

Metcalfe County Middle School



Metcalfe County Middle School

208 Randolph Street, Lot 1 • Edmonton, KY 42129 • Tel: 270-432-3359 • Fax: 270-432-5828

Student Handbook

2026-27

Message from the Principal:

Dear Hornet Students and Families,

Welcome to Metcalfe County Middle School! It is an incredible honor to serve as your principal and to begin another year alongside our outstanding students, dedicated staff, and supportive families.

At Metcalfe County Middle School, we believe education is about more than academics—it is about building better people. Every day, we strive to develop young men and women of character who are prepared to lead, serve, and succeed both inside and outside the classroom.

Our foundation is built on three core values: **Safety, Responsibility, and Respect**. These principles guide every decision we make and every interaction we have. When students feel safe, take responsibility for their actions and learning, and treat others with respect, they are empowered to reach their greatest potential.

Our vision is to create a school where every student is challenged, supported, and inspired. We want our classrooms to foster curiosity, critical thinking, and collaboration while providing opportunities for students to discover their strengths, pursue their passions, and develop confidence in themselves. We are committed to preparing students not only for high school but for a lifetime of learning and success.

We recognize that our greatest accomplishments happen when schools and families work together. Your partnership is essential, and we encourage you to stay involved, communicate openly with our staff, and celebrate the growth and achievements of your child throughout the year.

This handbook serves as a guide to our policies, procedures, and expectations. We encourage you to review it together as a family and use it as a resource throughout the school year.

As Hornets, we are stronger together. We challenge ourselves to learn, lead, and serve with integrity. Every day is an opportunity to make a positive impact, encourage one another, and continue **Building Better People Through Safety, Responsibility, and Respect**.

Thank you for being part of the Metcalfe County Middle School family. We are excited for all that this school year will bring and look forward to partnering with you to ensure every student has the opportunity to thrive.

Go Hornets!

Sincerely,

LeAnne Bell

Principal

Metcalfe County Middle School

Josh Hurt, Superintendent of Metcalfe County Schools

Board Members

Daniel Glass, Chairman Wes Jolly, Vice-Chairman
Cassie Reece, Member Kelly Bell, Member
Robby Parnell, Member

Administrative Staff

LeAnne Bell, Principal
Matt Reed, Assistant Principal
Candi Murphy, Guidance Counselor
Amber Schambon, Receptionist
Judy Thompson, Family Resource Youth Services Center Director
Amy London, Family Resource Youth Services Center Assistant
LaKettia O'Leary, Finance
Sondra Jennings, 21st Century Community Learning Center Director
Lindsey Jessie, 21st Century Site Coordinator
Delaney Wilson, Safety Resource Officer

Absences and Attendance

Pupils are required to attend regularly and punctually the school in which they are enrolled. Recording of absences and tardies shall be made in compliance with the requirements of 702 KAR 007:125.

Truancy Defined

Any student who has attained the age of six (6), but has not reached his/her eighteenth (18th) birthday, who has been absent from school without valid excuse for three (3) days or more, or tardy without valid excuse on three (3) days or more, is truant.

Any student who has been reported as a truant two (2) or more times is a habitual truant.

For the purpose 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.

Excused Absences

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

1. Death in the pupil's immediate family – Immediate family shall mean mother, father, spouse, brother, sister, grandfather, grandmother, blood related aunts, uncles, nieces, nephews, or anyone living under the same household roof with the student,
2. Illness of the pupil – The student shall submit a physician's statement, signed by the doctor. This 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,
3. Court appearance – A note of verification shall be required, to be turned in where sick and bus notes are,
4. College visitation for seniors limited to one (1) day, with principal pre-approval,
5. Religious holidays and practices,
6. Doctor and dental appointments,
7. One (1) day for attendance at the Kentucky State Fair,
8. Family emergencies approved by the Principal,
9. Documented military leave,
10. One (1) day prior to departure of parent/guardian called to active military duty,

11. One (1) day upon the return of parent/guardian from active military duty,
 12. Visitation for up to ten (10) days with the student's parent, de facto custodian, or person with legal custody, or person with legal custody who, while on active military duty stationed outside of the country, is granted rest and recuperation leave,
 13. Other valid reasons as determined by the Principal including trips qualifying as educational enhancement opportunities.
- Students shall be granted an excused absence for up to ten (10) school days to pursue an education 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.

The Principal will accept three (3) parent notes per semester, six (6) total for the school year, for excused absences. Please submit note within five (5) days of the absence. The Principal shall have the discretion to accept or decline the parent note as written.

Examples of Unexcused Absences:

Suspension from school, work, skipping school, vacations, missing the bus, car trouble, sleeping late, baby-sitting, visiting out of town relative, personal business, job hunting, other valid reason as determined by the Principal.

After a student has accumulated six (6) unexcused absences, the Director of Pupil Personnel (DPP) will notify the parent/guardian, by home visit or mail, that the student is a habitual truant. After the student has accumulated seven (7) unexcused absences, for students between the ages of thirteen (13) to seventeen (17), the DPP will file a Juvenile Complaint with the Court Designated Worker (CDW) for habitual truancy. For students from six (6) to twelve (12) years of age, the DPP will file a report of educational neglect on the parent/guardian with the County Attorney.

Make-Up Work

Students receiving an absence under these two (2) sections will have the opportunity to make up school work missed and shall not have their class grades adversely affected for lack of class attendance or class participation due to the absence. This work should be turned in within five (5) days of the absence.

Attendance Incentive

Each school shall decide if it will provide attendance incentives and how such incentives will be administered. Note: Perfect attendance will not be awarded to students who are tardy to, and/or check out early from school at any time during the school year, for any reason.

Suspension

Projects or homework assigned prior to suspension will be accepted for credit. Students will be responsible for submitting assignments due during the time of the suspension. Long term projects assigned during the suspension and due at a later date will be accepted. Work assigned and due during suspension will be accepted five (5) days after return to school.

References:

720 KAR 007:125 KRS 36.396 KRS 38.470 KRS 40.366 KRS 158.070 KRS 158.183 KRS 158.293 KRS 158.294 KRS 159.035 KRS 159.140 KRS 159.150 KRS 159.180 OAG 79-68 OAG 79-539 OAG 91-79 OAG 96-28

Related Policies:

09.111, 09.122, 09.428109.126 (requirements/exceptions for students from military families) Adopted/Amended: 05/17/2010

Early Dismissal Policy

Students must have written permission signed by a parent or guardian in order to leave school before the regular dismissal time. This note must include a phone number at which the parent or guardian may be reached. Whether or not the student is dismissed early remains at the discretion of the Principal or his/her designee. Students will not be dismissed by phone calls.

Procedures on Returning to School after an Absence

1. Students who are absent the entire day must bring a note to school. Please submit note within five (5) days of the absence. The absence is considered unexcused after 5 days. The note should state the date(s) absent and the reason(s) for the absence(s).
2. Students must turn the note in to school officials early enough so they can be in the classroom by the time the tardy bell rings. Students who are late to their first period assignment will receive an unexcused tardy.

3. Students who do not bring a written excuse to school will be given an unexcused absence/tardy, regardless of the reason for the absence(s). The absence(s) will then be properly classified according to the policy. It is the student's responsibility to show the corrected absence slip to each teacher.

Asbestos

The Metcalfe County Board of Education has adopted an Asbestos Management Plan for all school buildings. This is in accordance with the Asbestos Hazard Emergency Response Act (AHERA) of 1987 – 40 CFR – 763 – subpart E. A copy of this plan is maintained at the Metcalfe County School Bus Transportation Office by the district's AHERA designated person, Herby Bunch, and may be reviewed Monday through Friday during regular business hours. Phone 270.432.4634 for additional information.

Assault Policy

Any student found to be guilty of assault in school, on campus, or at any school function will be suspended, and the proper authorities will be notified. After investigation, the principal will recommend the student return to school or be recommended to the superintendent for expulsion from school. Assault is defined as physically hitting another student or person without cause or provocation.

Students making verbal or written threats, or any action deemed to mean physical harm toward any student or staff member will immediately be placed in In School Suspension (ISS). The student, depending on the case, can also be recommended for expulsion. This includes, but is not limited to, remarks referencing *killing, shooting, or capping* another individual. The remarks will not be considered as jokes and will be dealt with in a swift and severe manner. Students are expected to report any information to school officials, parents, or law enforcement officials concerning anything they have heard or witnessed which may cause harm or cause an unsafe environment at school.

Athletic Policy

Athletic Rules and Regulations

1. If a student is taking six classes and makes two Fs or two 1's (standards-based grading), he or she is ineligible for one calendar week, including practice. For instance, if an athlete's grades are checked on Monday and the athlete is failing two classes, an athlete may practice the following Monday if the F is raised to a passing grade. If the F is not raised to a passing grade, the athlete will be ineligible each subsequent week until those grades are raised to passing grades.
2. Progress reports are checked each Monday. Students with two failing grades when grades are turned into the athletic director are ineligible for one week, including practices. Students failing 1/3 or more of their core classes will not be permitted to play or practice until they are passing. Students are permitted to play with one failing grade; however, coaches are expected to discuss the situation with the student-athlete and arrange for tutoring or study hall sessions to help the athlete with academics. If after school tutoring is offered, athletes with failing grades will attend these sessions until the grade is raised.
3. Report cards of student-athletes with failing grades will be given to the Principal or Athletic Director.
4. While coaches are to keep up with student-athlete's grades, the athletic director will notify coaches and athletes of failing grades and their eligibility status.
5. Any student who participates in any extra-curricular activity who is absent from school ½ day will not be allowed to play or practice that day or night. Extenuating circumstances may occur and will be administered by the Principal or designated agent. Students who arrive after 11:30 a.m., or who leave before 11:31 a.m., will not be allowed to practice or play.
6. Any student possessing, using, or under the influence of illegal or nonprescription drugs or alcohol during the school year or school sponsored summer event will be subjected to the following depending upon the nature, severity, and circumstances of the offense: 1st Offense: Loss of extra-curricular activities for two weeks and recommended counseling; 2nd Offense: Loss of extra-curricular activities for one calendar year.
7. Schedules of individual sports will be coordinated and prepared by the Athletic Director after consultation with the head coach of each sport. A copy of each schedule will be presented to the Principal immediately upon completion.
8. Coaches of individual sports will be consulted by the Athletic Director concerning the following matters: postponement of games, rescheduling of postponed games, homecoming, banquets, and all games scheduled if the district is out for illness. The final decision for these matters rests with the Principal and the Athletic Director.
9. All purchases made through the athletic account require a purchase order with the Athletic Director's approval before the request is presented to the Principal. Failure to do so will result in the booster club or the coach paying the bill.
10. Uniforms will be purchased by the school for athletic teams. Each participating athlete will be furnished a uniform in all sports. At times, booster clubs may help with that purchase. Students may be required to purchase some equipment that individuals use in particular sports.
11. Students serving multiple days of In School Suspension (ISS) will be ineligible to play or practice during their ISS assignment. If a student-athlete is serving one full day of ISS, when the athlete is released to go back to regular classes, the athlete regains their eligibility to practice and participate in athletic events.
12. Above is a minimum requirement. Coaches may implement a stricter policy (ex., All athletes must maintain a C or higher in all core classes to remain eligible), but will provide that policy to athletes/parents in writing, and in advance of the season.

