will spend the remaining of the school day in ISD, guardian contact and cell phone picked up by the guardian
- No Referral with: Lunch DT, guardian contact and cell phone picked up by the guardian
PLP- Video Recording Warning #1

2nd Offense: Referral written, 1 day of ISD, cell phone ban for 5 school days and picked up by the guardian
3rd Offense: 1 day of OSS, guardian contact and letter sent home, cell phone ban for 5 school days and picked up by the guardian
4th Offense: 2 days of OSS, guardian contact and letter sent home, cell phone ban for 10 school days and picked up by the guardian

School Bus Misbehavior

Students who misbehave on the school bus will have disciplinary measures applied according to the school's discipline code and the Pendleton County Schools Discipline Code Handbook at the principal's/designee's discretion.

Tobacco or Vaping on the School Bus
(See protocol under Tobacco or Vaping)

School Bus Disruptive Behavior or Not Following Instructions

Consequences:
At the principal's discretion:
1st Offense: Verbal reprimand and warning given. Document in IC under contact log> Bus Violation #1.
2nd Offense: Verbal reprimand and warning given. Document in IC under contact log> Bus Violation #2.
3rd Offense: Lunch detention. Document in IC under contact log> Bus Violation #3.
4th Offense: Guardian contact and lunch detention. Document in IC under contact log> Bus Violation #4.
5th Offense or more: Staff member writes and submits a referral in IC. Document in IC under contact log> Bus Violation #5.
5th Offense: 30 min admin afterschool detention
6th Offense: 3-day bus suspension
7th Offense: 5-day bus suspension
8th Offense: 10-day bus suspension and recommendation for bus expulsion

* A bus that brings a student back to school for disruptive or disrespectful behaviors, at the principal's discretion that consequence could be 1 day of OSS, guardian contact and letter sent home along with a 3-day bus suspension.

School Bus Aggressive Behaviors or Threatening Another Student- marked under Disorderly Conduct

Consequences:
At the principal's discretion: guardian contact, 1-2 days of OSS or ISD along with a 3-day bus suspension.

School Bus Fight or Assault- marked under Fight or Assault

Consequences:
At the principal's discretion:
- 3 days of OSS, guardian contact and restaurant letter sent home and 2 days of bus suspension (student denied bus privileges for 2 days after his/her suspension which means the student won't be on the bus for 5 school days).

Or

- 3 – 5-day bus suspension

School Bus Damage or Throwing an Item out the Window Causing Damage- marked under or Vandalism, Destruction to School Property or Disorderly Conduct

Consequences:
At the principal's discretion:
- Conference with admin
- 1-3 days of OSS
- Guardian contact and letter sent home
- Restitution
- Possible charges
- Admin discretion- up to 10-day bus suspension (or more) or recommendation for bus expulsion
- Possible admin hearing

School Bus Verbal Abuse or Racial Statements- mark under Harassment or Disrespect
Using direct profanity, hand gesture such as the middle finger, violent words, abusive language, threatening, demeaning or racial statements towards a student or staff in will not be tolerated. Blurting out offensive or racial statements will not be tolerated.

Consequences:
At the principal's discretion:
1st Offense: 3–5-day bus suspension, 1-2 days of ISD, student will learn about the importance of being respectful, possible charges and guardian contact

2nd Offense: 5–7-day bus suspension, 1-2 days of OSS, student will learn about the importance of being respectful, possible charges and guardian contact

Profanity/Vulgarity/Obscenity (written, electronically, physically, or spoken)
(See protocol under Profanity/Vulgarity/Obscenity)

NOTE: Any other behavior not specified in items above may be disciplined at the principal's or designee's discretion.

