

2026-2027
Warren East Middle School
Student Handbook



The Warren East Student Handbook aims to provide expectations and procedures to inform and enhance the instructional programs of the school as well as provide for the efficient operation of WEMS. **If temporary or permanent changes to any policy is required by district or government mandate, WEMS will comply to the fullest extent possible.** If any policy is not in compliance with school district, state, or federal policy, the higher authority supersedes these policies.

Under the Kentucky guidelines for School Based Decision Making Councils, schools have authority to establish additional policies within the framework of Board-established rules and regulations.

PRINCIPAL MESSAGE

On behalf of Warren East Middle School, I would like to welcome you to our school. Our faculty and staff work diligently to help every student be supported and successful academically, athletically, socially, and emotionally while growing into young adults and tomorrow's leaders. WEMS and the entire faculty and staff are dedicated to your child's education and every decision we make as a school has the singular focus of- 'What is best for students?'

Our student handbook has been prepared and adopted by the Warren East Middle School SBDM and the Warren County Board of Education in an effort to inform students, parents, school faculty and staff, and the school community of the policies relating to students that attend Warren East Middle School. This student handbook has been provided through our Youth Service Center and Title 1 program to communicate to you the high expectations we have for all Warren East Middle School students. It is important that you take the time to read and become familiar with its contents. The handbook is designed to better acquaint you with the procedures, policies and academic expectations here at Warren East Middle School.

Under the Kentucky guidelines for School Based Decision Making Councils, schools have authority to establish additional policies within the framework of Board-established rules and regulations. The WEMS student handbook is intended to address matters as they pertain to Warren East Middle School under ordinary operating circumstances. Please know that certain provisions of the Handbook are subject to modification based on any changes in operations which could occur for the 2026-2027 school year.

It will be the responsibility of each parent/guardian to become familiar with the policies listed herein. We ask for your support and cooperation with the following policies.

Warren East Middle School is a phenomenal school to be a part of, and we pride ourselves on having school spirit and being one team. Each student will have opportunities to lead and be involved in a variety of activities at Warren East Middle School. As a Warren East Raider you will be expected to come to school demonstrating what it means to be a RAIDER. WEMS Raiders are Respectful, Accepting of others, are Inclusive, Determined, Empathetic, and are always Responsible. We would also encourage each parent/guardian to play an active part in your child's education, placing a high priority on academic achievement, attendance, and appropriate behavior as we work to be a team inside and outside of the classroom.

Sincerely,

Jonathan Vaughn
WEMS Principal

2026-2027 WEMS Faculty and Staff

<p style="text-align: center;">Administrative Staff</p> <p>Jonathan Vaughn - Principal Mike Hoots - Assistant Principal Carla Scott - Dean of Students</p> <p style="text-align: center;">Guidance Counseling Staff</p> <p>Michelle Harris - School Counselor Lindsey Young - Mental Health Counselor Megan Allen - Guidance Secretary</p> <p style="text-align: center;">Instructional Programs</p> <p>Chris Cline - Curriculum Coordinator Lee Ann Shearon - Librarian Marnie Beckham - Gifted & Talented / Intervention</p> <p style="text-align: center;">Social Studies</p> <p>Anna Caldwell Jeffrey Jessup Jason Hunt</p> <p style="text-align: center;">English - Language Arts</p> <p>Sara Alexander Riley Prichard Keri Keeler Ethan Williams Lauren Miller</p> <p style="text-align: center;">Supportive Education</p> <p>Sara Bartley Mindy Johnson Sandra Light Melissa Wilson Matthew Jarboe - EBD Haley Lindsey - MSD Shollanda Tallent - English, Second Language</p> <p style="text-align: center;">Instructional Support Staff</p> <p>Michael Hopkins Brittany Johnson Christy McAllister Caitlin Martin Zach Segur Jason Tunks</p>	<p style="text-align: center;">Front Office Staff</p> <p>Emily McAllister - Receptionist Sandy Birk - Attendance Secretary Tammie Fields - Bookkeeper Lauren Henderson - Truancy Diversion</p> <p style="text-align: center;">School Resource Officer</p> <p>Deputy Sheriff Brett Kreilein - WCSO</p> <p style="text-align: center;">Cafeteria</p> <p>Tabetha Dukes, Manager</p> <p style="text-align: center;">Youth Service Center</p> <p>Dashia Shanklin</p> <p style="text-align: center;">Math</p> <p>Amber Byrns Randal Parmley Lynne Rockrohr Audrey Taylor</p> <p style="text-align: center;">Science</p> <p>Robert Castleberry Scott Walters Hayden Miller</p> <p style="text-align: center;"><u>Related, Visual, & Performing Arts</u></p> <p>Vetria Anthony - JAG Morgan Conwell - Art Randa Bohroquez - Family Consumer Science Sarah McAuliffe - Choir Dakota Compton - Strings Cedrick Leavell - Band Aaron Armstrong - PE</p>
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Athletic Coaches & Club Sponsors

Jason Esters - Warren East Athletic Director
Jason Tunks - WEMS Assistant Athletic Director
Amber Byrns - WEMS Event Manager

***WEHS Team**

Archery – Stephen Eply Baseball – Bobby Green Basketball, Boys – Micah Spatt Basketball, Girls – Dashia Shanklin Cheerleading – Ashley Cummings Cross Country* – Tyler Kelley Football – Jason Tunks	Golf - Justin Spears Soccer, Boys* – Todd Carver Soccer, Girls* – Sarah Coulter Softball* – Jennifer Brooks Tennis* – (Vacant) Track & Field* – Cainan Daniels Volleyball – Randa Bohorquez
Academic Team – Ag Club - Art Club - Morgan Conwell Beta Club – Melissa Wilson Chess Club - Choir – Sara McAulliffe FCA – FCCLA – Randa Bohroquez	International Club – JAG - Vetria Anthony KYA – Jason Hunt Lighthouse Leadership - Mike Hoots and Carla Scott Robotics - Marnie Beckham STLP – Lee Ann Shearon Yearbook – Lee Ann Shearon

WEMS Expectations

Warren East Middle School seeks to serve by growing conscientious citizens who contribute to the good of our community and world. We are committed to fostering an effective learning environment, and thus seek to engage administrators, faculty, staff, parents, and students in developing an educational setting that promotes these core character traits.

WEMS PBIS Expectations Matrix							
Expectations	School-wide	Hallways	Cafeteria	Assemblies	Restrooms	Bus	Off-Campus Experiences
R espectful	Show respect Use kind words & actions Be thoughtful	Only touch your belongings Keep hands and feet to self	Eat your own food Keep your food on your plate Keep your voice at a level 2 or lower Use your manners	Listen & pay attention Actively participate Keep hands and feet to self	Clean up after yourself Be respectful of others privacy	Use kind words and actions Use your manners Respond appropriately to the driver	Listen & pay attention Actively participate Keep hands and feet to self Use kind words and actions Use your manners Only touch your belongings
A ccountable	Take responsibility for actions	Keep up with your belongings	Keep up with your belongings Stay seated	Keep up with your belongings	Use the restroom for intended purposes only	Keep up with your belongings Follow drivers expectations	Keep up with your belongings Let an adult know where you are at all times
I nclusive	Include others Invite others to join Make others feel valued Synergize Think Win-Win	Make room for others	Give others space in line Wait patiently for your turn Invite others to sit at your table	Make room for others to sit	Give others space Wait patiently for your turn	Make room for others to sit Invite someone to sit with you	Make room for others Wait patiently for your turn Invite others to join you Wait patiently for your turn
D etermined	Stay	Walk	Eat then	Be ready to	Return	Be ready	Be prepared

	focused Work despite adversity Begin with the end in mind Keep a positive attitude	quickly to your destination	socialize Be ready to leave the cafeteria when your lunch is over	enter and exit promptly	quickly to class	to enter and exit the bus promptly	with all the items you need Be ready to enter and exit promptly Keep a positive attitude
E mpathetic	Imagine how someone else feels Be kind Have compassion Seek first to understand	Stay in line and be patient with and polite to others as they pass in the hall	Help others if they something Be Kind Use appropriate language	Use appropriate volume and language Be present and attentive	Give others privacy Use appropriate language	Use appropriate volume and language	Help others Use appropriate volume and language Be present and attentive
R esponsible	Do what you are supposed to do Be proactive Put first things first	Walk safely with eyes facing front	Clean up after yourself	Walk up and down the bleacher stairs safely	Clean up after myself	Stay a safe distance from the bus when entering and exiting	Clean up after yourself Make safe choices Know your emergency contact information

Visitors

All visitors must report to the receptionist and present a government-issued I.D. to be scanned. No former students or outsiders are allowed to come into the building unless they have permission from the principal in the form of a visitor's pass. Passes must be worn on the upper body and highly visible. This registration is absolutely essential for visitors so that the school will be able to identify persons who have authorization to be on campus. Students from other schools are prohibited from spending the day with our students.