Seasons

Fall: Boys and Girls Cross Country, Football, Boys and Girls Golf, Volleyball, Cheerleading, Softball, Girls Basketball, and Band
Winter: Boys Basketball, Cheerleading, Archery, bowling, and Band
Spring: Bass fishing, Baseball, Boys and Girls Tennis, Boys and Girls Track, Volleyball

Awards

Students in middle school spend their three years becoming prepared for high school. The focus is on all students eventually engaging in successful graduation from high school and becoming productive citizens ready for college and career. An awards ceremony is at the end of the school year to recognize the accomplishments of students at all grade levels.

Book Bags

Students can only carry a mesh or clear back pack with no more than 3 pockets. Large and other athletic bags are locked in a room for the day. All back packs and bags should be cleaned out regularly and free of clutter. No glass containers can be transported in any bag. Backpacks, purses, and Trapper Keeper's/binders will be kept in each child's locker during the school day.

Bus Notes and Regulations

Riding the bus is a privilege, not a right. If student behavior on the bus does not conform to state and local school safety laws, students will be assigned a bus monitor and/or be denied the privilege of bus transportation.

- Do nothing to disturb the bus driver
- Respect and follow the directions of the bus driver
- Be on time for your stop
- Help your driver keep the bus clean
- No vulgar language, shoving, fighting, or hazing
- Remain in the seat you are assigned by your driver
- Stay in your seat until the bus comes to a complete stop
- Do not throw any objects of any kind while on the bus
- Be careful when crossing in front of the bus, never in the back of the bus
- No eating or drinking on the bus
- Learn how to get off the bus in case of an emergency

Bus notes are to be turned in before 7:45am and parents should provide a number where they can be reached. Approval must be granted in order for students to be transported to a location other than his/her usual drop off point. Approval of the bus note will remain at the discretion of the school administration. **Please note: MCMS reserves the right to deny transportation changes over the phone, except in the event of true emergencies.**

Bullying/Hazing

House Bill 91:

Kentucky House Bill 91, sometimes referred to as the "Golden Rule Bill" or the "Bullying Bill," was enacted during the 2008 legislative session. Through the provision of HB 91, it will be possible for school and district employees to report serious safe-school incidents, including bullying (rising to a felony offense), to the Principal so that quick and effective actions can take place to ensure the safety and well-being of all students. Specific school requirements for completion of HB 91 include the following: All school employees shall be informed of the requirements of the District Code of Acceptable Behavior and Discipline, as well as receive any necessary training. If encountered, any school employee shall report to the Principal any suspected felony offense listed below. If the Principal is in doubt if the offense under consideration is a felony, she/he will consult with local law enforcement and the school board attorney. Within 48 hours, the principal will file a written report to the local board of education through the Superintendent. If when investigating the Principal finds evidence of a felony offense, ONE of the following will be contacted: a local law enforcement agency, the Kentucky State Police, or the county attorney (If a Principal does not find evidence of a felony offense, she/he does not have to file a report to the agencies listed). The Principal will notify parents or guardians of the alleged victim and alleged perpetrator. Law enforcement agencies receiving the Principal's report will conduct an investigation. In order to effectively participate in the democratic process as adults, students must learn to respect the rights of others and to interact with them in a civil manner. Therefore, students are required to speak and behave in a civil manner towards students, staff, and visitors at the school.

Actions Not Tolerated

The use of lewd, profane or vulgar language is prohibited. In addition, students shall not engage in behaviors such as hazing, bullying, menacing, taunting, intimidation, verbal or physical abuse of others, or other threatening behavior. This policy extends to any/all student language or behavior including, but not limited to, the use of electronic or online methods. Such behavior is disruptive of the educational process and interferes with the ability of other students to take advantage of the educational opportunities offered. These provisions shall not be interpreted to prohibit civil exchange of opinions or debate protected under the state or federal constitutions where the opinion

expressed does not otherwise materially or substantially disrupt the educational process or intrude upon the rights of others. Students who violate this policy shall be subject to appropriate disciplinary actions.

Reports

As provided in the District Code of Acceptable Behavior and Discipline, students that believe they are victims of bully/hazing shall be provided with a process to enable them to report such incidents to district personnel for appropriate action.

Other Claims

When a complaint is received that does not appear to be covered by this policy, administrators will review other policies that may govern the allegations, including but not limited to Metcalfe County School Board Policy 09.426 and/or 09.42811. Harassment/discrimination allegations shall be governed by Metcalfe County School Board Policy 09.42811.

References: KRS 158.150; KRS 158.148: A New Section of KRS Chapter 158. KRS 160.290. Bethel School District No. 403 v. Fraser 478 U.S. 675, 106 S. CT. 3159, 92 L.Ed.2d 549 (1986). Tinker v. Des Moines Independent School District, 393, U.S. 503, 89, St. Ct. 733, 21 L. Ed. 2d 731 (1969). Related Policies: 03.162; 03.262; 09.13; 09.421; 09.425; 09.426; 09.4281; 09.42811; 09.438; 09.2211 (regarding reports required by law).

Cafeteria

Metcalfe County Schools have well-equipped cafeterias. Breakfast and lunch are available to all students, or students may bring either or both from home.

While using the cafeteria, students are expected to:

- Pick up after themselves.
- Get all items needed before being seated.
- Remain seated until dismissed by cafeteria monitor.
- Engage in no horseplay at any time.
- Be respectful to others at all times.
- Exhibit good table manners. (use proper voice levels, keep hands to self, refrain from yelling across tables, etc.)
- Sit at your assigned table.

Cell Phones

Student cell phone/electronic device use is limited to prior to arrival and after dismissal. Cell phones/electronic devices will be silenced and put away in each child's locker during class time unless at breakfast. Students shall not take unauthorized pictures or videos while on school property, which includes riding the school bus, or while attending school sponsored or school related events whether on or off school property.

Teachers may allow students to use cell phones in their classrooms as deemed necessary for educational purposes; however, it must be silenced and put away before leaving the classroom to go to the next class. If students have a cell phone out (without permission) or if the cell phone goes off, students are in violation of the cell phone policy. If a student does not follow this rule, the phone will be taken to the front office of the middle school and kept until the student leaves. The parent will be notified that their child broke the cell phone policy. Metcalfe County Middle School shall not be responsible for any loss, theft, or destruction of any device brought into school.

Metcalfe County Middle School CELL PHONE USE POLICY

CRITERIA AND GUIDELINES

Cellular phones have the potential to be a tool for learning, but if used improperly they can also become a distraction. Devices shall not be used in a manner that disrupts the educational process. The administration and staff of Metcalfe County Middle School believe it is important to provide opportunities for students to utilize cell phones to access the web as a way to increase learning, but we want to ensure that our usage policy eliminates any type of unnecessary interruption during the school day. All students, in all classes, have chrome books to allow them to access the web at any time.

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- Student cell phone/electronic device use is limited to prior to arrival and after dismissal. Cell phones/electronic devices will be silenced and put away during the school day in each student's locker. The only time cell phones will be permitted for use will be at breakfast, gym during morning early duty, and Hornet WIN (Whatever I NEED) time on Friday.

- While having cell phone privileges, students shall not take unauthorized pictures or videos while on school property, which includes riding the school bus, or while attending school sponsored or school related events whether on or off school property.
 - Teachers may allow students to use cell phones upon principal approval in their classrooms as deemed necessary for educational purposes; however, it must be silenced and put away in their locker **before** leaving the classroom to go to the next class.
 - If students have a cell phone out (without permission), on their person, or if the cell phone goes off, students are in violation of the policy. The phone will be confiscated and placed in a locked cubical in the front office until the end of the day.
 - If a student must carry a cell phone for medical purposes, a doctor's statement must be submitted for documentation in the student's records.
 - Unless an emergency situation exists that involves imminent physical danger or a school employee authorizes the student to do otherwise, students will use the office telephone for emergency phone calls. The office is available for emergency phone calls, and students can ask permission from the office staff in order to use the office phone.
 - Metcalfe County Middle School shall not be responsible for any loss, theft, or destruction of any cell phones or electronic devices brought into school. No school employee can search a cell phone while it is put away.
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Violation of these guidelines will result in the following:

- 1st Offense: Student will be required to put away cell phone or electronic device in the front office. Technology violation will result in a verbal warning being issued.
- 2nd Offense: Student will be required to put away cell phone or electronic device in the front office. Technology violation will result in contacting the parent/guardian.
- 3rd Offense: Student will be required to put away cell phone or electronic device in the front office. The student will serve ½ day of ISS.
- 4th Offense: Student will be required to put away cell phone or electronic device in the front office. The student will serve 1 day of ISS.
- 5th Offense: The cell phone shall remain at home or turned in upon arrival in the front office. The student will serve 2 days of ISS.

If a student refuses to return their cell phone to a Metcalfe County School employee, the parent will be called, and the student shall be directly escorted to ISS (In-School Suspension). Upon arrival to ISS, the student is required to give the cell phone to the instructor. If the student refuses, the student will be suspended for 1 day.

In addition, when students continue to violate this policy, they shall be subject to disciplinary action including losing the privilege of bringing the device onto school property. In addition, an administrator may confiscate the device, which shall be returned to the student's parent/guardian.

Cheating/Plagiarizing

Cheating is defined as knowingly copying another person's work and presenting it as your own. Plagiarizing is defined as knowingly using copyrighted material without identifying its source. Using any AI (artificial intelligence) resource is considered cheating. Students who are guilty of either of these offenses will receive a zero on their particular quiz, test, project, paper, etc. They are also subject to disciplinary action including suspension, detention, and expulsion.

Checking out of School

Students should only check out of school early for emergencies. Checking out of school early for reasons other than emergencies is detrimental to the educational process. We ask that parents and families restrict early dismissals to true emergencies. Please schedule routine checkups, dental appointments, and other non-emergencies outside of school hours whenever possible. Anyone picking up a MCMS student must be on the student's pick-up list. For safety reasons, permission by phone can only be granted by the principal, or designee. The office phone line will be limited to school business and true emergencies. Students will not be called out of class to talk on the phone and will receive messages at the end of the school day.

Chromebooks

All students are assigned a chrome book to be used in each class. Students are responsible for taking proper care of the chrome book, and informing the teacher of any damage that might occur to their assigned chrome book. Students will receive a bill for damaged or lost chrome books. The chrome book agreement that must be signed in the back of this handbook.