SCHOOL-WIDE EXPECTATIONS MATRIX

School-Wide Expectations	Hallway	Cafeteria	Restroom	Gym/Assembly	Bus
Success	Voice Level 1 Walk on Right Side	Voice Level 1 Sit in Assigned Area Responsible for Self	Voice Level 1 One person per stall	Voice Level (appropriate for event) Sit in Assigned Area	Voice Level 1 Sit in assigned seat Be at bus stop on time
Honor	Helping Others Appropriate Language	Clean up After Yourself Keep Hands To Yourself	Be Clean Report messes immediately	Be Attentive Follow Directions Show support of team or presenter	Keep bus clean Use appropriate language
Attitude	Be Polite Be Kind	Be Courteous Good Manners Wait patiently in line	Practice Good Hygiene Be patient	Be Courteous Clap/Respond Appropriately	Be courteous Respond appropriately
Respect	Hands to Self Respond Appropriately to Adults	Respond appropriately to adults Respect others space & belongings	Use Facilities Appropriately Respect School Property	Remain seated Enter quietly Give full attention to presenter	Hand to self Follow driver directions Load & unload in a quiet and orderly fashion
Preparedness	Hall Pass Have materials for next class Manage time	Have lunch money ready Know lunch number	Hall Pass Return to class promptly	Report to assigned area Focus on presentation	Report to assigned location upon arrival Have your personal belongings

Violation of this expectation will be enforced as follows:
See Behavior section above.

DUE PROCESS PCBEP 09.431

Before being punished at the school level (suspension) for violation of school regulations, a pupil shall have the right of the following due process procedures:

The pupil shall be given oral or written notice of the charge against him/her.
If the pupil denies the charge, he/she shall be explained the evidence against him/her.
The pupil shall be given the opportunity to present his/her own version of the facts concerning the charge.
In cases that involve students with disabilities, the procedures mandated by federal and state laws for students with disabilities shall be followed.

CLASS “A” MISDEMEANOR (KRS161.190), ABUSE OF TEACHER

No person shall upbraid, insult or abuse any teacher of the public schools at any time in the presence of the school or in the presence of a student of the school.

Whenever a teacher or school administrator is functioning in his capacity as an employee of a board of education of a public-school system, it shall be unlawful for any person to direct speech or conduct toward the teacher or school administrator when school person knows or should know that the speech or conduct will disrupt or interfere with normal school activities or will nullify or undermine the good order and discipline of the school. (Repealed and reenact. Acts 1990, ch. 476, Pt. V, § 483, effective July 13, 1990.)

Anyone, who fails to follow school procedure – by first stopping in the office and making an appointment – and attacks a school employee, either verbally and/or physically, will be prosecuted to the fullest extent of the law.

Any student who continues to insult or in any way show disrespect to a teacher may be recommended for expulsion.

HARASSMENT, DISCRIMINATION, HARASSING COMMUNICATION/BULLYING

Harassment, discrimination, harassing communication is unlawful behavior based on race, color, national origin, age, religion, marital status, political beliefs, gender or disability that is sufficiently severe, pervasive, or objectively offensive that it adversely affects a student's education or creates a hostile or abusive educational environment.

Bullying means any unwanted verbal, physical, or social behavior among students that involves a real or perceived power imbalance and is repeated or has the potential to be repeated.

Students who engage in harassment, discrimination, harassing communication of an employee or another student based on race, color, national origin, age, religion, marital status, political beliefs, gender, or disability shall be subject to disciplinary action as directed by the Superintendent.

Conduct and/or actions prohibited under this policy include, but are not limited to:
Name calling, stories, jokes, pictures, or objects that are offensive to one's, race, color, national origin, age, religion, marital status, political beliefs, gender, or disability.
Unwanted touching, sexual advances, requests for sexual favors, and spreading sexual rumors.
Causing a student to believe that he or she must submit to unwelcome sexual conduct in order to participate in a school program or activity or that an education decision will be based on whether or not the student submits to unwelcome sexual conduct.
Members of one gender in a class being subjected to sexual remarks of the other gender in the context of the classroom.
Implied or overt threats of physical violence or acts of aggression or assault based on any of the protected categories.
Impeding the progress of a student in class by questioning the student's ability to do the required class work based on the gender, race, color, religion, national origin, or disability of the student.
Seeking to involve students with disabilities in antisocial, dangerous, or criminal activity where the students, because of disability, are unable to comprehend fully or consent to the activity.
Limiting students' access to education tools, such as computers, based on the student's gender, race, color, religion, national origin, or disability; and

Teasing a student's subject choice or assignment based on the gender, race, color, religion, national origin, or disability of the student.

Students who engage in harassment/discrimination of an employee or another student based on any of the areas mentioned above shall be subject to disciplinary action, including but not limited to suspension and expulsion.