WEMS Expectations

Deliveries to Students / Outside Food and Drinks

State Law mandates that there is to be no competing outside food with the cafeteria. Due to the change in state laws regarding food and nutrition, students are not allowed to have any outside fast food items delivered to them to eat in the cafeteria. Food brought before 7:25 with a student is allowed. After 7:25, any food brought to a student will be held at the front office until the next class change and the student will be required to eat their food in the front office or in the lobby. Items delivered by a delivery service will not be allowed inside of school.

Any drink in a glass bottle is not allowed and any energy drink is not allowed on campus at any time. Energy Drinks, Coffee, and Soft Drinks are **NOT** allowed.

Also, items such as balloons and flowers will **not** be delivered to students during the school day. All items will be held in the office and will be delivered to the student at the end of the school day.

It is important to note Warren County Transportation regulations do not permit glass vases or balloons on a bus. Students will need to make other arrangements for getting these type items home.

Glass Items, Lost and Found, & Valuables at School

Lost articles are often turned into the Youth Service Center. If you should lose an item (or find a lost item), contact the Youth Service Center. We encourage all students and visitors to leave valuable items at home. **Students bring valuables, phones, and any devices at their own risk. The school and staff are not responsible for locating or replacing lost or stolen property and will not pursue an investigation of any missing items.**

Anything in a glass bottle or container must be left at home due to safety reasons. This includes drinks, perfumes and colognes, and any other glass item. The school is not responsible for the repair, or replacement of broken item(s).

Hall Passes

Students may be excused from the classrooms during class with a hall pass issued by their teacher. Hall passes will be issued **AFTER the first 10 minutes of class and BEFORE the last 10 minutes of class.**

Attendance Information & Procedures

Any exceptions to the school attendance policies and procedures are at the discretion of the school's administration.

KENTUCKY COMPULSORY ATTENDANCE LAWS

Except as provided in KRS 159.030, each parent, guardian, or other person residing in the state and having custody or charge of any child between the ages of six (6) and eighteen (18) shall send the child to a regular public day school for the full term that the public school of the district in which the child resides is in session, or the public school that the board of education of the district makes provision for the child to attend. Any parent or guardian who elects to send a child five (5) years of age to school shall keep the child in regular attendance. Every child actually residing in this state is subject to the laws relating to compulsory attendance, and neither he nor the person in charge of him shall be excused from the operation of those laws or the penalties under them on the ground that the child's residence is seasonal or that his parent is a resident of another state.

Attendance-At-A-Glance

	Limits	Notes	
Excused Absences	7 excused absences maximum per year	Note Within 5 Days of Returning	Student Name Absence Date Reason for Absence
Doctor-Excused Absence	No Limit	Note Within 5 Days of Returning	Student Name Absence Date Reason for Absence
Unexcused Absences	Students are in violation of the WEMS attendance policy if they accumulate nine (9) or more unexcused absences for the year, nine (9) or more tardies for the semester, or have been suspended from school. Students who are in violation of the attendance policy will lose the privilege to go on field trips, participate in non-KHSAA activities, or to attend prom.		
Tardies to School	The limit is two (2). Any student who is tardy to school without valid excuse on three (3) or more days, is a truant.		
Tardies during School	Handled according to School Discipline Policy		

Excused Absences

Warren County Schools and Warren East Middle School expect all students to attend class, on time, every day that school is in session.

All written absence excuses must be received within five (5) school days of a student's return to school. If notes are not received within five school days, the absence(s) will be UNEXCUSED, and teachers will not be required to assign make-up work. **If a child's absence is unexcused, all assignments for that day may receive a "zero" and may not be allowed to be made up.** Upon returning from an absence, students should take their note to the attendance office. The front office staff are not allowed to make exceptions to the rules.

When a student must be absent from school, it is the responsibility of the parent/guardian to call the school where the child is enrolled on the date of the absence to inform the school of the reason for the absence. The parent/guardian must send a written excuse or doctor's note with the student when he or she returns to school. If a note is not received by the school, the absence will be counted as unexcused. Up to 5 days of valid absences for which parents/guardians have sent written excuses giving valid reasons for the absence will be excused. Invalid absences will be considered unexcused. Seven parent notes will be excused for valid reasons (see below). Parent notes submitted for invalid reasons will be considered unexcused.

Allowed Excused Absences

<ul style="list-style-type: none"> ▪ Illness with Doctor or Parent Note ▪ Death in the Family ▪ Medical Appointment ▪ Student sent home from school sick ▪ Military leave, deployment, or training 	<ul style="list-style-type: none"> ▪ Religious Holidays ▪ Court Appointment ▪ Driver's license test or examination (1/2 day-2 times) ▪ Other circumstances as approved by principal
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Parent Notes

When a student returns from an absence, a parent note that includes the student's name, the absence date, and the reason for the absence is required for the absence to be excused. A maximum of **five (5)** parent/guardian notes are allowed per year. A parent/guardian note is only valid for one day of absence/tardy. A doctor's note will cover a health event of consecutive days. Once a student uses all their parent notes for the year, only a third party note, document, or other information requested by the school may result in an

excuse of the absence or tardy. Otherwise, all absences and tardies after the five (5) excused notes will be unexcused.

Partial absent days will be added for an accumulation of whole-day absences for truancy purposes.

If a parent checks a student out, it is suggested the parent write the note upon signing the student out. This will help in making sure all absences are covered with an excuse.

Doctor Notes

A valid doctor or dentist note will also excuse an absence for health or dental issues. Students with medical appointments during the school day will be given an unexcused absence until a statement is brought from the doctor. All absences due to illness will require a doctor's statement for the absence to be counted as excused. Written statements must be received within five days of a student's return to school to be counted as excused. Excuses brought in after the week period will remain unexcused.

Any absence event due to medical reasons **in excess of seven (7)** will require the presentation of the Warren County Schools Medical Excuse Form before the absence will be excused. The form will be available at all schools, central office, and some medical facilities upon parent request.

Students Getting Sick at School

1. Your child should notify his/her teacher and ask permission to call their guardian. Teachers cannot make the decision as to whether or not a student is ill enough to go home. This is a parent decision.
2. If it is determined the child will leave school due to illness, the child will be dismissed out of class once the parent/guardian or other person listed on the **EMERGENCY CARD** arrives to get your child.
3. Your child must be signed out through the attendance office.
4. A note is still required.

School personnel are NOT permitted to dispense any medicine (including pain relievers) without a doctor's note. Parents/guardians must register medications with the office to be dispensed to students.

Checking a Student Out

It is critical for student safety and for checking students out early for families to return a fully updated Emergency Card each school year as well as fully update their information in Infinite Campus.

Parents/guardians wanting to pick up students during the school day should go to the attendance office and follow all required check-out procedures. The school is responsible for the safety of each student. Parents (or any other adult picking up a student) must provide a physical copy of their driver's license before students can be released AND must be listed on the **DISMISSAL & EMERGENCY CARD** which is maintained by the school. It is the parent's/guardian's responsibility to make sure the DISMISSAL & EMERGENCY CARD information is current.

Following the steps below can save time for parents, students, and staff members:

1. If a student needs to leave for an appointment during the school day, s/he should take the note to the front office upon arrival at school.
2. The front office will call to verify permission from the parent.
3. The attendance office will phone the teacher to dismiss the student once the parent/guardian arrives at the front office window.
4. The student is to report to the front office to officially sign out.
5. Students will need to bring in any excuse notes from doctor, dentist, court, etc. within **five (5) days** to have the absence excused.
6. When the parent/guardian signs the student out, a written excuse may still be required to excuse the absence.

Truancy

Defined: Any student who has attained the age of six (6) years but has not reached his or her eighteenth birthday, who has been absent from school without valid excuse for three (3) days, or tardy on three (3) days, is a truant. Any student enrolled in a public school who has attained the age of eighteen (18) years, but has not reached his or her twenty-first birthday, who has been absent from school without valid excuse for three (3) or more days, or tardy without valid excuse on three (3) or more days, is a truant. Any student who has been reported as a truant two (2) or more times is an habitual truant. A tardy is defined as missing no more than 35% of the regularly scheduled school day. A tardy can occur in either the morning or afternoon.