Code of Conduct

It is the expectation of the administration and staff that you, the student will:

1. Be prompt, prepared, and participate actively in your education
2. Respect self, all students, teachers, and others
3. Use appropriate language and behavior
4. Practice academic and social integrity
5. Be actively involved and maintain a positive attitude toward school
6. Be respectful of school materials and the appropriate use of school equipment
7. Demonstrate behavior that does not interfere with the learning of others
8. Work cooperatively in an effective and efficient manner
9. Strive for academic excellence
10. Follow all school rules at MCMS and student handbook.

This code was developed to encourage all students to conduct themselves in such a manner that will be a positive reflection on Metcalfe County Schools. In addition to the expectations above, we also believe that appearance and dress should always be in good taste.

Confiscated Items

We reserve the right not to return confiscated items.

Defiance of Authority

All students are under the direct supervision of all employed adults in the school. This includes teachers, aides, bus drivers and monitors, and cafeteria workers. If at any time during the course of the school day or school event a teacher/staff member is directly cursed, threatened and/or slandered by a student, that student will immediately be removed from the classroom or school event. Said student may be suspended from school, and the charge of abuse of a teacher may be pursued through the Court Designated Worker (CDW).

Detention

Morning and/or afternoon detention is assigned to students for inappropriate behavior. Failure to serve detention will result in 3 days of in-school suspension (ISS). Students that acquire 5 or more days of ISS PER SEMESTER will not be allowed at MCMS Beta fall and spring formals. Students who are assigned after school detention must be picked up by 4:00 on the assigned date. Students will not be able to attend 21st Century on the assigned date or ride the bus.

Students that have minor infractions may have Hornet Time detention as a consequence.

In-School Suspension (ISS) – Metcalfe County Middle School will utilize both a short and long-term In-school Suspension (ISS) setting as part of its disciplinary program. Any student participating in extra-curricular and/or co-curricular events that is assigned to multiple (more than one) days of ISS for any infraction will be ineligible for any practice or event for that organization or sport until the student is released by the ISS teacher. A student whose punishment carries over into the following week is ineligible for events during that weekend. All ISS assignments will be completed before the student is allowed to return to general population. Any student who misbehaves in ISS and is sent back to MCMS will automatically be suspended, and will complete original consequences before returning to general population.

Dress Code for Students

As educators, we feel we are preparing our students to develop personal and professional standards of attire, which will often be required of them when they enter the work force. The educational process of all students at MCMS comes before any one student's individual right to freedom of expression. To promote a better educational and safer environment, and in order to promote a learning environment that fosters both knowledge and a democratic responsibility which values the sensibilities of others, we expect students to look their best and follow the dress code that has been established for MCMS. These standards are established by our School-based Council (SBDM) and implemented by the school administration:

- Pants should be worn at the waist with no sagging
- No pajama pants, blankets, or house shoes except on designated days
- Slashes, cuts, or holes above the knee should be minimal in size. Students can be asked to cover or change.

- During the school day, shorts, skirts and dresses should be worn no shorter than fingertip length. The length should meet the end of the fingertips.
- No spaghetti straps, or racer back tops. Factory cut tank tops are acceptable unless undergarments are visible.
- No shirts with tobacco, alcohol, or drug advertisements
- Shirts and blouses will cover midriff area.
- Students may not wear apparel or other items that display racial or ethnic slurs or symbols (such as the Confederate flag), or any other type of discriminatory clothing.
- No shirts displaying offensive material, vulgar language, immoral suggestions, or sexual innuendoes.
- No clothing revealing any cleavage and undergarments will not be visible.
- No hoods or toboggans worn in the building except on designated days.
- Caps and hats are removed before entering the building, except on designated days. These items will be collected and placed on a cart in the front office.
- No sunglasses worn on the face inside of the building except on designated days.
- No spiked items, chains, or dog collars can be worn.
- Students will be asked to remove any jewelry deemed dangerous or inappropriate.
- No theatrical or Halloween makeup
- No flags being worn as clothing.

Students in violation of the dress code will be allowed to phone home and/or be referred to our Youth Services Center to obtain school appropriate attire. Policy for dress down days/special events: The school administration reserves the right to alter the dress code for special events.

Drugs and Alcohol

The faculty and administration of Metcalfe County Schools are committed to maintaining an environment that is free of drugs and alcohol. Drug and alcohol use is defined to include the following acts in school, on school grounds, or while engaged in school sponsored or supervised activities:

- Illegal use of a controlled substance or counterfeit controlled substance
- Possessing controlled substances for illegal purposes or possessing illegal drugs
- Trafficking in illegal drugs, alcohol, or counterfeit controlled substances
- Possessing paraphernalia connected with the use or sale of illegal drugs, over the counter medications, or controlled substances

When a student possesses or has consumed an alcoholic beverage, controlled substance, counterfeit controlled substance, look-alike, non-controlled substance, or other intoxicant, the principal/designee will automatically place the student in ISS pending an investigation. Mandatory counseling will be completed on the part of the student, and an in-school assessment of the student will be conducted with consideration for timely return to the regular classroom setting. When it has been established that a student is involved in the distribution, possession with intent to distribute, or conspiracy to distribute alcohol, controlled substances, look-alike non-controlled substances or other intoxicant, the Principal will suspend the student with a request to the Superintendent for expulsion (subject to change by the Metcalfe County Board of Education).

Additionally, when school officials have reasonable belief that a violation has taken place, the Principal will immediately report to law enforcement officials when an act has occurred on school property or at a school sponsored function that involves student possession of a controlled substance on school property in violation of the law.

Due Process

Before being punished at the school level with suspension or expulsion for violation of school regulations, a pupil has the right to the following due process procedures:

1. The pupil shall be given oral or written notice of the charge(s) against him/her.
2. If the pupil denies the charge(s), he/she shall be given an explanation of the evidence against him/her.
3. The pupil shall be given an opportunity to present his/her own version of the facts concerning the charge(s).

In cases which involve handicapped students, the procedures mandated by the federal and state law for handicapped students shall be followed.

Early Graduation

The Early Graduation regulation is a result of Senate Bill 61 (2013) and is a companion regulation to Senate Bill 97 (2013). To summarize the regulation, beginning in 2014-2015, Early Graduation will be possible for students who intend to move on an accelerated timeline through high school and graduate college ready in three academic years or less. Early Graduation is a deliberate pathway for students that wish to complete high school early, receive a diploma from the district and be eligible for acceptance into a two- or four-year Kentucky

SACS accredited public or non-profit institution without remediation. The regulation provides a financial incentive, known as the Early Graduation Certificate, for the student to support this action.

* Students wishing to graduate early shall indicate that intent to the school principal at the beginning of grade 9 or as soon as the intent is known, but within the first thirty (30) school days of the academic year in which they wish to graduate.

Emergency Procedures

Students are NOT allowed to open classroom doors. Teachers will need to open all doors for students entering the classroom.

All students will complete drills to review emergency procedures.

Fire Alarm Instructions

1. Walk. Do not run to the exit.
2. Close windows and doors as students leave the room.
3. Teachers should take their roster and check class roll after students have cleared the building.
4. Students should not stop to pick up books, coats, etc., and remain silent until they are out of the building.
5. Students are to stand no less than 150 feet from the building

Parents and families: In the event of an emergency at school, a FinalSite all-call telephone communication message will be sent as soon as possible to inform parents and families of the nature of the emergency and what they should do in order to be reunited with their child(ren).

Extra-Curricular Activities

MCMS offers a wide variety of extra-curricular activities for students. Students are encouraged to participate and seek out those opportunities that interest them. Students may choose activities such as:

- Academic Team
- Beta Club
- Kentucky Youth Assembly
- Student Government/Ambassadors
- 4-H Leadership Team
- Cheerleading
- Girls & Boys Basketball
- Baseball
- Cross Country
- Football
- STLP
- Book Club
- Golf
- Softball
- Bass Fishing
- Tennis
- Track
- Volleyball
- Band

Any student that habitually breaks school rules and policies or violates the tobacco, drug, attendance, or fighting policies will lose the opportunity to participate in extra-curricular activities. Student grades are taken into consideration for participation in sports.

Field Trips

Middle school students have several opportunities for and are encouraged to participate in school related field trips. Students are expected to notify teachers of proposed trips as soon as possible so that plans for completing class work can be made before the student leaves. Students are to make up all work missed either before the trip is taken or in accordance with the Metcalfe County Schools Make-up Policy. Reward field trips are designed to celebrate students who consistently demonstrate positive behavior and responsibility. Participation in these trips is a privilege. To be eligible, students must adhere to the expectations outlined in the **Behavior Contract**, which is signed by both the student and a parent or guardian. Failure to follow the behavior agreement may result in loss of field trip privileges.

Firearms

Any student having firearms in their possession on school property will automatically be suspended. Parents will be notified and the proper law enforcement agency will be contacted. Students will be suspended until the next board of education meeting, during which an expulsion hearing will be recommended.

First Aid and Medical Emergencies

Metcalfe County Middle School has the benefit of a full-time nurse located in the administrative office area. It is important that parents and families return the *Consent for School Health Services* form (given at the beginning of school) in order for the nurse to have the most up-to-date information to serve each student appropriately when necessary. It is the responsibility of students and parents to make sure a current *Consent for School Health Services* form is on file to ensure the health and welfare of any student who may depend on the information. No medication of any kind will be given unless a *Consent for School Health Services* form is on file. All medication will remain in the nurse's office.

Illnesses or Injuries: If a student becomes ill or is injured while at school, while using school transportation, or while engaging in school activities, these procedures are followed:

1. Minor injuries such as cuts, bruises, scratches, etc., are given only treatment that can be administered from the first aid kit. (Plain water may be used to irrigate the eye if a foreign object is to be removed.)
2. In the event of serious illness, or serious injuries such as dislocation, fracture, burn, sprain, or other conditions such as a foreign object in the eye, nose or ear that cannot be easily removed, the parent/guardian will be notified immediately.
3. If the parent/guardian cannot be located, or if the injury or illness is so potentially dangerous as to require immediate treatment, the student will be taken to the family physician, or to the most feasible source for emergency treatment and care. (In this event, school personnel will continue attempts to locate the parent until she/he is notified.)

MCMS has automated electronic defibrillators (AED). Several staff members are trained in their use and a list of their names is posted next to each AED.

All medications, including ibuprofen and acetaminophen, will remain in the Nurse's Office in a sealed container with the student's name on it. Visits to the Nurse's Office will be granted for emergencies only.

Food and Drink Policy

Upon teacher approval, students can consume food and drink in the classroom. Students will behave responsibly and appropriately at all times when consuming food and beverages. McDonalds or large beverage cups with non-twisting lids are not allowed. These must be drunk before going to class. High energy/caffeine drinks such as Monsters, Red Bull, Alani's, C4, etc. are not allowed in the school building.

Grading

Here is the regular grading system.