GUIDELINES

Students who believe they or any other student, employee, or visitor is being or has been subjected to harassment/discrimination shall, as soon as reasonably practicable, report it. In each school building, the principal is the person responsible for receiving reports of harassment/discrimination at the building level. Otherwise, reports of harassment/discrimination may be made directly to the Superintendent. Additionally, if sexual discrimination or harassment is being alleged, reports may be made directly to the District Title IX Coordinator. Complaints of harassment/discrimination, whether verbal or written, shall lead to a documented investigation and a written report. Employees who believe prohibited behavior is occurring or has occurred shall notify the victim's Principal, who shall immediately forward the information to the Superintendent. In circumstances also involving suspected child abuse, additional notification shall be required by law.

RETALIATION PROHIBITED

No one shall retaliate against an employee or student because s/he submits a grievance, assists or participates in an investigation, proceeding, or hearing regarding the charge of harassment/discrimination of an individual or because s/he has opposed language or conduct that violates this policy. Upon the resolution of allegations, the Superintendent shall take steps to protect employees and students against retaliation.

FALSE COMPLAINTS

Deliberately false or malicious complaints of harassment/discrimination may result in disciplinary action taken against the complainant.

OTHER CLAIMS

When a complaint is received that does not appear to be covered by this policy, administrators shall review other policies that may govern the allegations, including but not limited to, 09.422 and/or 09.426.

WHAT IS BULLYING AND/OR CYBER-BULLYING?

Bullying and/or Cyber-Bullying is defined as any intentional, written, electronic (i.e., Internet, YouTube, e-mail, text messages, picture phones); verbal or physical act or actions repeated over time against another person that a reasonable person knows will have the effect of: • Placing a person in reasonable fear of harm to his or her emotional or physical wellbeing or • Creating a hostile, threatening, humiliating or abusive educational environment due to the pervasiveness or persistence of actions or due to a power imbalance between the bully and the target or • Interfering with a student having a safe school environment that is necessary for successful educational performance, opportunities or benefits or

Perpetuating bullying by inciting, soliciting, or coercing an individual or group to demean, dehumanize, embarrass, or cause emotional, psychological or physical harm to another person.

Because we believe every student deserves a safe learning environment, the Pendleton County School District is committed to dealing with bullying behaviors in our schools. To help the student who is the target of bullying behaviors:

We strive to identify the student who is using bullying behaviors, administer consequences for bullying behavior and help our students learn new ways of relating to others.

We educate our school community of the serious impact of bullying behaviors to respond consistently to all instances of bullying.

WHAT DO BULLY BEHAVIORS LOOK LIKE?

Inappropriate physical contact, including hitting, kicking, shoving, pushing
Intimidating and threatening comments either verbal, written, or electronically
Name calling or put-downs
Malicious manipulation of others to do things they don't want to do
Setting someone up to be bullied
Spreading rumors or hurtful gossip
Stalking
Hurtful teasing or making fun of someone
Repetitive teasing events and rude or harassment comments
Hiding or destroying someone's belongings
Standing by and watching bullying behavior

BULLYING PREVENTION TIPS

Are you being bullied?

Tell a trusted adult what is happening (like your parents, teacher, principal, bus driver, or guidance counselor).
Stay in a group so you won't be an easy target and so others can help.
Try to stand up to the person who is bullying you. Tell him/her you do not like it, what he/she is doing is wrong, and you want it stopped.
Make a joke. Sometimes humor can make a bad situation more manageable.
Remember it's not your fault; no one deserves bullying.

Do you bully others?