Truancy Process – All Grade Levels

STEP 1	Upon the six (6) unexcused absence and/or tardy, the principal/designee will contact the parent/guardian in writing concerning the student's absences.
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STEP 2	Upon the fourteen (14) unexcused absence and/or tardy, the district's Delinquency Prevention Services Worker will be notified and will make contact in an attempt to avoid any court action.
STEP 3	When the fifteen (15) unexcused event occurs, court action may be pursued.

Attendance/Tardies Impact on Prom, Trips, etc.

Students who wish to attend a school function after school hours or any dance must have a full attendance day on the last school day prior to the function or dance. Any student who is not counted as being in full attendance on the last school day prior to the function or dance will be denied admittance to the prom unless a valid, verifiable note from a doctor or court is presented to the attendance clerk or administrator prior to the end of school the day prior to the function/dance. Parent notes will not be accepted in this particular instance for those students who want to attend prom.

Students who violate the WEMS attendance policy may be required to forfeit after school activities and dances. Students are in violation of the WEMS attendance policy if they accumulate nine (9) or more unexcused absences for the year and/or eight (8) or more tardies to school for the semester, and/or have been suspended from school prior to a school dance. **Students who are in violation of the attendance policy will lose the privilege to go on field trips, participate in non-KHSAA activities, or to attend after-school activities and dances. Any changes in this policy is at the discretion of WEMS administration.**

Tardy to School and Class

Students are considered tardy to class if they are not inside the classroom when the bell rings. When a student is tardy, the teacher will mark the tardy in Infinite Campus. Follow WEMS behavior Matrix.

**Tardy offenses will reset after each quarter.*

Making Up Missed Assignments Due to Absences

It is the responsibility of each student who misses school to acquire his/her missed assignments from the teachers. This should be done upon the student's return to school, even if the missed classes are not meeting that day. If the student misses two or more consecutive days, the parent may call the counseling office or check Google Classroom for the student's homework and/or assignments. Due dates will be determined by the teacher. When a student knows of an exam before an absence, s/he should be prepared to take the exam upon returning to school.

2026-2027 WEMS Student Dress Code

The purpose of this dress code at WEMS is to create a safe and positive learning environment for all students. This dress code is in compliance with the Warren County Board of Education's dress code. Students need to be dressed comfortably but appropriately. Their bodies should be appropriately covered from armpit to armpit, from just below the neck to mid-thigh and through a full range of motion (standing, sitting, bending, raising arms, etc). Clothing should fit appropriately. The WEMS administration has full discretion to decide what is or is not appropriate to wear at WEMS.

Administration may modify dress code on pre-announced days.

1. Dress and appearance that distracts from the proper decorum and smooth operation of the school and attainment of the educational goals of the community will not be permitted
2. No costumes or distracting apparel are allowed unless on pre-announced days by administration.
3. Shorts, dresses, and skirts (as well as holes or slits in the garment) must be no higher than mid-thigh above the kneecap while standing.
4. All shirts/dresses must have shoulder straps over the shoulder wider than spaghetti straps and cover the chest and back from top of armpit to top of armpit.
5. The following is a non-exhaustive list of items that are inappropriate for school and not allowed:
 - a. Spaghetti straps, halter tops, cut-out shirts, tube tops, strapless tops, strapless dresses, racer back tops, shirts that expose the midriff, back, or cleavage
 - b. Exposed undergarments, sagging pants or shorts
 - c. Sleepwear, house shoes or slippers, undergarments worn as outer garments
 - d. Chains or jewelry that may endanger students or staff
 - e. Any item that advertises or identifies (directly or indirectly) the use of drugs, tobacco, or alcohol; obscene or suggestive language or language that promotes lewd, dangerous behavior, confederate or gang paraphernalia or promotion of hate speech
 - f. Sunglasses, Costumes, Blankets.
 - g. Headgear such as hoods, hats, caps, visors, sunglasses, bandannas, etc. may not be worn unless necessary for health or safety purposes or cultural/religious requirements. Wearing of headgear requires pre-approval from administration. Hooded sweatshirts shall be kept off the head with the hood lying flat on the back.
 - h. Spiked jewelry of any kind and any distracting or inappropriate jewelry is prohibited due to safety concerns.

Repeat offenders of the school dress code will be subject to the following disciplinary action:

1st offense: Warning and the infraction will be corrected

2nd offense: Final warning, Parent contact, and the infraction will be corrected

3rd offense: ISS for repeated defiance and the infraction will be corrected

4th offense+: Repeated non-compliance will result in more severe consequences.

ACADEMICS

Guidance Counseling

Contact the guidance office if you need help with:

- Solving problems that you might encounter at school
- Thinking about the future
- Dealing with personal problems

Final Exams

Every class at Warren East is expected to conclude each semester with a summative assessment to test the students' overall knowledge of the content. Major projects or nontraditional events will need administration approval.

Exam Make-ups

There will be a make-up exam session upon return from the winter break and again at the beginning of summer break. Students who miss an exam for an excused absence will be allowed to take the exam(s) on the make-up date. The student is required to provide an excuse upon arriving for the make-up test session.

Before & After School Tutorial Program

The Extended School Services Program (ESS) may be available for students who need extra help with coursework during the school year. ESS sessions may be scheduled to attend after school. Students not meeting benchmarks may also be assigned to tutoring after school. Announcements will be made regarding sign-ups.

Infinite Campus

Warren East parents and students have access to an on-line grade and attendance program, called Infinite Campus. A parent or guardian may pick up instructions and a PIN (personal identification number) from the counseling office to log onto the program from home. The web address is:

<https://infinitecampus.warren.kyschools.us/campus/portal/warren.jsp?status=portalLogoff>

[&lang=en](#). The program shows the grades students have earned on assignments and exams, as well as attendance information. **Parents are highly encouraged to update student and family information regularly as the information changes.**

AI Statement:

Warren East Middle School students may use AI programs e.g. ChatGPT to help generate ideas and brainstorm. However, students should note that the material generated by these programs may be inaccurate, incomplete, or otherwise problematic. Students should also be aware that use may stifle independent thinking and creativity.

Students may not submit any work generated by an AI program as your own. If students include material generated by an AI program, it should be cited like any other reference material (with due consideration for the quality of the reference, which may be poor). Any plagiarism or other form of cheating will be dealt with according to school discipline and class syllabus.

Cheating Policy

The faculty and staff of Warren East believe that integrity and honesty are essential in all student assignments. Teachers have developed their own cheating policies to meet the particular needs of their classroom and those criteria will be documented in the individual class syllabus. Individual policies often result in zeros being given for cheating.

Any of the following should be considered examples of cheating:

<ul style="list-style-type: none">● Copying assignments● Collaboration on test answers● Use of hidden notes	<ul style="list-style-type: none">● Plagiarism● Theft of academic materials● Using electronic devices to text answers
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The following disciplinary responses are possible for academic dishonesty at WEMS:

<ul style="list-style-type: none">● No credit for assignment● Telephone conference with parent by teacher● Referral to and conference with a principal● Assignment to ISS	<ul style="list-style-type: none">● Assignment to ASP● Ineligibility for faculty awards, honors, and positions of leadership in school organizations● Out of school suspension and/or ASP for up to 10 days
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Teacher Interventions

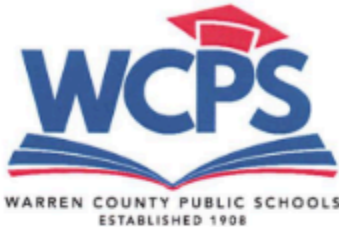
Each teacher will work with all students to help them succeed. They will use student/teacher conferences, phone calls, e-mails, letters home, and behavior contracts prior to referring them to the Administration. Parent/teacher conferences will also be used to help students stay focused on learning. Students will be held accountable for their work and behavior, in order to achieve their highest potential.

Withdrawing From a Class

We have high expectations for every student and exhaust every means to make every student successful. Only in extreme circumstances will the administration consider an alternative placement of a student. It will always be discussed with all involved parties before a decision is made to change a student's schedule. The decision should be in the best interest of the student.

The period is within the first five days for a year-long class and the first three days of the given semester for a semester-long class. Previously earned grades for the ped course will remain on the student's transcript. If the ped course is an Advanced Placement course, the previously earned grades will **NOT** be weighted.