90-100	A
80-89	B
70-79	C
60-69	D
0-59	F

Some work is graded by competency-based grading. Competency based grading measures how well an individual student is doing in relation to the grade level standards, not the work of other students. This approach will give parents a better understanding of their child's strengths and weaknesses. The focus is on mastery. Students will score 1-4. These scores will be converted into an average.

1--Well below the mastery level (I have much work to do to master the concept.)

2--Below mastery level (I don't have it mastered yet, but I'm working on it.)

3--At mastery level (I have demonstrated understanding of the content.)

4- Advanced level (Exceeds standards for the content/skill)

Grading Periods and Report Cards

The school year is divided into four 9-week grading periods. Grades will be available on Infinite Campus (IC). All report cards will be printed and sent home with the student. All report cards will be on Infinite Campus for parents to access at any time. The final grade report card will be mailed home at the end of 36 weeks. All progress and grade reports can be accessed via IC. If you need assistance accessing Infinite Campus (IC), please call the Metcalfe County Tech Office at 432-0600.

Harassment/Discrimination

Harassment/discrimination is intimidation by threats of, or actual physical violence; the creation, by whatever means, of a climate of hostility or intimidation, or the use of language, conduct or symbols in such a manner as to be commonly understood to convey hatred, contempt, or prejudice, or to have the effect of insulting or stigmatizing an individual.

Harassment/discrimination due to an individual's race, color, national origin, age, religion, marital status, political beliefs, sex, or disability is prohibited at all times on school property and off school grounds during school-sponsored activities. This prohibition also applies to visitors to the school who may come into contact with employees and students.

Students who engage in harassment/discrimination of an employee or another student on the basis of race, color, national origin, age, religion, marital status, political belief, sex, or disability shall be subject to disciplinary action, including but not limited to suspension and expulsion.

Students who believe they have been a victim of an act of harassment/discrimination, or who have observed other students being victimized will, as soon as possible, inform their teacher, guidance counselor, or Principal of the incident.

Examples of conduct and/or actions prohibited under this policy include, but are not limited to:

1. Name calling, stories, jokes, pictures, or objects that are offensive to one's gender, race, color, national origin, religion, or disability.
2. Unwanted touching, sexual advances, requests for sexual favors, and spreading sexual rumors.
3. Members of one gender being subjected to sexual remarks of the other gender in the context of the classroom.
4. 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.
5. Limiting student access to educational tools, such as computers, based on the student's gender, race, color, religion, national origin, or disability.
6. Teasing a student's subject choice or assignment based on the gender, race, color, religion, national origin, or disability of the student.
7. Cyber bullying that occurs during school hours may be pursued by the school system and/or Court Designated Worker. Upon the resolution of allegation, the Superintendent shall take steps to protect employees and students against retaliation. False or malicious complaints of harassment/discrimination may result in disciplinary action being taken against the complainant.
8. Sexual harassment means unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature.

Home Hospital Program

This program is designed to provide individual home instruction for students who cannot attend a regular school day due to a physical, mental, emotional, or social condition which prevents attendance at school. A student is eligible for this program when she/he provides a signed statement from a licensed physician, psychologist, psychiatrist, or public health official stating that the student's condition prevents attendance at school. The primary delivery of services will be through the electronic/digital medium. Students will be expected to stay connected with their class work on a regular basis. There will be an expectation for assignments to be submitted on a daily and/or regular basis. School officials will work with students to ensure the best delivery method is in place for each individual situation. Students in the home hospital program may not work; if so, they lose their home hospital status. Home hospital students will not participate in extracurricular activities. This includes sports.

Homework

Homework is a valuable way to increase student's opportunities to learn. It can provide added opportunity to practice new skills, engage new information, and explore topics using varied learning styles and interests. Homework increases student achievement levels, prepares students for future study, and teaches responsibility for completing assigned tasks in a timely manner. Students who miss any work because of an absence will make up missed work in a timely manner. It is the responsibility of the student to get work missed due to illness or absence.

Major Projects: Major Projects (research reports, book reports, major essays, and other assignments teachers designate as major projects) may be assigned as is appropriate per content area.

Responsibilities of Staff:

- Assign relevant, challenging and meaningful homework that reinforces classroom learning
- Give rubric and clear instruction and make sure students understand the purpose

- Give feedback and/or correct homework
- Communicate with other teachers
- Involve parents and contact them if a pattern of late or incomplete homework develops

Responsibilities of Parents:

- Set a regular, uninterrupted study time each day
- Establish a quiet, well-lit study area
- Monitor student's organization and daily list of assignments
- Help the student work to find the answer, not just get it done
- Be supportive when the student gets frustrated with difficult assignments
- Contact teachers to stay well-informed about the student's learning process

Responsibilities of Students

- Be sure all assignments are clear; don't be afraid to ask questions for clarification.
- Set aside a regular time for studying in a quiet, well-lit area.
- Work on homework independently whenever possible so that it reflects student ability.
- Produce high quality work.
- Make sure assignments are completed according to the rubric and submitted on time.

Hand-held Wands & Metal Detectors

All students entering Metcalfe County Middle School are subject to being scanned with a hand-held metal wands and metal detectors daily. All lockers, book bags, drawstring back packs, and persons on school property are subject to search with reasonable suspicion.

Honor Roll

Honor Roll students must have all A's or all A's and B's. In addition to traditional grades such as A's and B's, competence-based grading is being used at Metcalfe County Middle School. Students that have mastered specific standards will score a 3 (mastery) and 4 (above mastery). All 'A' students will be honored by being on the Principal's List. Honor Roll students cannot have an incomplete to be honored at the time lists are announced. Other academic awards are offered as well. They include, but are not limited to; all A's and B's, various content-specific academic awards, and perfect attendance.

Library Services

Most of the materials in the library may be checked out for two (2) weeks. Items may be renewed if no one else has reserved them. If a book or any other item you wish to borrow is not on the shelf, you may put in a reserve request and an attempt will be made to obtain the material as soon as possible for your use. Please be responsible with the books and materials so that all students may use them. All lost or damaged materials must be replaced at the expense of the borrower. Books, magazines, newspaper, computers, NOOKs, and audio/visual aids are available for school use in the library. Students are encouraged to take advantage of this service.

Lockers

Lockers will be assigned to ALL students. Students must learn how to open their combination lock in the first 2 weeks of beginning school. Each grade level lead teacher has a key to unlock lockers if needed. All lockers, book bags, Trapper Keepers/binders, and persons on school property are subject to search with reasonable suspicion. Backpacks, purses, and Trapper Keeper's/binders will be kept in each child's locker during the school day.

Mental Health

Metcalfe County Middle School students may be recommended/required to visit with the school mental health counselor. The school mental health counselor will assess for major disciplinary issues, repeated discipline issues, safety concerns, or to assist students in coping with traumatic/interpersonal issues that interfere with their school day.

Metcalfe County Hornet Academy

Criteria: Students are offered an opportunity to participate in the Academy based on Kentucky Summative Assessments, I-Ready diagnostic scores, early completion of core content class in previous school year, progress data from the previous school year, and Gifted and Talented program.

Requirements: Students must maintain a 70% for a cumulative average in the academy class. If a student is behind at school-wide academic progress checks, the parent will be notified. If the cumulative average is not improved, the student will be placed in a regular reading/math classroom, which does not include the Academy.

Money and Valuable Articles

Students should not bring large amounts of money to school. All valuable articles should be in possession of the owner at all times. Metcalfe County Middle School administration and staff will not accept responsibility for stolen money or other articles such as iPods, cell phones, laptops, tablets, game players, or any other devices. All are the responsibility of the student and if lost or stolen, it is not the responsibility of the school staff or administration to retrieve or investigate. If a student brings a large amount of cash, more than \$100, the money will be placed in the school safe until a parent is contacted for more information.

Non-Resident Students

1. Any student enrolling in the Metcalfe County School District while residing in another school district shall conform to the following policies in order to remain as a student in the Metcalfe County School System:
 - a. Clear all financial obligations to the Metcalfe County School System at the end of the school year.
2. Any student enrolled in the Metcalfe County School District while residing in another school district shall have the privilege revoked at any time if the following occurs:
 - a. Fail more than two classes during one semester grading period
 - b. Suspended from school or expelled from school
 - c. Accumulate more than four unexcused absences in a semester
3. Any student not residing in the Metcalfe County School District who wishes to enroll in the Metcalfe County School District shall enroll no later than two days after the start of the school term, or two days after the start of the second semester. If a student changes residence to a school district other than Metcalfe County School District and desires to enroll in the Metcalfe County School District, the student must enroll within five days after the residence change.
4. Any student who is currently suspended or expelled from any school district shall not be enrolled. Additionally, if suspension or expulsion conditions are pending in any school district, that student shall not be enrolled in the Metcalfe County School System.

Pest Management Plan

All Metcalfe County School Facilities have implemented a program of Integrated Pest Management (IMP) in order to control pests in a way that minimizes economic, health, and environmental risks.

Pupil Information/Change of Address

If a student's last name, street address, or telephone number changes at any time during the school year, the school office should be notified immediately. Having up-to-date information is very important in the event of an emergency at school, for field trips, transportation, and extra-curricular activities.

Electronic Devices

Outside of the times designated, all student-owned electronic devices should be kept out of sight and silenced. Metcalfe County Middle School employees are not responsible for any unauthorized item that is lost, damaged, or stolen. The school reserves the right not to investigate lost, damaged, or stolen items.

Restrooms

Metcalfe County Middle School is striving to eliminate any behavior that compromises the safety of our students. Our hallways and restrooms are closely monitored during class change. All students have sufficient time between classes to take a restroom break. Students will need to wait 10 minutes after the bell rings for instructional information unless an emergency occurs. Students who demonstrate inappropriate restroom etiquette will be escorted during class time. Students who need frequent access to restrooms because of a medical problem must provide a note from a doctor stating the necessity.

Retention

Retention will be utilized for any student who chooses not to apply themselves and make adequate academic progress in all classes throughout the course of the school year. Simply "putting in time" will not suffice for advancement to the next grade. Students must put in quality work, every day across content areas, in order to progress at an academically adequate pace. Students will master grade level content standards, or will be retained before advancing to the next grade level.

Adequate academic progress is defined by, and monitored through, the mastery of content standards. Once monthly, parents of students not making adequate academic progress will be contacted via telephone, or some other mutually agreed upon method, by teachers and/or administrators to discuss ways we can help individual students improve academically. Our Personalized Learning approach is such that all students, and their parents/guardians, will know at all times the areas of strength, and the areas of weakness, in each academic area.

Students needing extra academic support outside of the regular classroom setting may find that support in any of the following ways: RTI intervention classes; 21st CCLC after school program; morning tutoring; summer learning, etc. In an effort to best meet the needs of all students, MCMS faculty and staff follows individual student learning plans (ILP), and/or individual education programs (IEP).

Searches

All lockers, book bags, Trapper Keepers/binders, and persons on school property are subject to search with reasonable suspicion.