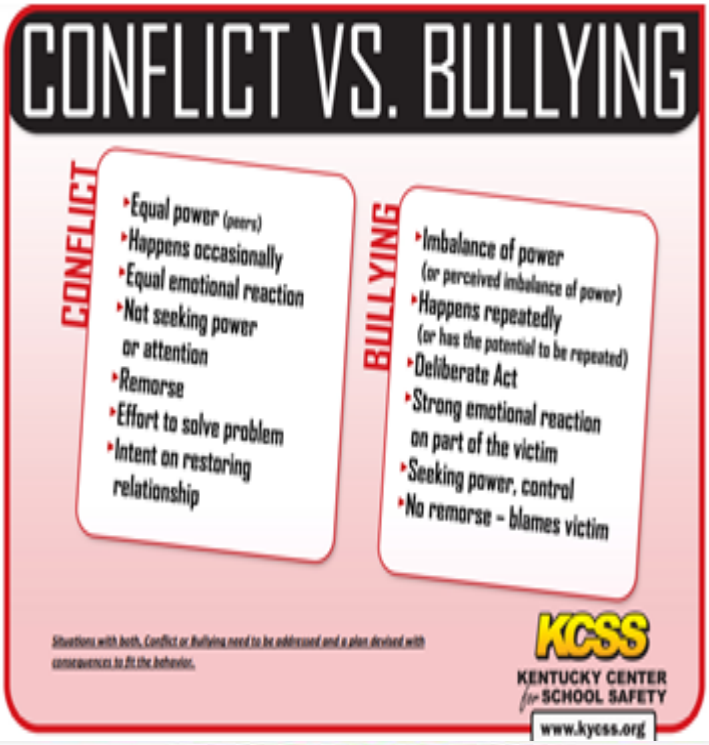
Think about what you are doing and how it makes others feel. Think about their feelings, and then don't do it!
Hurting others and making them feel bad is never cool. Think how you feel when you 're hurt.
Talk to an adult if you are not sure why you bully others or how to stop, you need to talk about it. A trusted parent, teacher or counselor can help you change.
Treat others as you would like to be treated.

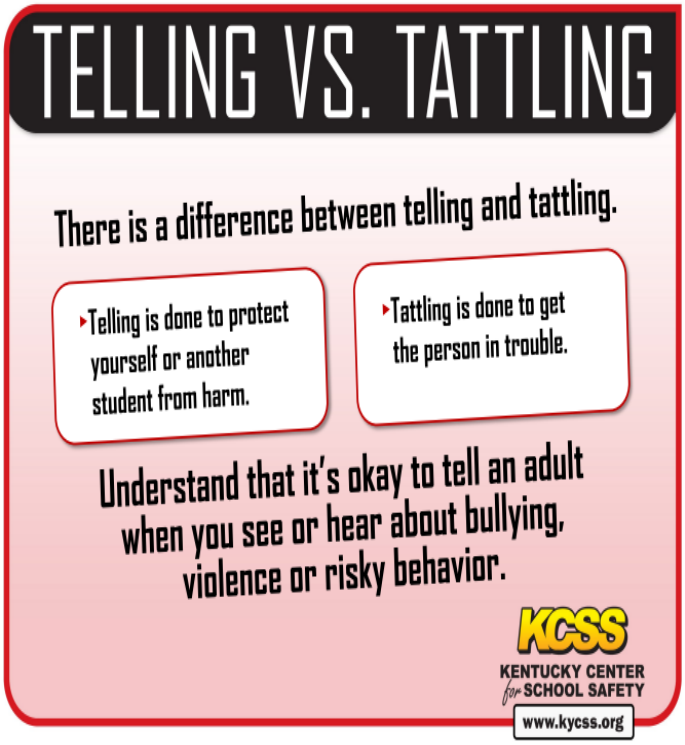
Do you witness bullying?