Teacher Certification Notification



303 Lovers Lane • P O Box 51810
Bowling Green, KY 42103
Phone: 270-781-5150 • Fax: 270-781-2392
www.warren.kyschools.org

Rob Clayton, Superintendent

Dear Parent or Guardian:

The educators in Warren County Public Schools are committed to providing a quality instructional program for your child. This letter is just one of the ways of keeping you informed of the educational commitment of our schools and our district.

Our district receives federal funds as a part of the Every Student Succeeds Act (ESSA). Under ESSA, you have the right to request information regarding the professional qualifications of your child's teacher(s). If you request this information, the district will provide you the following information about whether the teacher:

- Has met state qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction;
- Is teaching under emergency or other provisional status through which state qualification or licensing criteria have been waived;
- Is teaching in the field of discipline of the certification of the teacher; and
- Whether the child is provided services by paraprofessionals and, if so, their qualifications.

If you would like to request this information, please contact Jeanie Hopkins by phone at 270-781-5150 or by email at jeanie.hopkins@warren.kyschools.us. Please include your child's name, the name of the school your child attends, the names of your child's teacher(s) and an address or email address where the information may be sent. Thank you for your interest and involvement in your child's education.

Sincerely,

Rob Clayton
Superintendent

Field Trip Attendance

Per WEMS Site Base Decision Making Council Policy 15-B:

Field Trips Defined: A field trip is defined as any activity sponsored by a class, content area, club, or grade level which takes place during school hours and lasts longer than one class period. These activities may be in school or out of school and/or extend past school hours. This policy does not include any competition involved in a KHSAA sanctioned sport or Jobs for America's Graduates (JAG).

15-B Student Field Trip Eligibility: Attending a field trip is a privilege. This means it is the responsibility of the student to make sure he or she is eligible to attend. Student eligibility to attend field trips will be based on grades, discipline, and attendance. Eligibility checks will be performed *five school days* prior to the field trip and the results are final at the end of that day. Warren East Middle School is not responsible for any cost incurred by a student if he or she is ruled ineligible to attend the field trip.

15-B Academic Standing for Field Trips: Student field trip eligibility is checked 5 days prior to the trip and is based on whether or not the student is passing their current classes for the **semester**. If a student is passing for the year but failing for the quarter, the child's teacher has the discretion to withhold the student from going and should communicate with the sponsoring teacher. During the first 10 school days of a new quarter, eligibility will be based on the previous quarter's grades. Students who are failing any class may not attend a field trip. Any exceptions are at the principal's discretion.

For in-school activities, it is the classroom teacher's discretion whether a student may attend during their class if they are failing that class. Grade checks for these events will be conducted 5 days prior and only for the classes students would be missing. In the case of field trips that are co-curricular team competitions, students who are members of a competing team may be failing **no more than one class** and still be eligible to attend.

15-B Discipline Requirements for Field Trips: Students who have been suspended or assigned ASP and/or have been assigned three (3) full days of ISS forfeit the privilege of participating in any field trips for the remainder of the quarter and the following quarter. Any exceptions to allow or prevent a student from going on trips are at the principal's discretion.

15-B Attendance Requirements for Field Trips: Students who are truant will be ineligible for any field trip. Administration will enforce attendance requirements for field trips.

Off-Limits Areas

Stage

- Students are not allowed in this area unless under the direct supervision of a teacher.

Faculty Lounge or Teachers' Workroom

- Teacher-aides are the only students allowed in these areas as they are working on behalf of their teacher. All other students are not allowed in these rooms.

Faculty/Office Restrooms

- Student restrooms are located throughout the building. Students may not at any time use the restrooms in the office or those in the building that are marked for faculty or staff.

Hallways and Student Restrooms

- Students are only allowed in the hallways or restrooms during class time when they have a hall pass from their teacher.

Off Campus

- Students may not leave the building before, during, and after school or exit a school bus to go to the gas stations, restaurants, or other properties near the school campus. Once a student steps off a bus or walks into the building, s/he is not allowed to leave.

Parking Lots/Outside of the Building

- No students are to be outside of the school building during the school day unless one of the following exists:
 1. The student has obtained permission from an administrator.
 2. The student has checked out through the front office.
 3. The student is under the direct supervision of a faculty member.

Service Areas

- Mechanical rooms, custodial closets, storage rooms, etc. are off-limits unless accompanied by school staff.

Students found in any of these areas will face consequences depending on the offenses and whether it is a repeat violation. Students could face punishment from detention to ISS.

Electronic Device & Technology Policy

SBDM Approved July 11, 2025

**** This policy applies to cell phones, smart watches, gaming devices, and other non-essentials.****

INTRODUCTION

Kentucky House Bill 208 requires local boards of education to adopt a policy to, at a minimum, prohibit student use of a personal telecommunications device during the school day with specific exceptions; amend KRS 156.675 to include social media in prohibited material to be made inaccessible through school technology and provide the scope of social media to be prohibited.

This policy pertains to all electronic devices such as cell phones, smart watches, gaming devices, laser pointers, and any non-essentials that can be placed in this category at the discretion of the school administration.

Based on this new legislation smart watches will be treated the same as cell phones. **Smart watches are not allowed during the school day and should be turned off and placed in a student's backpack just like a student's cell phone.**

You can only use a school issued Chromebook for instruction and all school policies and rules must be followed.

THE POLICY: POWER OFF & AWAY

- When students enter the building at 7:00 am, unapproved devices should be **POWERED OFF** (Devices should NOT be placed on *silent mode or do not disturb.*) and **PUT AWAY** in a backpack, completely out of sight until afternoon dismissal. Devices may not be accessed during transitions.
- **Ring/vibrating in the bags is a violation. The device must be powered off.**
- During afternoon dismissal, students should wait until they exit the building before using their devices.
- This policy shall apply to ESS programs and any other point in time where students are receiving instruction or are under the supervision of a faculty member for an academic-related endeavor.
- All other after-school activities are at the discretion of the coach/sponsor.

VIOLATION OF ELECTRONIC DEVICE POLICY

If this policy is violated (that includes someone else using the device), the following consequences will take place for having any unauthorized electronic device:

1st offense:

Warning that this is an act of defiance and tell student to put it away.

2nd offense:

Warning and a parent/guardian will be contacted.

3rd offense +:

Office Discipline Referral, ISS as determined by admin, parent/guardian will be contacted.

Each student must be logged on to school-issued google account with the GoGuardian feature active.

Students wishing to use the Internet at WEMS must sign the Acceptable Use Policy, have a parent/guardian sign it and then return it to the office. Violations of this policy may result in loss of computer access. Any student who utilizes the Warren East network on a personal device must abide by the district's Acceptable Use Policy.

If parents need to contact a student during the school day, they should call the school and any message will be given to your son or daughter when available. Students are permitted, when given permission by their teachers, to use the classroom phone to contact their parents in case of sickness or changes in extra-curricular activities.

Image Devices

- Absolutely NO non-instructional or unwanted use of any camera will be allowed at any time during the day. If a student is found to be in possession of such images/videos s/he will face possible harassment/bullying consequences.
- Any images or videos taken on school grounds may be subject to review and may require the school's administration or individual in these images to give approval before the publication of the image in any forum, including, but not limited to: Vine, SnapChat, Instagram, Twitter, Kik, Facebook, or YouTube.

KRS 525.080 makes it a crime for students to harass another student with electronic communication. Specifically, the statute (in pertinent part) states that "a person is guilty of harassing communications when, with the intent to intimidate, harass, annoy, or alarm another person, he or she.....communicates, **while enrolled as a student in a local**

school district, with or about another school student, anonymously or otherwise, by telephone, the internet, telegraph, mail, **or any other form of electronic or written communication** in a manner which a reasonable person under the circumstances should know would cause the other student to suffer fear of physical harm, intimidation, humiliation, or embarrassment and which serves no purpose of legitimate communication.” This crime is a Class B Misdemeanor.

Valuables

WEMS is not responsible for lost or stolen digital devices or other valuables and will not pursue an investigation of such missing items. It is important that students not bring valuables to school or leave money or other valuables readily accessible. Students are cautioned about bringing personal devices and games to school. Items that are confiscated will be returned at the end of the day. Repeat violations of this policy will result in items being confiscated and returned at the end of the school year, parent phone call, or other measure deemed appropriate.