Student Conduct at Athletic and Social Events

Students are expected to display proper conduct at all athletic and social events. Athletic events, both home and away, and social events are school functions and all students are held accountable for policies and regulations covering their behavior and are subject to the authority of school officials. Any violation of school policy that warrants disciplinary action in school will apply at all athletic and school sponsored off-campus events (conventions, field trips, etc.), and are governed by the policies and regulations of Metcalfe County School District and subject to the authority of school officials.

Suspensions

Metcalfe County Middle School will utilize both short-term and long-term suspension programs. Anyone suspended for any reason during the school year will NOT be allowed to attend MCMS Beta fall and/or spring formals.

Student Drop-Off and Pick-Up

Metcalfe County Middle School has separate bus and car drop-off areas. All buses drop students off at the front of the middle school. Parents and families must drop their students off and pick them up at the back of the middle school. The doors open at 7:10 a.m. and students will report immediately to the gym, or the cafeteria for breakfast. Due to lack of proper supervision prior to the beginning of the instructional day, students will be discouraged from going to their lockers, or any other parts of the building until being dismissed for the instructional day to begin.

Tardies

Students reporting to school after 7:45 a.m. are counted tardy. In order to have the tardy excused, students are expected to bring a doctor's excuse or a note from a parent (maximum of 3 parent notes per semester). Tardy to class means the student is not prepared for instruction at the start of class. If a student is present at school, but tardy to class three times or more in a week, he/she will receive a day in ISS. Reporting to class on time is expected unless a student has an excuse for the tardy.

Telephone Messages

School personnel will cooperate fully in the delivery of messages to students. However, students will not be called to the office for phone calls unless it is an emergency. Messages will be delivered after class, or at the end of the day.

Tip Line

The school District has added a tip line button on each school's web page where instances of bullying may be reported anonymously.

Tobacco

Students will not possess or use tobacco of any nature or possess or use any smoking paraphernalia, including e-cigarettes, in or around school buildings and grounds, on a school bus, or at any related activities. Items will be confiscated and discipline will be administered, including but not limited to educational opportunities to be attended by the offender.

1st offense= 1 day of ISS, 2nd offense= 3 days of ISS, and 3rd offense= 5 days of ISS

Smoke Free Campus

Our campus is smoke free, including times during extra-curricular activities and events. We ask that all individuals refrain from using tobacco products of any kind, and/or electronic devices while on school campus.

Vandalism

Any student apprehended defacing school property, drawing, carving, or vandalizing in any way will be required to clean up and pay for damages. Parents will be notified and sent a bill. Criminal charges will be pursued when appropriate. Writing on student desks and walls is also considered vandalism and will be punished appropriately (**Kentucky School Law 158.150**).

Visitors

All visitors must report to the school's administration office, sign in, state purpose of the visit, receive, and prominently wear a visitor's tag when in the building. **Visitors should be prepared to leave proper identification (ex., driver's license) in the front office during their visit.** Students are not allowed to bring or visit with friends who are not enrolled in Metcalfe County Middle School.

Weapons

The Metcalfe County School District has a strict policy for possession of any item deemed to be a weapon at school. For carrying, bringing, using or possessing any firearm, other dangerous or deadly weapon, dangerous instrument, knife (students are not to carry pocket knives), destructive device or facsimile thereof (example: toy handgun), the student will immediately be removed from general student population and placed in In-school Suspension (ISS). Consideration for a timely return to the regular classroom setting will be given.

Weather Related School Closings

If school is called off because of inclement weather, it will be announced on 99.1 radio station, our District webpage, Channel 13 television, and/or through the One Call Now automated phone service system.

Family Educational Rights and Privacy Act (FERPA)

Although this listing is not intended to take the place of the complete FERPA law and regulation, the following definitions shall apply when implementing Metcalfe County School Board Policy 09.14 and to procedures that follow.

Education Records – Refers to records directly related to students that are maintained by the District or by a party acting for the District. A "record" shall include any information recorded in any way, including, but not limited to, handwriting, print, computer media, video or audiotape, film, microfilm, and microfiche. Staff should refer to federal regulations for examples of documents that are not considered education records. Student records shall include disciplinary records with regards to suspension and expulsion.

Personally Identifiable Information – Includes, but is not limited to, the following:

1. Student's name;
2. Name of the student's parent or other family member;
3. Address of the student or student's family;
4. Any personal identifier, such as the student's social security or student number;
5. Personal characteristics that would make the student's identity easily traceable, including biometric records (measurable biological or behavioral characteristics that can be used for automated recognition of an individual, such as fingerprints, retina and iris patterns, voiceprints, DNA sequence, facial characteristics, and handwriting); or
6. Other information that, alone or in combination, is linked or linkable to a specific student that would allow a reasonable person in the school community, who does not have personal knowledge of the relevant circumstances, to identify the student with reasonable certainty.

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

Student – Except as otherwise specifically designated by law, "student" shall mean any individual who is or has been in attendance in the District and for whom the District maintain education records.

Attendance – District "attendance" includes, but is not limited to, attendance in person or by paper correspondence, video conference, satellite, Internet, or other electronic information and telecommunication technologies for students who are not physically present in the classroom; and the period during which a person is working under a work-study program.

Disclosure – Refers to permitting access to, or release or transfer of, personally identifiable information contained in a student's education record to any party except the party identified as the provider or creator of the record, by any means, including oral, written, or electronic. **References:** 34 CFR Parts 99, 20 U.S.C. 1232g P.L. 107-110 (No Child Left Behind Act of 2001)

The following rules and procedures shall be complied with relative to disclosure of student records:

1. The District shall annually notify parents of students currently in attendance, or eligible students currently in attendance, of their right under the Family Educational Rights and Privacy Act (FERPA). The notification also shall be furnished to parents of all new students and to all new eligible students by the Principal at the time of enrollment.
2. Unless the parent or secondary school student requests in writing that the District not release information, the student's name, address, and telephone number (if listed) shall be released to Armed Forces recruiters upon their request. Subject to federal opt-out rights, directory information shall be made available to Armed Forces recruiters on the same basis as it is provided to the public.
3. Parents or eligible students who wish to review education records may make a request on the appropriate form. Forms are available at the school and in the Central Office. Access shall be provided within a reasonable time frame, not to exceed forty-five (45) calendar days of District receipt of the request. Because a shorter timeline is required in certain situations involving IDEA students, staff shall adhere to the District's special education procedures for responding to such requests.

4. School authorities shall make a documented effort to notify the parent or eligible student prior to complying with a court order or subpoena that directs the disclosure of information concerning the student unless a court order provides that the parent/eligible student is not to be notified. As noted in the District's annual FERPA notice, parent consent/notification is not required to release student records to another school district or post-secondary institution in which a student seeks or intends to enroll or is already enrolled.
5. The District shall disclose personally identifiable student information to an organization designated to conduct a study for or on behalf of the District only when a written agreement has been established with the organization. Such disclosure does not require parent/eligible student consent.
6. The parent or eligible student must sign a request and consent form before a student's records are to be transferred to an agency or individual not authorized under law to receive them.
7. A log shall be maintained of student records requests and disclosures, including emergency disclosures in response to an actual, impending, or imminent articulable and significant health/safety threat. The log requirement does not apply to the following:
 - a. Disclosures made to parents or eligible students,
 - b. Records released pursuant to written consent,
 - c. Access by school officials and others having a legitimate educational interest under FERPA,
 - d. Disclosures of directory information, or
 - e. Disclosures of records made pursuant to a subpoena or court order where a court order or other law provides that the parent or student are not to be notified.
8. Upon request, the Superintendent/designee shall arrange for a record amendment hearing in compliance with 702 KAR 1:140.
Related Procedures: All 09.14 procedures

Notification of FERPA Rights

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

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

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

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

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

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

- 3) *The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorize disclosure without consent.***

Exceptions that permit disclosure without consent include:

- a. Disclosure to school officials with legitimate educational interests. A "school official" is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the school Board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or assisting another school official in performing his/her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his/her professional responsibility to the District.
- b. Upon request, disclosure of education records without parent/eligible student notice or consent to officials of another school district or post-secondary institution in which a student seeks or intends to enroll or is already enrolled or to other entities authorized by law so long as the disclosure is for purposes related to the student's enrollment or transfer.
- c. Disclosure of information to those whose knowledge of such information is necessary to respond to an actual, impending, or imminent and significant health/safety threat.

- 4) *The right to notify the District in writing to withhold information the Board has designated as directory information as listed in the annual directory information notice the District provides to parents/eligible students.***

To exercise this right, parents/eligible students shall notify the District by the deadline designated by the District. The Superintendent/designee is authorized to release Board-approved student directory information. Approved "directory information" shall be: name, address, phone number, date and place of birth, major field of study, participation in officially recognize activities and sports, photograph/picture, grade level, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and most recent educational institution attended. Any eligible student or parent/guardian who does not wish to have directory information released shall notify the Superintendent/designee in writing with thirty (30) calendar days after receiving notification of FERPA rights.

- 5) **The right to prohibit the disclosure of personally identifiable information concerning the student to recruiting representatives of the U.S. Armed Forces and its service academies, the Kentucky Air National Guard, and the Kentucky Army National Guard.** Unless the parent or secondary or secondary school student requests in writing that the District not release information, the student's name, address, and telephone number (if listed) shall be released to Armed Forces upon their request.
- 6) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office U.S. Department of Education
400 Maryland Avenue, SW Washington, DC 20202-8520