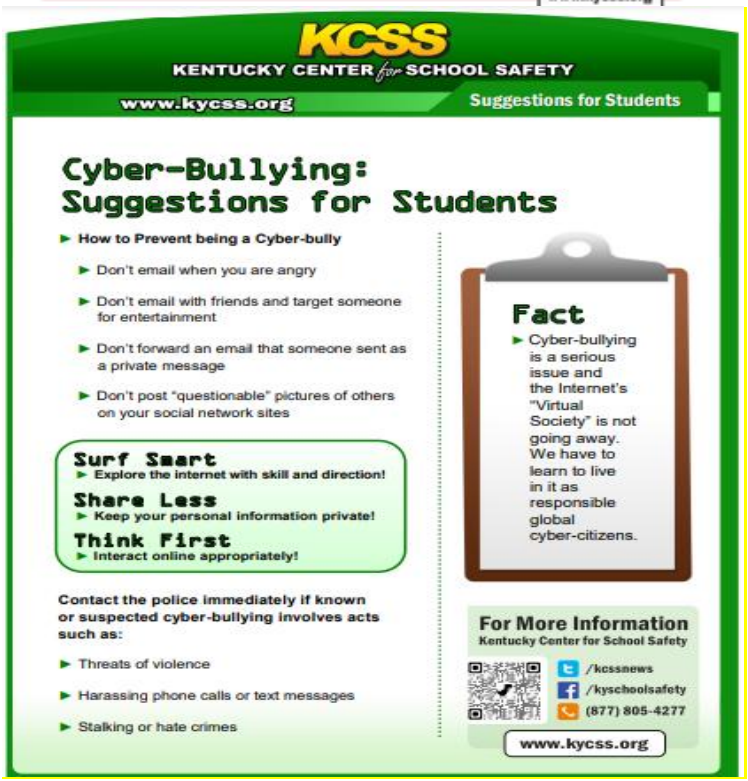
Support someone who is being bullied. Spend time and include him in activities or just talk to show you care.
Stand up to the person doing the bullying. Try to get other kids to join you. It's not easy, but it works. When a bully sees that other kids don't think bullying is cool, he's more likely to stop.
Report bullying to an adult. Kids who are bullied may fear things will just get worse if they talk about it; kids who know they can't get away with bullying may stop.

Specific steps to reporting bullying behavior: If you or someone you know is being bullied or know of any unsafe conditions, please contact any Pendleton County School Employee (teacher, counselor, advisor, principal, secretary, bus driver, custodian etc.) You may also leave a message in the School Resource Officer's Shout Out box (PCHS). Students and parents may also notify school personnel by clicking on the S.T.O.P icon located on all school and district websites. The Safety Tip line, Online Prevention or S.T.O.P tip line is designed for use as an "online" reporting/prevention tool. If students, parents, or community members know of an unsafe situation in school (bullying, weapons, drugs or alcohol, etc.), they can anonymously to pass on that information to school personnel by using this basic email format.

KNOWING THE DIFFERENCE







Anonymous Tipline 1-866-393-6659
Website- https://homelandsecurity.ky.gov/SafeSchools/Pages/default.aspx

ANNUAL NOTIFICATION TO PARENTS

In accordance with the Family Education Rights and Privacy Act, parents shall have the right to inspect and review all education records relating to their child by making request to the principal of each school or other designated officials. This right shall be passed on to the student at age 18.
Written policies have been developed which describe the types and locations of these records and the specific procedures available to parents for the review of the records, the amendment of or hearing concerning education records believed to be inaccurate, misleading, or otherwise in violation of the privacy or other rights of the child, and for disclosure and destruction of records. Copies of these policies and procedures may be obtained upon request from the office of the principal - or the superintendent.

In accordance with federal regulations concerning the release or transfer of education records, it is the policy of this school district to forward education records on request to a school in which a student seeks or intends to enroll. A reasonable attempt shall be made by the superintendent to notify the parent or eligible student of the transfer of the records.

Parents shall have the right to file complaints under the Family Education Rights and Privacy Act concerning any alleged failures of the district to comply with this act.

Parents of a child who has graduated or otherwise left the district and who was formerly enrolled in a program for exceptional children may request the destruction of any personally identifiable information in the education record of their child, which was collected, maintained, or used for identification, evaluation, or placement of the exceptional child. Such request should be addressed in writing to the principal or superintendent.

“Directory Information” is information contained in an educational record which would not generally be considered harmful or an invasion of privacy if disclosed. This information may be released to news media, athletic organizations, scholarship or college entrance committees, or official organizations whose need for data relates to student help activities. Directory Information” includes, but is not limited to, the student’s name, address, telephone listing, date and place of birth, major field of student, participation in officially recognized activities and sports, weight and height agency or institution attended. The parent, guardian, or eligible student currently enrolled, may request all or part of the directory information be withheld. The request must be in writing to the principal of your child’s school, within 30 calendar days after this notification has been distributed. The written request must specifically state what information may not be classified as directory information.

PC CARES ACADEMY

Enrollment for the 2026-2027 PC CARES Academy will be limited and not all who apply will be accepted. Through our experience with the pandemic virtual learning platform, we recognize that a virtual learning environment is not the best environment for all students, but it is a good option for some students and families. Before applying to PC CARES, the family must make sure this learning option is the right one for their child and that the student is equipped with the necessary skills to be successful in a self-guided online learning environment. The district will provide online courses primarily through Edgenuity but may also utilize other district-approved platforms.