School Activities & Services

Assemblies

Assemblies held during the school day may result in the altering of the daily schedule. This will depend on the time and location of the program. During an assembly, all students should behave in a manner appropriate for the activity. Students are encouraged to show school spirit during pep rallies but horseplay will not be tolerated. **Assemblies will be considered a Double-Punishment Zone.**

Backpacks and Lockers

Students are allowed to carry a backpack throughout the school day. Athletic bags and gear must be placed in a designated space at the beginning of the school day.

Lockers are not used at WEMS.

Cafeteria

Each day the Cafeteria offers a full and balanced meal and as a result of a Federal Grant all students will be receiving both a free breakfast and a lunch. A la carte items are priced separately and it will be the responsibility of each individual student to have the money on-hand or in their account before being allowed to get extras of any item. We offer breakfast from 7:00 – 7:20 am. Any student wishing to order extra will be charged

a la carte. Students will also be given an opportunity for a Grab and Go breakfast before school as well.

School Activities & Services

Cafeteria Guidelines

The WEMS cafeteria prides itself on providing breakfast and lunch to each and every student regardless of financial situation.

The following common courtesies are expected of our students during lunch:

- Moving ahead of others in the lunch line is unacceptable.
- Loud talking and noise are not appropriate behavior.
- Throwing food, paper or other items is unacceptable.
- All trash/trays in your area must be disposed of properly.
- Students may not leave the dining hall during their assigned lunch without the permission of the staff member on supervision duty.
- Students are not permitted to enter the dining hall during any of the lunch periods except the one assigned to their class.
- ONLY Grab and Go Items may be taken out of the dining hall. Any item requiring a tray CANNOT be taken out of the dining hall.

Failure to obey these rules may result in further school discipline.

Extra-curricular and Co-curricular Activities

Extra-curricular and co-curricular clubs help make one's school years enjoyable and memorable. Each student is strongly encouraged to become involved in one or more of the school activities that are offered. Watch for announcements and posters about new activities throughout the year. Students interested in starting a new club or organization must have a faculty sponsor willing to supervise all meetings and activities for the group. The sponsor must present a request to the principal detailing the purpose, procedures, and guidelines for the organization. Upon Board of Education, principal, and SBDM approval, the group may be added to the list of school activities.

Law Enforcement

Warren East, in cooperation with the Warren County Sheriff's Department, has a School Resource Officer at the Middle School. The law enforcement personnel are here to serve our school community. They do have powers of arrest on any school property for any

violation of the law including traffic violations. They control crime on our campus and enforce traffic laws. If they ask a student or an adult to do something, they are expected to cooperate. Along with the school punishment for fighting, weapons, and/or drugs, the SRO will also file criminal charges with the court designated worker or the district court office. This is separate from any punishment the school hands down.

School Activities & Services

Library

The library is open from 7:20 am until 3:00 pm every school day. The circulation period for students is two weeks. Books may be renewed if they are needed for a longer period. Overdue notices are distributed periodically to students. Replacement cost is asked if an item is lost. Many services are available to students through the Internet including the library's Online Public Access Catalog (OPAC) of books and audiovisuals. Using the Kentucky Virtual Library, magazine indexes and full text articles, encyclopedia and other reference materials are also available. The librarian is available to help you with your informational and reading needs. **Students will be put on a debt list if the item is not recovered or paid for.**

School Functions

All students are to adhere to the WEMS expectations. Students are to conduct themselves properly at all school events and should especially be careful not to create disturbances, which would reflect poorly on the good name of the school or the reputation of the student body. Students are to remember that, regardless of where they are, in the public eye they are representatives of the school. Students should accept this responsibility with pride and conduct themselves at all times as worthy representatives of Warren East. School policies and disciplinary actions apply to students at school-sponsored events, both home and away.

Remember that field trips, dances, and other programs are all privileges that can be taken away from students. The administration, based on truancy, behavioral issues, and non-payment of debts, has the right to refuse anyone from participating in any of the above activities.

Spring Formal Policy

Dances are a privilege and participation will be contingent on meeting two out of the three following requirements. Must be passing all classes AND on grade level

1. Must not have 9 or more unexcused absences
2. Must not have 9 or more tardies for the semester

3. Must not have been suspended or attended ASP in that school year

Textbooks and Class Texts

The textbooks at Warren East are offered without rental fees. In some classes, a textbook may not be issued but rather the teacher may choose to use other materials or use a class set of textbooks. Although they are offered without rental fees, students are required to pay for missing or damaged textbooks assigned to them.

School Activities & Services

Unpaid Debts and Privileges

Once it is determined that a student has misplaced/lost a book s/he will be placed on the debt list. Leaving these debts, as well as debts from extra curriculars, meal debts, and library fines, unpaid will result in privileges being revoked. The student will not be allowed to attend prom until his/her name has been cleared from the debt list.

Athletics

Athletic events are an important part of school life and you are encouraged to participate both as an athlete and as a fan. All school rules are in effect for athletic events regardless of whether it is a home or an away game.

To ensure the safety of our students, an adult must stay with students who do not have a driver's license for the entirety of all sporting events at WEMS and WEHS.

Warren East Middle School Student Athlete Code of Conduct

Participating in education based athletics, at Warren East Middle School, is a voluntary privilege given to all students in the Warren East system. The Warren East Middle School Athletic Department Code of Conduct is a standard of expectations that is required to be met by all student athletes or anyone involved with the Warren East Athletic Department.

By signing this agreement, you agree to meet the following guidelines.

- Per KHSAA, student athletes will be on grade level, academically, and will be passing, the equivalent of, 3 out of 4 classes. Sports can be stricter than this policy but cannot be anymore lenient.
- Student athletes must be in attendance at least half of the school day to participate in a game that night. If there is a game/match on Saturday, the student athlete must be in attendance at least half of the day on Friday to be eligible. Prior authorization can be granted on a case by case basis, by the athletic department.
- If a student athlete is in ISS, they may not participate in a contest until their ISS time is finished. The student athlete can still practice. If a student athlete is at Jackson Academy, suspended or at ASP, they are not allowed to practice or participate in contests.
- All student athletes shall maintain and respect all facilities, equipment, methods of transportation of home and opposing venues while representing Warren East. Failure to adhere to these guidelines may result in financial retribution and/or dismissal from the athletic program.
- All student athletes are subject to WCPS drug testing policy. 09.423 AP.1
- Student athletes may be dismissed at anytime for conduct detrimental to the reputation of WEMS while being a student in Warren County Public Schools.
- Students may not quit a sport early in order to participate in a new sport unless coaches agree to allow it.. If coaches cannot agree on decision, Athletic Director or Principal can make the decision on if a player can start new sport.
- Student athletes may be removed from an athletic program by the head coach, athletic administration or Principal.

Student Signature

Date

Behavioral Guidelines

Administration may adjust consequences based on additional circumstances. (Intent, quantity, impact on others, etc.) **In all behavioral and discipline matters, the administration retains final authority to interpret all policies and administer all punishments as they see fit in the best interest of the students involved and Warren East High School. Any student, his/her personal effects, locker, or vehicle on school property may be searched at any time by a school official when the school official has reasonable suspicion that the student may be in possession of illegal substances or items.**

Prohibited Items

Prohibited items at WEMS include, but are not limited to, over-the-counter or prescription medication not following school/district guidelines, weapons or any items that could be used/viewed as a weapon including any self-defense spray, drugs, alcohol, tobacco, or other nicotine vapor products, any substance that can cause altered state of mind.

Behaviors Not Allowed

Behaviors that are not allowed at WEMS include, but are not limited to:

<ul style="list-style-type: none"> ● abusive language towards a teacher ● abusive language towards other students ● annoying/play fighting / horseplay ● arson ● being under the influence of any substance ● bomb threat ● bullying/cyberbullying/hazing ● class disruption ● defiance/insubordination ● destroying school property ● disrespectful behavior towards others ● failure to report to ISS ● general profanity ● harassment/sexual harassment 	<ul style="list-style-type: none"> ● inappropriate sexual behavior ● leaving school property without permission ● misconduct on the school bus ● physical aggression/assault/fighting ● possession or accessing pornography ● possession of weapons ● public display of affection ● pulling the fire alarm ● recording an assault/fight ● skipping class ● stealing/theft/vandalism ● threats ● transfer or receipt of child pornography
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Fighting

Fighting is defined as the use of physical force and penalties are based on the school and/or district approved disciplinary policies. Law enforcement officials will be contacted to investigate and criminal charges will be filed. Additional disciplinary action may be taken if it is evident that one student acted in an overly aggressive manner. Action may be taken against one student and not against a second student if no retaliation occurred. Disciplinary action taken for fighting is **cumulative** from the time a student enrolls at a Warren County middle school or high school. For example, if a student is disciplined for the first offense as a student in middle school anywhere in the district and is involved in fighting again as a junior in any WCPS high school, discipline during the junior year will be for the second offense.