Metcalfe County Middle School Behavior Matrix

Offense	Description	Step 1	Step 2	Step 3
Minor Discipline Offenses				
Cell Phones & Other Electronic Devices (iPod, iPad, etc.)	Use inside the building during designated times only	Redirect In Classroom	Parent Contact Educate	Office Referral ISS
Minor-Frequent Action Classroom Management				
Cussing	Without directing it to a specific person, the student curses (1-2 words) in class.	Redirect In Classroom Parent Contact	Redirect In Classroom Parent Contact Counseling (In-School)	Office Referral ISS After School Detention Counseling (In-School)
Minor-Frequent Action Classroom Management				
Continuous Classroom Disruptions	Making noises; speaking out of turn; behaving in a way that makes it difficult for teachers to teach and other students to learn.	Redirect In Classroom Parent Contact	Educate Parent Contact Office Referral Counseling (In-School)	ISS/After School Detention Counseling (In-School)
Minor-Frequent Action Classroom Management				
Displays of Affection	Acts of physical intimacy on school premises (kissing, embracing, hugging), including while on the school bus, at ballgames, other school activities	Redirect	Parent Contact Educate	ISS Parent Contact Counseling (In-School)
Minor-Somewhat Frequent				
Dress Code Violation	Wearing any type of clothing not in compliance with the dress code policy	Parent contact Student will correct the problem by contacting parent or visiting Youth Services Center for proper attire.	Office Referral	Office Referral Parent Contact ISS Counseling (In-School)
Minor-Somewhat Frequent Action				
Failure to serve assigned punishments	Students chooses not to serve after-school detention, ISS, etc.	Parent contact Redirect Office Referral	Parent Contact Office Referral ISS	Parent Contact Office Referral ISS/After School Detention Counseling (In-School)
*Any student who misbehaves in ISS and is sent back to MCMS will automatically be suspended, and student will complete original consequences.				
Minor-Infrequent Action				
Forgery	Signing someone's name other than your own for any purpose	Parent Contact Redirect	Parent contact Educate	Parent Contact ISS
Minor-Infrequent Action				
Insubordination	Failure to cooperate; leaving area without permission; walking out of class; disrespecting faculty or staff.	Redirect Education	Parent contact Office referral ISS Counseling (In-School)	Parent Contact Office Referral ISS Counseling (In-School)
Minor-Somewhat Frequent Action				
Misrepresenting Facts	Lying	Redirect	Educate Parent Contact	Parent Contact Office Referral Counseling (In-School)
Minor-Somewhat Frequent Action				
Skipping Class	Student knowingly/willingly misses class for any reason	Parent contact Redirect Office Referral	Parent Contact Educate Office Referral	Parent Contact Office Referral ISS After School detention Counseling (In-School)
Minor-Rare Action				
Tardy to class	Not in seat ready for instruction at sound of bell	Teacher Redirect	Parent Contact Educate	Parent Contact Office Referral ISS Counseling (In-School)
Minor-Somewhat Infrequent				
Major Discipline Offenses				
Arson/Attempted Arson	Deliberately trying to set a fire.	Out of school suspension pending investigation; law enforcement contact; ISS; Suspension	Counseling (In-School) Suspension Alternate A5 School Placement	Refer to Superintendent for possible expulsion Alternate A5 School Placement
Major-Infrequent Action				

*Assault (verbal or physical) of school employee Major-Infrequent Action	Physically hitting; Student threatens, or slanders any school/district employee	ISS pending investigation. Notification of Proper Authorities, possible expulsion; loss of extra-curricular activities Suspension- 5 days Alternate A5 School Placement (Physical Assault with charges)	Counseling (In-School) Suspension- 7 days	Refer to Superintendent for possible expulsion
Assault or malicious attack of another student Major-Limited Action	Physically hitting or verbally assaulting another student without cause or provocation	ISS pending investigation; possible long-term ISS placement, possible loss of extra-curricular activities Suspension	Counseling (In-School) Suspension Alternate A5 School Placement	Suspension
Alcohol Usage or Possession Major-Infrequent Action	Alcohol use or possession at school and/or on school grounds	Parent contact Notification of Proper Authorities ISS Loss of extra-curricular activities for 2 weeks Counseling (In-School) Suspension	Parent contact; Notification of Proper Authorities Loss of extra-curricular activities for one calendar year Suspension Counseling (In-School)	Suspension Alternate A5 School Placement (Physical Assault with charges)
Bomb Threat Major-Infrequent Action	Calling in or leaving a note that indicates possible bomb on school grounds	ISS pending investigation; Contact law enforcement; possible expulsion Suspension Alternate A5 School Placement	Counseling (In-School) Suspension Alternate A5 School Placement	Refer to Superintendent for possible expulsion
Bullying/Hazing (non-tolerant behavior) Major/Amendable-Somewhat Infrequent Textbook Instances	Using actions such as menacing, taunting, intimidation, and threatening, verbal or physical abuse of others. Extends to all student language or behavior but not limited to use of electronic or on-line methods.	All bullying offenses will be reported to and investigated by the district Safe Schools Coordinator. Punishment shall be levied by the school district upon completion of their investigation including In School Suspension (ISS), suspension or expulsion. Counseling (In-School)	Counseling (In-School) Suspension	Suspension Alternate A5 School Placement
Cheating/Plagiarizing Major-Infrequent Action	Knowingly copying another person's work and using it as your own. Using copyrighted material without identifying its source as your own.	Redirect Parent Contact	Educate Redirect Parent Contact	ISS Redirect Parent Contact
Computer misuse Major Action	Logging in under another student's name; accessing sites not school related; damaging equipment; erasing files	Parent contact; Limited/Loss of computer privileges pending (No email, youtube, games, etc.) investigation; 1 day ISS Office Referral	Parent contact; limited/loss of computer privileges (No email, youtube, games, etc.) Office Referral Educate ISS Counseling (In-School)	Parent contact; limited/loss of computer privileges (No email, youtube, games, etc.); Long-term ISS Counseling (In-School) Suspension
Defiance of Authority; *This includes teachers, aides, bus drivers, cafeteria staff, custodians or any other district personnel. Major-Frequent Action Respect Issue Classroom Management	Repeated major issues of not following rules and procedures as outlined by the teacher/school officials	Redirect-Classroom Guidance Counselor Meets with Student Parent contact Office referral	Educate Office Referral Parent Contact ISS/After School Detention Counseling (In-School)	ISS Parent Contact Counseling (In-School)
Destruction of Property/Vandalism Major-Infrequent Action	Marking on desks and/or walls; Damaging furniture and/or any other property furnished by the school	Depending upon severity, student will clean the area to remove the graffiti. Office Referral Counseling (In-School)	Depending upon severity, student will serve detention, be assigned ISS, out of school suspension, restitution, and/or contact local authorities Counseling (In-School)	Depending upon severity, student will serve detention, be assigned ISS, out of school suspension, restitution, and/or contact local authorities Counseling (In-School) Alternate A5 School Placement

Distribution of alcohol and/or drugs Major-Infrequent Action	Distribution and/or possession with intent to distribute alcohol, controlled substances, look-alike, non-controlled substances, or other intoxicant	Parent contact Office referral Notification of Proper Authorities ISS Loss of extra-curricular activities for 2 weeks Counseling (In-School) Contact Proper authorities Suspension	Parent contact Notification of Proper Authorities ISS Loss of extra-curricular activities for one calendar year Counseling (In-School) Contact Proper authorities Suspension	Suspension Counseling (In-School) Contact Proper authorities Alternate A5 School Placement
Drug Usage or Possession Major-Infrequent Action	Drug use or possession, including prescription drugs, over the counter meds, look a like or any substance that is being used in a manner for a purpose other than the prescribed or intended use by the manufacturer will be considered an illegal drug	Parent contact Notification of Proper Authorities Referral to guidance counselor Possible ISS/Suspension Notify safe Schools Coordinator/proper authorities	Parent contact Notification of Proper Authorities Counseling (In-School) Possible ISS/Suspension Notify safe Schools Coordinator/proper authorities	Parent contact Notification of Proper Authorities Counseling (In-School) Possible ISS or Suspension Notify safe Schools Coordinator/proper authorities Alternate A5 School Placement
Failure to turn in Prescription Drugs Major-Infrequent Action	Student forgets and/or fails to turn medicine in to school nurse.	School nurse notifies parent of proper procedure for dispensing prescription medications to students	School nurse notifies parent of proper procedure for dispensing prescription medications to students; 1-day ISS	School nurse notifies parent of proper procedure for dispensing prescription medications to students; 3 days ISS
False fire alarm Major-Infrequent Action	Calling in or leaving a note that indicates a fire on school grounds; pulling fire alarm wall unit	Notify Proper Authorities Parent Contact Office Referral ISS Counseling (In-School)	Parent Contact Office Referral Suspension pending investigation Counseling (In-School)	Refer to Superintendent for possible expulsion Suspension Alternate A5 School Placement
Fighting Major-Somewhat Infrequent	One or both students throw a punch (or punches).	Parent Contact Office Referral ISS Counseling (In-School) Suspension	Parent Contact ISS After School Detention Counseling (In-School) Suspension	Parent Contact Office Referral Referral to Safe Schools Coordinator Placement in Personalized Learning Environment Counseling (In-School) Suspension Alternate A5 School Placement
Fireworks/Smoke or Stink Bombs/Explosives Major-Infrequent Action	Students brings unauthorized fireworks and/or other explosive devices to school	Parent Contact Office referral ISS Suspension	Parent Contact Office referral ISS After School Detention Counseling (In-School) Suspension Alternate A5 School Placement	Parent Contact Office Referral Referral to Safe Schools Coordinator Placement in Personalized Learning Environment Suspension Alternate A5 School Placement
Harassment/Intimidation Major-Frequent Action Classroom Management	Name calling; Teasing; Sexual harassment/advances; Sexual remarks; Cyber bullying	Parent contact Redirect. Office Referral Provide Preventative Educational Support. Counseling (In-School)	Parent contact Educate Office referral ISS Referral to Safe Schools Coordinator. Counseling (In-School)	Parent contact Office Referral Referral to Safe Schools Coordinator. Punishment levied by school district upon completion of investigation including ISS and/or suspension. Counseling (In-School)
Inciting others to violence including photos, videoing violent acts, assisting others to commit an act; making fun of others Major-Frequent Action	Encouraging others to engage in behavior that goes against school rules	Parent contact Office Referral ISS Counseling (In-School)	Parent contact ISS/After School Detention Counseling (In-School) Suspension	Parent Contact Office Referral Referral to Safe Schools Coordinator Placement in Personalized Learning Environment Counseling (In-School) Suspension
Multiple office referrals	Student is written up 4-5 times for same or	Parent Contact	Parent Contact	Parent Contact

Major-Somewhat Frequent	different infractions in a 9-weeks period.	Student Provided with Personalized Learning Environment	Student Provided with Personalized Learning Environment Behavioral LEAD Report	Student Provided with Personalized Learning Environment ISS Counseling (In-School) Suspension Alternate A5 School Placement
Pornography Major-Infrequent Action	Student brings or accesses pornographic material (print or electronic media) to/at school	Parent contact Office Referral ISS Refer to Guidance Counselor Counseling (In-School) Contact proper authorities	Parent contact Office Referral ISS/After School Detention Counseling (In-School) Contact proper authorities Suspension	Parent contact Office Referral ISS Counseling (In-School) Contact proper authorities Suspension
Profanity Major-Frequent Action	Extreme use of profane language for any reason during school or school activities	Parent Contact Classroom Redirect Office Referral	Parent contact Office Referral ISS Counseling (In-School)	Parent contact Office Referral ISS/After School Detention Counseling (In-School)
Theft Major-Somewhat Infrequent	The taking of any item that belongs to someone else	Parent contact Office Referral Educate ISS Possible Contact of Proper Authorities	Parent contact Office Referral Educate ISS Possible Contact of Proper Authorities Suspension	Parent contact Office Referral Suspension Alternate A5 School Placement
Threats of violence, including social media (Face Book, Twitter, etc.) Major-Somewhat Frequent	Threatening to beat up another student or any other acts of violence that are to take place on school property	Parent conference Redirect Educate Possible Contact of Proper Authorities Possible ISS	Parent conference Redirect Educate Possible Contact of Proper Authorities ISS	Parent conference Redirect Educate Possible Contact of Proper Authorities Suspension
Tobacco Products Major-Frequent	Tobacco products and smoking paraphernalia *If the offense occurs on the bus, the student will be removed for the days listed to equal ISS with violation occurring within the school building.	Parent contact Office referral ISS 1 Day	Parent Contact Educate Office Referral ISS 2 Days	Parent Contact ISS/After School Detention Suspension
Weapons Major-Infrequent Action	Destructive device or facsimile thereof (toy handgun)	Parent notification; Referral to Safe Schools Coordinator; Contact of proper authorities Suspension	Parent notification; Referral to Safe Schools Coordinator; Contact of proper authorities Suspension	Parent notification; Referral to Safe Schools Coordinator; Contact of proper authorities Suspension Alternate A5 School Placement

***Maintaining the dignity of each individual student is our main concern when it comes to disciplining our students. Administrators will look at each disciplinary occurrence with the understanding that every situation has its own unique set of circumstances. Discipline for a fight on Tuesday may look different when compared to discipline for a fight on Monday, for example. Administrators reserve the right to deny any parent the knowledge of how another student has been or will be disciplined.**

***In-School Suspension (ISS)** – Metcalfe County Middle School will utilize both a short and long-term In-school Suspension (ISS) setting as part of its disciplinary program. Any student participating in extra-curricular and/or co-curricular events that is assigned to multiple (more than one) days of ISS for any infraction will be ineligible for any practice or event for that organization or sport until the student is released by the ISS teacher. A student whose punishment carries over into the following week is ineligible for events during that weekend. All ISS assignments will be completed before the student is allowed to return to general population. Any student who misbehaves in ISS and is sent back to MCMS will automatically be suspended, and will complete original consequences before returning to general population.