Once submitted, a committee at each school will review the received applications and determine admission based on the PC CARES admissions rubric. The committee will take into consideration extenuating circumstances and admission rubric scores to make final decisions. Contact the school for more information. If a student is not successful on PC CARES (maintaining a C average), the school will assess a warning period (two weeks). After two weeks if progress has not been made and the student is still not on track, the school will request the student to come back to in person learning.

Dear Parents/Guardians,

We appreciate your interest in the PC CARES Academy. Before you proceed with enrollment, please carefully review the following information:

1. Enrollment Limitations:
○ Enrollment in the PC CARES Academy is limited, and acceptance is not guaranteed. We aim to provide a high-quality virtual learning experience for eligible students.
○ Our experience with the pandemic virtual learning platform has informed our decision to offer this option. While it may not be suitable for all students, it serves as an excellent alternative for some families.

2. Student Preparedness:
○ Ensure that your child possesses the necessary skills to thrive in a self-guided online learning environment.
○ The PC CARES Academy primarily utilizes Edgenuity for online courses, but other district-approved platforms may also be used.

3. Exclusion from In-Person Activities:
○ By enrolling in the PC CARES Academy, you acknowledge that your child will not be eligible from certain in-person positive behavior activities, where students that qualify are based on in-person referral data. These include, but are not limited to:

■ Fun Fridays
■ 8th-grade Kings Island trip
■ 8th-grade School Dance

Please sign below to indicate your understanding and agreement with the terms outlined above:

Parent/Guardian Name: _____
Student Name: _____
Date: _____

Thank you for your cooperation. If you have any questions or need further clarification, please contact our office.

Sincerely,

Robert Hoover- Principal
Sharp Middle School
859-472-7000

SCHOOL FEES

The school fees for Sharp Middle School are as follows:

- $30 Student Fee (Waived only for students who submit paperwork and qualify for free/reduced lunch.)
- $5 Science Fee (All students will be charged to cover costs of labs.)
- $10 Art Fee (For all students who have Art class.)
- $10 STEM Fee (For all students who have STEM class.)
- $10 FACS (For all students who have practical living class.)
- Band Book Fees TBD (For all students who have Band.)
- Field trip charges are based on cost basis

You will have the opportunity to pay these fees in the beginning of August where guardians / parents of the 6th grade can do this on Camp Wildcat Day and for students of the 7th and 8th grade, payments can be made on the schedule pickup day which is also in the beginning of August. The specific dates will be announced during the summer and communicated via social media and additionally, an "all-call" will go out a few days prior to these events. If that day is not convenient for you, you may also send payment to school with your child. Cash can be sent in an envelope marked "Student fee." Money orders or checks should be made payable to "Sharp Middle School." All fees need to be paid by September 21, 2026. School Fees can be paid on infinite campus. The student fees are collected from each student for various needed items in the school year including, but not limited to, the items listed below:

Technology opportunities such as laptops in the classroom
Textbook maintenance
Various supplies used for hands on learning experiences, not included in the required supplies list

A sincere effort has been made to reduce the supplies list your student is required to purchase on his/her own this year to help alleviate the burden of this cost.

If you have any questions or concerns regarding this or any other topic, please do not hesitate to let us know.

ONE TO ONE DEVICE INFORMATION
STUDENTS' ACCEPTABLE USE POLICY

Acceptable/Responsible Use Agreement Form rev.2026

Student Name (print): _____ **Grade:** _____ **School:** _____

Homeroom/1st Period: _____

ALL students must return a signed copy of the Acceptable/Responsible Use Agreement Form with a password in order to access the network. Parental permission is needed for online access.

Please review the Acceptable/Responsible Use Policy (policy 08.2323) available in the Student Code of Acceptable Behavior and Discipline on the Pendleton County Schools website. After reviewing the policy, complete and sign the acknowledgment form below. A parent or guardian signature is required for all students to receive direct access to the Internet and email.

STUDENT ACKNOWLEDGMENT – I have read and understand the Pendleton County School District's Acceptable/Responsible Use Policy and Procedures. I agree to follow the terms and conditions outlined in the policy and procedures. I understand that any violation may result in disciplinary action, loss of access privileges, and/or legal consequences.