Students who instigate fights but are not actively involved (that is students who spread rumors, put others up to fighting, pass information back and forth between other individuals who subsequently fight, or are involved in horseplay which becomes a fight) submit themselves to the same penalties as those who are involved in the fight. Students not using physical force, yet engage in verbal confrontations will be subject to disciplinary action.

Weapons

Unlawful possession (as per Warren County District handbook) – i.e. carrying, bringing, using, or possessing – of any firearm, weapon, or destructive or booby trap device on school property in any school building, on school grounds, in any school vehicle, or at any school sponsored activity is prohibited. Kentucky law specifies that such offense is a felony punishable with up to five (5) years in prison and a \$10,000 fine. Except for authorized law enforcement officials the Warren County Board of Education has adopted a zero tolerance policy for weapons. Kentucky House Bill 80 passed by the 1996 General Assembly has a broader definition of a “weapon” than does the Federal Gun Free Schools Act of 1994.

Warren County Schools define a deadly weapon as follows:

- Any instrument which will expel a projectile by the action of an explosive including but not limited to any pistol, handgun, revolver, rifle, or shotgun.
- Any instrument, article, or substance which under circumstances in which it is used, attempted to be used, threatened to be used, or could be used is capable of causing death or bodily injury, including but not limited to, any knife, pepper spray/defensive spray, air gun, slingshot, bludgeon/billy-club/nightstick/blackjack or artificial knuckles would be considered a dangerous instrument destructive device.

In enforcement of this policy, principals or their designees, having reasonable suspicion may authorize searches in compliance with applicable Board policies.

Violation of this policy shall result in the student being immediately suspended from school. Also, the principal shall immediately file a report to the Superintendent who shall determine if expulsion charges should be filed. Students having knowledge of weapons as described above that do not report it to the school authorities and/or those that bring items that have the appearance or threat of weapons (such as look-alikes toy guns) are subject to disciplinary action.

Consequences: Federal law stipulates that the penalty for students bringing a firearm, deadly weapon, destructive device, or booby trap device to school or onto the school campus/property under jurisdiction of the Warren County Schools shall be expulsion for a

minimum of twelve (12) months. However, the Board may modify such expulsions on a case-by-case basis.

To comply with requirements of the Individual with Disabilities Education Act (IDEA) regarding discipline of students with disabilities, the Board of Education may modify expulsion requirements on a case-by-case basis for IDEA eligible students. IDEA eligible students may be expelled for behavior unrelated to their disabilities noting procedural safeguards required by IDEA and KRS 158.150.

Exceptions: An exception may be made for a student participating in an authorized curricular or extra-curricular activity or team involving the use of firearms and to those persons listed in KRS 527.

Drugs & Alcohol Policy

No pupil shall purchase, possess, attempt to possess, use, or be under the influence of, sell, or transfer any of the following on or about school property at any location of a school-sponsored activity, or en route to and from school or a school-sponsored activity:

- Alcoholic beverages
- Controlled drug substances and drug paraphernalia including, but not limited to, dangerous drugs, narcotics, marijuana, barbiturates, volatile substances, amphetamines, and any other legal or illegal material that has a harmful or unnatural effect on a person using them;
- Substances that “look like” a controlled substance. In instances involving look-alike substances there must be evidence of the student’s intent to pass off the item as a controlled substance.
- Students shall not possess prescription drugs or over-the-counter drugs for the purpose or sale of distribution.

Behavioral Guidelines

WEMS will not tolerate acts of harassment or discrimination. It will not tolerate a climate of hostility created by use of language/conduct/symbols which are commonly understood to convey hatred, contempt, or prejudice due to race, color, national origin, age, religion, marital status, sex, or disability. This shall include but not limited to the following: Confederate flags, Nazi Swastika symbols, and gang symbols. Incidents of intimidation or harassment should be reported to a teacher or administrator. Students involved in such activities are subject to disciplinary action.

Harassment/Discrimination

Harassment is defined as “to annoy or torment repeatedly and persistently; to wear out; exhaust; to impede by repeated attacks or raids.” Harassment/discrimination is prohibited at all times on and off school property and during school-sponsored activities.

Discrimination is ‘unlawful behavior based on race, color, national origin, age, religion, sex, or disability that is sufficiently severe pervasive or objectively offensive that it adversely affects a student’s education or creates a hostile or abusive educational environment.’ (Acts of harassment/discrimination based on sex may be committed by persons of the same or the opposite sex.)

Examples of conduct and/or actions that could be considered a violation of this policy include but are not limited to:

1. Any nicknames, slurs, stories, jokes, written materials, or pictures that are lewd, vulgar, or profane and relate to any of the protected categories listed in the definition of harassment/discrimination contained in this policy;
2. Unwanted touching, verbal or sexual advances, requests for sexual favors and spreading sexual rumors;
3. Causing a student to believe that he or she must submit to unwelcome sexual conduct to participate in a school program or activity or that an educational decision will be based on whether or not the student submits to unwelcome sexual conduct.
4. Implied or overt threats of physical violence or acts of aggression or assault based on any of the protected categories;
5. Seeking to involve students with disabilities in antisocial, criminal or dangerous activity where the students because of disability are unable to comprehend fully or consent to the activity; and
6. Destroying or damaging an individual’s property based on any of the protected categories.

Reporting an Incident

Students should report an incident that is happening to them or to another student to a teacher, counselor, or principal as soon as it occurs. All reports will be investigated and appropriate action will be taken. WEMS considers sexual harassment a serious offense and it is subject to a range of disciplinary actions, including warnings, ISS, out of school suspension, and expulsion.



If students, parents, or community members know of an unsafe situation in school (bullying, weapons, drugs or alcohol, etc.), they can anonymously pass on that information to school personnel by using The Safety Tipline, Online Prevention or S.T.O.P Tipline. The link to the S.T.O.P Tipline can be found at the bottom of warrencountyschools.org by clicking on the stop sign image like the one pictured above, or at <https://homelandsecurity.ky.gov/SafeSchools/Pages/default.aspx>.

WEMS Anti-Bullying Policy

I - Bullying

Warren East Middle School will not tolerate any acts of bullying from any student at any time. The entire staff and community of WEMS seek to provide a safe, welcoming, and secure environment for all students. The WEMS staff agrees to provide suitable interventions and strategies for targets for bullying and students prone to bully. The primary purpose of this policy is to provide a physical and emotional environment that fosters and encourages good behavioral patterns and exceptional character.

II - Definition

Bullying is defined as an unwelcome gesture, electronic communication, or a verbal, written, physical, or sexual act to another student that has the intent or effect of:

- Physically or mentally harming a student
- Damaging, extorting, or taking a student's personal property
- Creating an intimidating or hostile environment that substantially interferes with a student's educational opportunities
- Insulting or demanding a student or group of students in such a way as to cause substantial interference with the orderly operation of the school.

III - Student Rights

WEMS seeks and affirms each student's sense of self. Bullying strikes at the basis of these values and prevents students from reaching their maximum potential in school and in life. Students are entitled to receive an education that is free from harassment, humiliation, intimidation, and oppression. Bullying affects everyone, not just the bullies

and the targeted individuals. Bullying can damage the entire climate of the school and no one attending WEMS will be subjected to this type of intimidating behavior.

IV - Punishment for Harassment/Discrimination and Bullying

The penalty for harassment/discrimination and/or bullying can result in loss of privileges, assignment to ISS/ASP/or suspension from the school.

IV - Responsibilities

Anyone who witnesses or has knowledge of an incident of bullying must report this information to an adult within the school.