***Lunch detention** – Students may be assigned lunch detention for misbehavior that occurs both outside and inside the cafeteria.



Metcalf County Board of Education

109 Sartin Drive • Edmonton, KY 42129 • Phone (270) 432-3171 • Fax (270) 432-3170

Josh Hurt
Superintendent

Dear Parent/Guardian,

Our most important function in Metcalfe County is to provide the safest learning environment possible for all of our students and school staff members.

Unfortunately, in recent years, Kentucky's P-12 schools have experienced an escalation of terroristic threats being made by students with intent to do harm to either other students or school staff members. Plainly stated, these are threats being made to shoot people or detonate bombs with lethal intent. In fact, between January 23 and April 30th of last school year (2018), Kentucky schools experienced (294) ~~terroristic threats that caused widespread fear throughout the school's community and resulted in total disruption to the educational process.~~ In many of those cases, school officials and law enforcement officials were forced to close schools to investigate the threats that had been made. In other cases, school attendance plummeted for days after the threat was made. Many school leaders have said that the emotional, instructional, and financial impacts of these acts are incalculable.

Terroristic Threatening in the second degree is defined in state law (KRS 508.078)

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

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

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

(For the complete text for KRS 508.078 please see the attached page.)

Such threats to our students and school staff are totally unacceptable and will not be tolerated. As a result, the purpose of this letter is to notify all parents and guardians that school district officials (in coordination with responding law enforcement agencies) will **pursue immediate legal charges for felony terroristic threatening in the second degree, to the absolute fullest extent of the law, against anyone who makes such threats, including students.** Moreover, we will advocate to our highest ability that the prosecution of these individuals be swift and their punishment be severe.

Our approach to eliminating terroristic threatening in our school and district is strong and unwavering, and as a result, it is imperative that you discuss this critically important matter with your student as soon as possible. School and law enforcement officials are determined to put a halt to these willful acts of terrorism being made toward our students. Please do your part to ensure that your student never becomes a party to such an offense by educating him/her on the seriousness of its consequences.

Together we can prevent this unnecessary, dangerous, and disruptive crime from victimizing our schools. I appreciate your partnership in keeping our school the safest place for your student to learn and grow.

If you have any questions or concerns, please contact your school principal at your convenience.

PLEASE CAREFULLY REVIEW DETAILS OF KRS 508.078 ON FOLLOWING PAGE

Definitions of Terroristic Threatening:

508.078 Terroristic threatening in the second degree.

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

(a) With respect to any scheduled, publicly advertised event open to the public, any place of worship, or any school function, threatens to commit any act likely to result in death or serious physical injury to any person at a scheduled, publicly advertised event open to the public, any person at a place of worship, or any student group, teacher, volunteer worker, or employee of a public or private elementary or secondary school, vocational school, or institution of postsecondary education, or to any other person reasonably

expected to lawfully be on school property or at a school-sanctioned activity, if the threat is related to their employment by a school, or work or attendance at school, or a school function. A threat directed at a person or persons at a scheduled, publicly advertised event open to the public, place of worship, or school does not need to identify a specific person or persons or school in order for a violation of this section to occur;

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

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

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

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

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

(3) A person is not guilty of commission of an offense under this section if he or she, innocently and believing the information to be true, communicates a threat made by another person to school personnel, a peace officer, a law enforcement agency, a public agency involved in emergency response, or a public safety answering point and identifies the person from whom the threat was communicated, if known.

(4) Except as provided in subsection (5) of this section, terroristic threatening in the second degree is a Class D felony.

(5) Terroristic threatening in the second degree is a Class C felony when, in addition to violating subsection (1) of this section, the person intentionally engages in substantial conduct required to prepare for or carry out the threatened act, including but not limited to gathering weapons, ammunition, body armor, vehicles, or materials required to manufacture a weapon of mass destruction.

Penalties

Violating a Class D felony (adult) 1-5 years imprisonment (KRS 532.020) and/or \$1,000-\$10,000 fine (KRS 532.020).

Violating a Class C felony (adult), 5-10 years imprisonment (KRS 532.020) and/or \$1,000-\$10,000 fine (KRS 532.020).

Violating a felony (juvenile) fine not to exceed \$500 (KRS 635.085), with fine assessed at the court's discretion in lieu of commitment to the Department of Juvenile Justice.

METCALFE COUNTY SCHOOLS

Josh Hurt, Superintendent
709 West Stockton Street
Edmonton, KY 42129



Phone: (270) 432-3171
Fax: (270) 751-0003
www.metcalfeschools.com

Traceable Communications App

Metcalfe County Schools will continue using Finalsite Chat during the 2026-27 school year as its traceable communication system for district employees and qualified school volunteers to communicate electronically with students enrolled in the district. Teachers will also use the app to communicate with parents.

To get started, **your current email address must be registered in Infinite Campus**, the district's student information system. You can check your email address by visiting our website, www.metcalfeschools.com, and clicking on the Infinite Campus Parent Portal link in the top right navigation bar.

If you prefer, you may **print your email address on the form below** and return it to your child's school.

Once your email address is correct in IC, download the Metcalfe County School District app from the Apple App Store or Google Play and follow these steps:

1. Click the gear in the top right-hand corner.
2. Click the "log in" button.
3. Enter your email address and click "next".
4. Click "forgot password".
5. Re-enter the same email address and click "send".
6. Check your email for the password reset link.

If you have reset your password and successfully signed in, you should see "Chats" along the bottom row of the app. This is where your two-way communication will take place.

Instructions, along with photo illustrations, are available on our website, www.metcalfeschools.com. We have also provided a consent form for parents who choose to allow communications with their child outside of the traceable system.

If you have any questions, please call our technology department at (270) 432-0600.

Student Name:	Parent/Guardian Name:
Student Grade:	Parent/Guardian Email:

METCALFE COUNTY SCHOOLS

Josh Hurt, Superintendent
709 West Stockton Street
Edmonton, KY 42129



Phone: (270) 432-3171
Fax: (270) 432-3170
www.metcalfeschools.com

CURRICULUM AND INSTRUCTION

08.2323 AP.11

Student/Parent Chromebook Agreement

There has been no exchange of consideration for the use of the computer. The computer remains the property of Metcalfe County School District.

Please print all information.

Student Name:

Last Name _____ First Name _____ Middle Initial _____ Grade _____ Teacher _____

Parent/Guardian Name:

Last Name _____ First Name _____ Middle Initial _____ Phone _____

Address: Street _____ City _____ Zip _____

Device Asset Tag Number: _____ Device Serial Number: _____

Chromebook Agreement:

- ☐ During the registration process, I read and accepted the Acceptable Use Policy for Technology.
- ☐ I HAVE read and accept all the terms of this Student/Parent Chromebook Agreement.
- ☐ I HAVE read and accept my school's behavior and discipline policy.
- ☐ I AGREE to allow my child to participate in digital instruction using this Chromebook.
- ☐ I ACCEPT the responsibility of my child's use of the Internet and its associated risks.
- ☐ I WILL have the fully charged Chromebook with my child each day he/she is in school.
- ☐ I WILL discuss appropriate Digital Citizenship topics with my child.
- ☐ I AGREE to return the Chromebook to my school upon request.
- ☐ I ACKNOWLEDGE that Chromebook use may be monitored and its location may be obtained.
- ☐ I ACKNOWLEDGE that failure to return the Chromebook will result in the charge of a replacement fee.
- ☐ I ACKNOWLEDGE the primary use of the Chromebook is to access instruction and produce assigned work.

Chromebook Agreement:

As a parent and/or student, I understand that my right to use and possess a district-owned Chromebook terminates the last calendar day of the student's enrollment in the Metcalfe County School District, unless terminated earlier by the school. I also understand that as a parent or student I will be responsible for any accidental or willful damage to the Chromebook or peripherals (such as a charger/ power adapter). If the assigned Chromebook is not returned when requested, Metcalfe County Public Schools will consider the Chromebook or peripherals stolen and a replacement fee may be required.

Parent/Guardian Signature Date

Student Signature Date

Metcalf County School District Student Acceptable Use Policy (AUP)

The Metcalf County School District ensures that all technology use aligns with applicable state and federal laws, including but not limited to the Family Educational Rights and Privacy Act (FERPA), the Children's Internet Protection Act (CIPA), and the Children's Online Privacy Protection Act (COPPA). These laws help protect student privacy, ensure appropriate use of internet resources, and establish safeguards against exposure to harmful online content.

To support student learning and collaboration, the Metcalf County School system provides access to Microsoft Office 365 and Google Workspace for Education which includes services such as Google Drive, Sheets, Docs, Slides, Sites, Forms, Calendar, Classroom, and Hangouts. These platforms enable students and staff to communicate and work together both within and beyond the school environment. Furthermore, the school system endorses the use of additional Google services such as Blogger, CS First, Google Play and YouTube for educational purposes. In accordance with KRS 365.734, parental consent is required to grant access to these services, as specified in this agreement.

The Metcalf County School District has made a significant investment in technology so that our students will have the opportunity to develop the skills necessary to excel in our modern world. With this investment in technology comes a great responsibility to provide our students with a positive structured learning environment that will foster creative learning and the skills necessary for our students to prepare for a post high school education or a successful career in the job market of their choice. Adherence to the following policy is necessary for the continued access to the school district's technological resources.