PARENT/GUARDIAN ACKNOWLEDGMENT– I have reviewed the Pendleton County School District's Acceptable/Responsible Use Policy and Procedures regarding student access to the Internet and email and discussed it with my child. I understand that this access is intended for educational purposes and that the district has taken reasonable precautions to restrict access to inappropriate content. However, I acknowledge that it is not possible to block all such material and agree not to hold the district responsible for content my child may encounter. I accept responsibility for supervising my child's use of the Internet when they are not at school. I give permission for my child to access the district network and approved online resources for the current school year. If I have concerns about specific types of access, I will indicate them below my signature. By signing this form, both the student and I agree to comply with the Pendleton County Board of Education's policies governing the use of technology resources.

PARENT CONSENT FOR USE – By signing this form, you hereby accept and agree that your child's rights to use the electronic resources provided by the District and/or the Kentucky Department of Education (KDE) are subject to the terms and conditions set forth in District policy/procedure. Please also be advised that data stored in relation to such services is managed by the District pursuant to policy 08.2323 and accompanying procedures. You also understand that the email address provided to your child can also be used to access other electronic services or technologies that may or may not be sponsored by the District, which provide features such as online storage, online communications and collaborations, and instant messaging. Use of those services is subject to either standard consumer terms of use or a standard consent model. Data stored in those systems, where applicable, may be managed pursuant to the agreement between KDE and/or designated service providers or between the end user and the service provider. Before your child can use online services, he/she must accept the service agreement and, in certain cases, obtain your consent.

Student Signature: _____ **Date:** _____

All student passwords will be automatically generated as unique 8-character passwords.

- **Grades K–2:** Students will be assigned an initial 8-character password to use until they are in the third grade.

- **Grades 3–12:** Upon first sign-in, students will be required to reset their password. New passwords must:
  - Be at least 8 characters in length
  - Include at least one capital letter and one number or special character (e.g., 1, 2, @, $, #)
  - Not contain any part of the student's name
  - Not be easy to guess
  - Be different from the previous year's password (no reuse or slight variations)

Example of a strong password: $tudyH@rd

Parent/Guardian (print): _____ **Signature:** _____**Date:** _____

If there is any specific form of technology that you do not choose for your child to use or be involved in, please list it here:

_____

Please return this form to the Homeroom Teacher.

Pendleton County School District

Device User Agreement rev.2025

The Pendleton County School District (PCSD) recognizes that digital media, including the Internet, provides access to a wealth of instructional resources. In certain circumstances, instructional needs may warrant the use of PCSD technology at home, including but not limited to, Windows laptops, Chromebooks, WinBook, and iPads. The following outlines the expectations for acceptable use of these devices.

- Devices fall under the PENDLETON COUNTY Student Handbook. While at school, the device used will be monitored through district level technology department. Anyone found violating acceptable use will be subject to disciplinary actions. All devices referenced in this Agreement are hereinafter referred to as "Equipment."
- Use of PCSD technology, including access to the Internet using PCSD technology, must conform to the district's Acceptable Use Policy and the companion document in the PCSD Student Code of Conduct even while the Equipment is not connected to the PCSD network.
- Parents/guardians must supervise their child's Internet use on the Equipment while at home.
- Only the student listed below may use the Equipment listed below.

By signing this, you agree to abide by the terms herein. I understand that should I fail to honor all these terms, PCSD may deny future network, Internet, and/or other digital media accessibility provided by the PCSD. I further agree to use the Equipment in a lawful, careful and prudent manner in accordance with the specifications of the manufacturer(s) of the Equipment. Other than normal wear and tear, I agree to pay for all damages to the Equipment resulting from use or from any negligence on the part of my child or myself. If the Equipment is damaged, to the extent the Equipment cannot be repaired for its intended use, I will compensate PCSD for the full replacement cost of new Equipment. Furthermore, I may be subject to disciplinary action outlined in the PCSD Student Code of Conduct and, if applicable, PCSD may recall the Equipment.