Students shall:

- Treat each other with respect and dignity
- Not isolate, threaten, or harm peers or hurtfully tease/exclude/insult or mock them
- Refuse to watch, laugh, or join in when someone is being bullied
- Try to prevent or discourage peers from humiliating, threatening, isolating, or harming others
- Report bullying to a trusted adult in the school and provide a detailed written report to an adult of everything that has happened with a list of witnesses

All Staff Members shall:

- Closely supervise students at all times
- Watch and listen for signs of bullying and stop it immediately
- Respond promptly to any reports of bullying
- Report all information gathered on the bullying incident to an administrator
- Agree to keep all names confidential
- Talk with students about appropriate behavior and how to deal with bullies

Administrators shall:

- Investigate all allegations of bullying and follow up accordingly
- Agree to keep all names confidential
- Provide needed support and intervention for students who are bullying or being bullied

Parents/Guardians shall:

- Watch for signs of distress in their children
- Listen to their children and take interest in the child's social life
- Inform the school immediately if their child is being bullied
- Keep written and audio documentation of bullying as it occurs

V - Investigation Procedures

Immediately after a report of bullying has been brought to the attention of an administrator he or she is authorized to investigate the situation. Administrators will take

all bullying reports seriously by meeting with all students, parents, or staff members who are involved with or have knowledge of the bullying that is taking place. Administrators will also review students' records and investigate all other circumstances surrounding that situation in order to better understand the entire bullying situation. All information pertaining to the bullying incident shall be documented.

Behavioral Guidelines

Lunch Detention

- Lunch detention may be used to address inappropriate behavior and/or policy violations.
- Assigning teacher will inform the student directly of the detention.
- Immediately report to the cafeteria when your lunch period begins (do not be tardy) and check in with an administrator. Students will then report to the lunch detention classroom to serve lunch detention as assigned.
- Do not get up unless given permission by an administrator or lunch monitor.
- Do not have contact with or speak to other students in the room for the entire lunch period.
- Do not have your cell phone out or it could be taken.
- Failure to follow these rules or any other directions given by an administrator or teacher could result in the student being assigned additional days of cafeteria detention and/or other punishment warranted by the student's actions.
- If a student fails to report to their cafeteria detention assignment, then additional days of lunch detention or other punishment could be assigned. See below.
 - 3-4 days of lunch detention unserved = 1/2 day of ISS
 - > 5-6 days of lunch detention unserved = 1 day of ISS
 - > 7 or more of lunch detention unserved = 2 days of ISS

In School Suspension

Student Guidelines

ISS Rules & Expectations

Rules to be written everyday by student upon arrival to ISS

- 1) Students will not talk or communicate of any kind, except with the teacher
- 2) Students will raise their hand if they need help and wait for the teacher to call on the student.
- 3) Students will stay facing forward with their feet in front of them while seated at their desk.
- 4) No sleeping, laying your head down, or leaning on your hands.
- 5) No food or drinks allowed unless it is breakfast or lunch.

- 6) There will be 3 restroom breaks throughout the day.
- 7) No cellphones, earbuds, or other electronic devices unless allowed by the teacher.

Always check Google Classroom for daily assignments. If you have no work you will read a book.

Expectations

- 1) Students beginning their day in ISS will meet the ISS teacher near the cafeteria and wait in a line with the teacher. Students must report directly to ISS. Failure to report directly to ISS may result in additional days assigned.
- 2) Students will be dismissed at 2:27pm.
- 3) Students will stay in the ISS room at all times unless directed by the teacher.
- 4) Students are to get their breakfast before they come to ISS and eat it in the room. There will be no going back to get breakfast after the student has entered the ISS classroom.
- 5) Students will go to lunch as a group, pick up their food, and return to the ISS room to eat around 11:00 am daily.
- 6) There will be three restroom opportunities per day, unless otherwise directed by the ISS teacher.
- 7) Students in ISS are allowed to practice as part of their school team but not allowed to play until their time is completed. The team coach makes all game decisions.
- 8) Students must be working towards completion of their courses of study while in ISS, the instructor may give additional work if needed.
- 9) A principal or assistant principal may review a student's case at any time.
- 10) A student who does not show any good faith in trying to follow or correct their behavior may be sent to the board of education by the administration.
- 11) All cellphones will be turned into the instructor upon entering the ISS classroom. If caught with a cellphone in their possession it could result in additional days added to their ISS stay.
- 12) All backpacks will be placed against the wall. If the student needs to remove something from their backpack they must ask permission from the instructor.
- 13) There is no talking by ISS students except when the instructor gives a student permission to ask another student a question.

- 14) There is no sleeping or laying head down on the desk. If redirected and told to raise your head up more than once, the instructor may add additional days to the student's ISS days.

Points Earned:

Students will serve the amount of days they are assigned. Students must show good behavior. During the day, students will be graded on the following each period:

1. Respectful attitude toward staff and peers.
2. Work completion and on-task.
3. Appropriate language and conversation.
4. Following classroom rules and procedures.
5. Remaining in the assigned area and on time.

Assignment: Any conduct that disrupts the educational process may be assigned to the alternative education program by administrators. The duration of assignment shall be fixed by the administrator.

Notification: The administrators shall notify the parents by letter or phone call of their child's assignment to ISS.

Supervision: The student shall remain in the regular school setting but shall be isolated from the regular school schedule. Opportunities shall be provided for the student to continue regular school work under the supervision of the school staff and counseling services shall be provided to address school-related problems.

Length of Assignment: Assignments to ISS will vary with respect to those offenses as prescribed by school and board policy. Ranges for offenses are from one class period of ISS up to five or more days.

Student Activity: Students will be required to work on assignments provided by their classroom teacher(s) during their confinement in ISS. Teachers may require additional work in order to make up for lost instructional time. Assignments such as reports, essays, supplemental, or enrichment activities will provide students with access to material covered during their removal from class.

Alternatives to ISS Assignment: Students who cannot follow the program and procedures may be removed from ISS. Possible actions may include out of school suspension, Alternate Suspension Program (ASP), and/or referral for placement in Jackson Academy.

Alternative to Suspension Program (ASP)

The purpose of the Alternative to Suspension program is to provide a productive option to out-of-school suspension for students who violate specific school or district policies. ASP offers one to ten days of instruction and targeted guidance in a setting away from the regular school campus for these students. Placement and length of time students are assigned to ASP are determined by the administration of the school. Students are expected to follow the Alternative to Suspension guidelines regarding behavior and academic performance. Return to the regular school occurs when students have successfully completed assigned days in ASP. Students enrolled in ASP are not allowed inside the building at Warren East and are only allowed on the property to ride the bus from Warren East to ASP. They are not allowed at any school activity while completing the assigned days at ASP.

Suspension/Expulsion of Pupils Policy

1. The administration at the school is authorized to suspend a pupil up to ten (10) days for a violation as outlined in KRS 158.150. Pupil re-entry is contingent upon reasonable conditions set forth by the principal.
2. For additional offenses, the principal may suspend the pupil until the Warren County Board of Education, in its next regular session, may review the issue to determine if expulsion is in order. If expulsion is deemed necessary, the Board in consultation with the principal of the school shall set the duration and/or conditions of re-entry to the school.
3. **Students suspended from school or who are assigned to the Alternative to Suspension Program (ASP) are not to be on the school grounds or at any school related activity (athletic events/programs/etc. at home or away) at any time during this suspension.** Violation of this order will result in additional days of suspension.
4. Any suspension/expulsion occurring during the summer while on a school sponsored activity shall become effective following the student's enrollment the following school term.
5. All actions taken in conjunction with KRS 158.150 shall set forth reasons for suspension and conditions for re-entry to school programs.
6. Suspension days are unexcused absences.

Jackson Academy

Jackson Academy provides an alternative learning environment for students in Grades 7-12 who have demonstrated consistent and/or serious disregard for school and district behavioral guidelines in the regular school setting. Student's referrals are submitted by the school administration to the district Alternative Committee who possesses authority to assign students to Jackson Academy. Students enrolled at Jackson Academy are not allowed on the Warren East property and are not allowed at any Warren East function at any school in the district.

Designed as a medium-term solution, the purpose of Jackson Academy is to provide a highly structured academic and behavioral support system to the student to prepare each for an effective and efficient transition back into the regular school setting. Each student assigned by the District Alternative Committee to Jackson Academy is required to complete 45 days in the program with full cooperative participation. At the conclusion of 45 successful days, transition into the regular school setting is planned, implemented, and monitored for continued student success.

Double Punishment Possibilities

At East, we PRIDE ourselves on being a family and therefore we show each and every guest in our building the utmost respect. We also want to show the same respect when we are representing WEMS while in public – on field trips during sporting events, etc. To ensure our guests and our community see us in the best possible light, the administration will invoke the double-punishment rule for the violation. Double punishments can be expected when a student violates the discipline code with a substitute teacher, a student teacher and/or any building guest or while on a field trip or extra-curricular event.