General Usage of Technology:

- I am aware that the computers are the property of the Metcalf County School District and any information stored on them, including email, is the property of the Metcalf County School District.
- I will use only the assigned logon accounts to access computers, network resources, email and internet.
- I will not view, use, or copy passwords or data, or access network resources to which I am not authorized.
- I am aware that the School Principal, Network Administrator, Chief Information Officer or Superintendent has the right to access information stored in any user directory, on any current screen, in electronic mail, or computer storage device. Network monitoring of random student monitor screens and/or directories is done to review progress and to ensure data security.
- I am aware that all internet web sites viewed and duration of time viewing such sites will be recorded.
- I will never distribute private information about others or myself.
- I will never knowingly download/upload inappropriate graphics or text from my workstation using the internet or email.
- I agree not to circumvent the school district's internet content filter or firewall services.
- I agree not to alter the setup of any school district computer or equipment by loading programs or services, or disabling approved programs and/or services, without the expressed permission of the Network Administrator, Chief Information Officer, School Principal and/or Superintendent.
- I will report any security risk or violations to a teacher, principal or network administrator.
- I will never access newsgroups, chat rooms, or similar services. All third-party email accounts are expressly prohibited.
- I will never destroy or damage data, networks, or other resources that do not belong to me.
- I will not infringe copyrights, such as using software without the appropriate licensing, or making or transmitting illegal copies of music, games or movies.
- I will never plagiarize from any source.
- I will always communicate in ways that are kind and respectful.
- I will report threatening or discomfoting materials to a teacher.
- I will never intentionally transmit or copy material that violates my school's code of conduct.
- I will never send spam, chain letters or other mass unsolicited mailings or telephonic messages, nor buy, sell, advertise or otherwise conduct business unless it is an approved school project.
- I am aware that there will be occasions when the internet will be used for a whole class presentation. This will only happen under the direction of a staff member and will be for educational purposes only.

- I acknowledge that computers and related technology is the property of the Metcalfe County Board of Education and any information stored on them is the property of the School District. I understand that I am financially responsible for any malicious damage or vandalism that I cause and such damage or vandalism is punishable according to local school, school district, and/or Kentucky Department of Education policies and procedures, as well as legal action.

By signing this document, you acknowledge and agree that your child's access to electronic resources provided by Metcalfe County Schools and the Kentucky Department of Education (KDE) is subject to the terms and conditions outlined in this agreement, as well as relevant District policies and procedures. Furthermore, all data associated with these resources is managed in accordance with District policy 08.2323 and its accompanying procedures.

Parent of Guardian Signature

Date

Student Signature

Date

Student Publication Consent Form

09.14 AP.251

At some time during the school year, school/District personnel or other district-authorized persons may video or photograph classroom activities or special projects in which your child participates during or after the school day for public awareness purposes. Under 09.14 AP.12, the District has designate student photographs as "directory information." Consistent with that annual notice, a photograph of an individual student may be released to others and/or reproduced in school yearbooks as long as the parent or adult student has not submitted written notice indication that they do not wish photographs of the student to be released. This covers permission for the District to record and use the recorded image, voice or work of the student (photographed, filmed, taped or digitally recorded) for public awareness purposes, including publication on the school and/or District's Web site. Please review this form carefully, sign and date the form, and submit the form to the school. Once signed and dated, this form shall remain in effect for your child's enrollment in the District's schools. However, at any time during the school year, you may amend this form only for future uses/preferences by notifying the Principal in writing of your request.

PLEASE CHECK ONE: ☐ I give consent ☐ I do not give consent

Parent Signature _____

Student Name _____

PERMISSION/AGREEMENT FORM FOR TECHNOLOGY ACCESS

Please sign, date, and return the form below to: Metcalfe County Middle School

X _____

Date: _____

The permission/agreement form below must be signed by the parent or legal guardian of minor students (under 18 years of age) and also by the student prior to the student being granted access to electronic media involving district or school technology resources. This document will be kept on file at the school during the school year indicated on this form. In order to cancel the agreement, the student's parent/guardian (or the student who is at least 18 years old) must provide the school administration with a written request.



Metcalf County Middle School

208 Randolph Street. Lot 1 | Edmonton, KY 42129 | 270-432-3359



Student Behavior Contract

Metcalf County Middle School offers many opportunities for students to attend special events that are fun, rewarding, and enhance the educational experience. Three of the special events are the BETA fall formal, BETA spring formal, and the reward class field trip. In order to maintain a safe environment for our students and staff at these three special events, only eligible students are allowed to participate. Any student who meets any of the criteria below will **NOT** be eligible to attend and forfeits their right to attend these events.

- Students that acquire **5 or more days of ISS** per semester
- Students that have been **suspended** at any point during the school year
- Students that acquire **10 or more unexcused absences**
- Students **failing 2 or more core classes**

It is the goal of Metcalf County Middle School staff that all students are eligible to attend all opportunities to enhance their middle school experience. Teachers and administration will remind students that their behavior has consequences and will work with students to help them set personal goals to maintain a Safe, Respectful, and Responsible school environment.

As a student of Metcalf County Middle School, I, _____, acknowledge that I have read and fully understand the criteria established to be eligible to attend BETA fall and spring formals and any reward class field trip. I understand that if I meet any of the conditions listed above that I will **NOT** be eligible to attend these school events. This is a SBDM approved policy.

Student Signature

Date

As a parent of a student of Metcalf County Middle School, I, _____, acknowledge that I have read and fully understand the criteria established for my child to be eligible to attend BETA fall and spring formals and any reward class field trip. I understand that if my child meets any of the conditions listed above that he/she will **NOT** be eligible to attend these school events. This is a SBDM approved policy.

Parent Signature

Date

Per our local board policies—

School-Related and Instructional Student Trips

The Board encourages school related, educational field trips, including trips taken by student groups representing the school. Such trips are to be an extension of regular classroom work and an integral part of the educational program. In order for students to be counted present during school related trips during the school day, the activity must be cocurricular or instructional. Recreational trips shall not be taken by classes/clubs on school days. The Board/Superintendent shall approve all overnight and out-of-state school related trips. The Superintendent or the Superintendent's designee shall approve all other school-related trips and shall regularly inform the Board of all such approval. A certified or classified staff member must accompany students on all school-endorsed trips, except that a nonfaculty coach or nonfaculty assistant may accompany students on athletic trips as provided in statute. Persons designated to accompany students shall be at least twenty-one (21) years old. **EMPLOYEE CONDUCT** Page 30 of 41 All trips shall comply with the chaperone requirement as follows: Grade Level # of Students # of Chaperones 8-12 25 1 6-8 15 1 3-5 12 1 PreK - 2 10 1 All Overnight Trips 10 1 Board insured vehicles or appropriately certified common carriers shall be the primary method for transporting students. Use of certified common carrier service shall be authorized by the Board on a case by case basis, and the reasons to justify such use shall be cited in Board minutes. All expenses for recreational trips shall be the responsibility of the student. Bus and driver expenses for educational field trips and trips taken by student groups representing the school shall be paid from the per pupil money allocated to the schools by the Board. Students may ride to and/or from field trips and school activities in a vehicle with their parent or legal guardian (under certain conditions/restrictions may apply per board policy 09.36). Students may be released only to his/her parent/legal guardian or other adult who has been designated in writing by the parent/legal guardian on a district approved release form prior to the trip. With signed parent permission, students may ride in vehicles with school employees to/from events given said employee has produced evidence of adequate insurance coverage. This policy may be restricted by Principals, coaches, or sponsors, for specified activities at their discretion. All instances shall be in accordance with requirements set out in policy. Administration of medication to students during field trips shall comply with applicable law, regulation and medication administration training developed by the Kentucky Department of Education. Parents are to be informed of the nature of the trip, the approximate departure and return times, means of transportation, and any other relevant information. Parents must give written approval for students to participate in school sponsored trips.

Drivers of school vehicles and operation of District-owned passenger vehicles transporting students shall be in compliance with requirements specified in applicable statutes and administrative regulations. Board Policy 09.36

SCHOOL-PARENT COMPACT

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

SCHOOL RESPONSIBILITIES

Metcalfe County Middle School will:

1. Provide high-quality curriculum and instruction in an effective, supportive, and safe learning environment that enables the students to meet Kentucky's academic standards.
2. Make available on a regular basis information on our programs and the content students will learn each year.
3. Assign homework in accordance with our homework policy.
4. Specifically, we will provide formal reports every 9 weeks to any parent requesting a paper copy. The request must be requested by letter or email. All report cards will be on Infinite Campus for parents to access at any time.
5. Hold parent-teacher conferences during which this compact will be discussed as it relates to the individual student's achievement. Opportunities (where appropriate) will be provided for the student to participate actively in sharing information on his or her progress with his or her parents during these conferences.
6. Provide parents reasonable access to staff. The email addresses and telephone extensions of their child's teachers will be provided to parents to promote communication. Staff will always be available to parents by appointment for face-to-face conferences.
7. School policies such as this one will be made readily available to parents.
8. Provide a variety of opportunities for parents and family involvement in school activities including but not limited to:
 - Observing their child's classroom activities.
 - Tutoring.
 - Assisting with classroom activities that require more than one adult.
 - Preparing materials, mailings, refreshments, and other items needed for family and community involvement.
 - Serving on one of our decision-making committees.
 - Volunteering along with other concerned members of our community in other areas as needed.
 - Assisting at Parent/Teacher nights.
 - Supervising events, field trips, etc.
9. Ensure that all adult volunteers working in our school and with our students are subject to board policy and state law regarding criminal record checks, as applicable.

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

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

PARENT RESPONSIBILITIES

Parents are asked to:

1. Monitor attendance.
2. Become familiar with and support the school and individual classrooms' homework policies and show interest with questions about and comments on the schoolwork their children bring home.
3. Make sure homework is completed.
4. Assist their child with time management.
5. Participate, as appropriate, in decisions relating to their child's education.

6. Stay in close communication with teachers and the school about their child's education by promptly reading all notices and surveys from the school or the school district and responding if necessary.
7. To the extent possible, volunteer, serve on the school council or a committee, attend School-Based Decision-Making Council meetings, and comment on draft policies and plans as they are made available.
8. Connect with Infinite Campus Parent Portal to access grades.
9. Be aware of NTI/Virtual school requirements and ensure that all tests and work is completed by your child without the aid of others.

STUDENT RESPONSIBILITIES

With support from parents, students are asked to:

Intermediate

1. Attend school as regularly as possible.
2. Follow the school and classroom behavior standards.
3. Bring necessary learning materials to school and to class.
4. Complete and turn in all assigned coursework.
5. Give parents or the adult who is responsible for them, all notices and information received from the school.
6. Take responsibility for their own individual learning and progress.

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

Please sign and return this form to comply with the responsibilities of this compact.

Student Signature _____

Printed Student Name _____

Grade _____ **Date** _____

Parent Signature _____

Printed Parent Name _____