As the parent/guardian, my signature indicates I have received, read and understand this agreement, and give permission for my child to have access to the listed digital resources. I understand that all devices are the property of the Pendleton County Schools and must be returned to PCSD upon request of PCSD. As the student, my signature indicates I have received, read and understand this Agreement. I understand that all Equipment is/are the property of PCSD and must be returned to PCSD upon request of PCSD.

Student Last Name: _____ First Name: _____ Grade: _____

School Name: _____

Parent/Guardian (please print): _____

Parent/Guardian Signature: _____ Date: _____

Student Signature: _____ Date: _____

FOR OFFICE USE ONLY

Device(s): ❑Laptop ❑Winbook/Chromebook ❑ Other: _____
❑iPad/tablet

Asset Number: _____ Building Number: _____

BYOD (Bring Your Own Device) Permission Slip 2026-2027

I have read and understood the Pendleton County School District Network Acceptable Use Policy (AUP) and have a signed AUP on file. I acknowledge that it is my responsibility to adhere to the stated Terms and Conditions. I am aware that any violation of these regulations is considered unethical and may be treated as a criminal offense. This applies even when I am remotely accessing any account through the Pendleton County network. In the event of any violation, my access privileges may be revoked, and I may face disciplinary and/or legal consequences.

Furthermore, I acknowledge that Pendleton County School District assumes no liability for any personal devices I choose to bring to school. I understand that I am solely responsible for any damage or loss that may occur to my personal device while on school grounds.

I acknowledge that all network activities are logged, and I am obligated to use the district network for my online activities. The AUP can be found on the district website under the Technology section.

Grade: _____ Homeroom Teacher: _____

Student Name (Print)	*Student Signature*	*Date*
Parent/Guardian (Print)	*Parent/Guardian Signature*	*Date*

BYOD (Bring Your Own Device) Permission Slip 2026-2027

I have read and understood the Pendleton County School District Network Acceptable Use Policy (AUP) and have a signed AUP on file. I acknowledge that it is my responsibility to adhere to the stated Terms and Conditions. I am aware that any violation of these regulations is considered unethical and may be treated as a criminal offense. This applies even when I am remotely accessing any account through the Pendleton County network. In the event of any violation, my access privileges may be revoked, and I may face disciplinary and/or legal consequences.

Furthermore, I acknowledge that Pendleton County School District assumes no liability for any personal devices I choose to bring to school. I understand that I am solely responsible for any damage or loss that may occur to my personal device while on school grounds.

I acknowledge that all network activities are logged, and I am obligated to use the district network for my online activities. The AUP can be found on the district website under the Technology section.

Grade: _____ Homeroom Teacher: _____

Student Name (Print)	*Student Signature*	*Date*
Parent/Guardian (Print)	*Parent/Guardian Signature*	*Date*

SHARP MIDDLE SCHOOL
STUDENT HANDBOOK ACKNOWLEDGEMENT FORM
2026-2027 School Year

Student's Name: _____

First Period Teacher: _____

Please review the Student Handbook with your child. His/her teacher has discussed it in class, as the handbook and the policies and regulations it references are an important part of the daily student life, supporting a safe and secure learning environment.

It is essential that the school and home work together to assure that all students meet the high expectations for behavior established in the SMS student handbook. This enables students to succeed in school and the community. Your support is vital to this process.

After you have reviewed the student handbook with your child or you agree that you have access to the handbook to review with your child, please sign and return the signed form to school within one week of enrollment.

As the parent(s) or guardian of: _____

I have read and discussed the Student Handbook with my child, or I agree that I have access to the Student Handbook. We (I), understand that it and the policies and regulations it references apply to all students at all times on all Board of Education property, including in school buildings and on school grounds; in all school vehicles; and at all school, school-related, or Board sponsored activities, including but not limited to, school field trips and sporting events, whether such activities are held on school property or at locations off school property, including private business or commercial establishments. I also acknowledge that the handbook may be periodically updated with approval of the schools SBDM council and that I agree to stay updated with those changes.

Electronic access to the Student Handbook- https://www.pendleton.k12.ky.us/2/home
***Parents can request a paper copy of the student handbook and can do so by emailing nancy.crotty@pendleton.kyschools.us

Parent/Guardian's Signature: _____ Date: _____

Parent/Guardian's Signature:_____Date: _____

Student's Signature: _____Date: _____