Bus Conduct

School Related Student Trips

Trips as part of a class or extra-curricular organization are an extension of the classroom and are subject to all rules of conduct that apply in the regular classroom. The following policies regarding field trips apply to all students involved in the activity:

1. Transportation must take place in transportation approved by the school administration.
2. A member of the school faculty or administration must accompany students on all field trips.
3. The student's parent or legal guardian must provide a completed district field trip permission form at least one week prior to the trip.

4. It is the student's responsibility to find out classroom assignments prior to the field trips to turn in assignments and to be prepared for quizzes at the next regular class meeting. All work is due on first class day back for one day trips; the second day for two day trips; and the third day for three day or longer trips.
5. Failure to comply with school policies while on field trips will result in appropriate disciplinary actions. Those may include being immediately sent home. If so, it will be the responsibility of the parent to pay the cost of transportation.
6. If one has knowledge of anyone in the group breaking school policy he or she must immediately report it. Failure to do so may constitute complicity and make the one with knowledge subject to disciplinary actions also whether actually participating in the activity or not.
7. Teachers may refuse to allow a student to participate based on discipline record and/or failure to maintain academic progress. **The student must be passing every class at the time the list is compiled to be eligible for the trip.**

School Bus Rules and Regulations

At the Bus Stop

- Students should arrive at the morning bus stop 10 minutes before the scheduled bus arrival time. The bus driver is NOT permitted to wait for students who have not arrived or are not waiting at the stop.
- Keep all articles off the roadway and remain well clear of traffic.
- Do not damage private property.
- Do not disturb residents by making excessive noise.
- Unauthorized conduct such as fighting or damage to property may be subject to action by police as well as from the school.
- Wait until the bus stops and walk to the door in an orderly fashion.
- Students living on the opposite side of the road from the bus stop should wait on their side until the bus arrives and the driver signals them to cross.
- Students may use only the stop nearest their residence unless permission is obtained from their principal and provided to the bus driver.

On the Bus

- The bus driver may assign seats.
- Eating and drinking are not permitted on the bus.
- Bus riders will share seats as directed by the driver.
- Students are not permitted to use tobacco products while on the school bus.
- Weapons, explosives, or any dangerous articles are absolutely prohibited from school buses.
- No animals or other items that might frighten other riders or distract the driver are permitted on the school bus.

- Nothing will be placed in the aisle of the bus or where it would hamper evacuations in case of emergency.
- Profanity and obscene gestures are prohibited on the bus.
- Excessive noise as determined by the driver is prohibited.
- Riders will not extend any portion of their bodies outside the bus.
- Riders will never use the rear emergency exit except upon the direction of the driver or other competent authority.
- Riders will refrain from any language or action that might tend to embarrass or intimidate another student. (Harassment of one student by another while riding the school bus may be cause for permanent suspension of riding privileges).

Students are permitted to leave the bus only at their designated bus stop. Any request to leave the bus at another stop must have prior approval from the office via a parent note. A complete set of bus rules and regulations are located in the district student handbook. Failure to comply with the rules and regulations of the school buses could result in consequences ranging from ISS to school suspension and/or loss of riding privileges.

School Bus Notes

Students wishing to ride a different bus home (home with a friend, different stop, etc.) must bring a written note from a parent/guardian with a telephone number where they can be reached. Students need to leave the note at the front office before the beginning of the school day. The office will then contact the parent/guardian to verify the note. The student must pick up the note before the end of the day in order to board the bus. Notes that cannot be verified will not be approved and the student will be required to ride their normal bus home.

Title IX (9)

Notice to Individuals Regarding Title IX Sexual Harassment/Discrimination (Handbooks)

Warren County Public Schools (the “District”) is committed to providing a working and learning environment that is free from discrimination based on sex, including sexual harassment and sexual violence. The District does not discriminate on the basis of sex in any of its education or employment programs or activities. Title IX of the Education Amendments of 1972 (“Title IX”), its regulations, and certain other federal and state laws prohibit discrimination in such a manner. Under Title IX, discrimination on the basis of sex includes sexual harassment.

Title IX's requirement not to discriminate in any of the District's education programs or activities applies to both students and employees and extends to both admission and employment. Inquiries about the application of Title IX and its regulations to the District may be referred to the District's Title IX Coordinator, the Assistant Secretary for Civil Rights of the United States Department of Education, or both:

Title IX Coordinator

Kyle Cassady

303 Lovers Lane

Bowling Green, KY 42103

kyle.cassady@warren.kyschools.us

270-781-5150

Assistant Secretary for Civil Rights U.S. Dept. of Education Office for Civil Rights
400 Maryland Ave., SW

Washington, D.C. 20202-1100

1-800-421-3481; 1-800-877-8339 (TDD)

202-453-6012 (Fax)

202-453-6012 (Fax)

The District is committed to fostering an environment free from discrimination on the basis of sex. To the extent that any District policy or procedure regarding discrimination or harassment on the basis of sex (as defined by Title IX) conflicts with the Title IX regulations effective August 14, 2020, Title IX and its regulations will control.

Title IX of the Education Amendments of 1972

- Title IX is a federal law that states: "No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance." The U.S. Department of Education's Office for Civil Rights (OCR) enforces Title IX.
- Although Title IX is best known for breaking down barriers in sports for women and girls, Title IX and its regulations also require that schools adopt specific grievance procedures to address formal complaints of sexual harassment (as that term is defined by Title IX.)
- The District's policies and procedures for addressing reports and complaints of

sex-based discrimination (including sexual harassment) are intended to comply with Title IX and its regulations. To the extent that they conflict with Title IX or its regulations, Title IX and its regulations will control.

Title IX Coordinator

- Who is the Title IX Coordinator? The District has appointed a Title IX Coordinator to coordinate the District's efforts to comply with its responsibilities under Title IX and its regulations. The Title IX Coordinator's name and contact information are as follows:

Title IX Coordinator

Kyle Cassady

303 Lovers Lane

Bowling Green, KY 42103

kyle.cassady@warren.kyschools.us

270-781-5150

Who can contact the Title IX Coordinator?

- Any person may report sex discrimination, including sexual harassment, to the Title IX Coordinator, regardless of whether the person reporting is the person alleged to be the victim of conduct that could constitute sex discrimination or sexual harassment.

How can I contact the Title IX Coordinator?

- Any person can contact the Title IX Coordinator in person, by mail, telephone, or by electronic mail, by using the contact information listed above, or by any other means that results in the Title IX Coordinator receiving the person's verbal or written report. A report may be made at any time (including during non-business hours) by using the telephone number or electronic mail address, or by mail to the office address listed for the Title IX Coordinator.

Sexual Harassment Under Title IX

What is sexual harassment?

- Title IX defines sexual harassment as conduct on the basis of sex that satisfies one or more of the following:
 - • A District employee conditioning the provision of an aid, benefit, or service of the District on an individual's participation in unwelcome sexual conduct;

- • Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the District's education program or activity; or
- • Sexual assault, dating violence, domestic violence, or stalking.

How does the District respond to reports of sexual harassment?

- All students and employees are encouraged to report sexual harassment to the Title IX Coordinator. Upon receiving a report of sexual harassment in an education program or activity, the Title IX Coordinator will contact the complainant (the individual alleged to be the victim of conduct that could constitute sexual harassment) to discuss the availability of supportive measures and explain the process for filing a formal complaint of sexual harassment.
- The District also reserves the right to remove a respondent (the alleged perpetrator of conduct that could constitute sexual harassment) from its education program or activity on an emergency basis, subject to the requirements of Title IX and its regulations.

What is a formal complaint of sexual harassment?

- Either a complainant or the Title IX Coordinator can file a formal complaint alleging sexual harassment against a respondent.
- To qualify as a formal complaint, the document must be filed by a complainant (a document or electronic submission that contains the complainant's physical or digital signature, or otherwise indicates that the complainant is the person filing the formal complaint) or signed by the Title IX Coordinator. The document must allege sexual harassment against a respondent and request that the District investigate the allegation of sexual harassment.
- At the time of filing a formal complaint, a complainant must be participating in or attempting to participate in the District's education program or activity.

How does the District respond to formal complaints of sexual harassment?

- Formal complaints of sexual harassment trigger the grievance procedures prescribed by Title IX and its regulations. The District's grievance procedures for formal complaints of sexual harassment and complaints including allegations of sexual harassment are set forth in District Procedure 09.428111 AP.11 referenced below.