

# **MONROE COUNTY MIDDLE SCHOOL**

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Homework site: Teacher Web Page

## **THE GOLDEN RULE**

**DO UNTO OTHERS AS YOU WOULD HAVE THEM DO UNTO YOU!!!**

**-THE ONLY RULE WE REALLY NEED**

### **2018-2019 School Calendar**

August 1	Meet Your Teacher
August 7	District PD
August 8	District Opening Day
August 9	MCMS Opening Day
August 10	First Day of School
September 3	Labor Day Holiday
October 1 - October 5	Fall Break
November 5	No School
November 7	Election Day No School
November 21-23	All Schools Closed
November 22	Thanksgiving Holiday
December 17 – January. 1	Christmas Break
December 25	Christmas Holiday
January 1	New Year's Day Holiday
January 17-18	No School BETA Days
January 21	Martin Luther King, Jr. Holiday
February 18	Presidents' Day Holiday
March 14-15	No School
April 1-5	Spring Break
May 22	Last Day for Students
May 23	Closing Day

# MONROE COUNTY MIDDLE SCHOOL

## STUDENT HANDBOOK 2016-2017

Welcome to Monroe County Middle School. It is our ultimate goal to supply each student with basic facts and experiences that will aid our youth in becoming self-sufficient individuals mentally, physically, socially, and morally to better prepare them for a rapidly changing society.

To our returning students and all the students who are coming to MCMS for the first time, the faculty would like to welcome you.

You are now a member of a great student body that takes pride in our school and enjoys the variety of opportunities for developing various interests and abilities.

This handbook has been prepared to enable you to be aware of the policies and procedures at MCMS so you may adjust to your school and become an integral part thereof.

We expect you to meet the goals which have been set, to carry on the tradition, and to make this a better place. Remember that your success in school depends upon your efforts and attitude and that this school will be whatever you make it.

Always follow the GOLDEN RULE, and treat others the way you would like to be treated. If everyone followed this rule, there would be no need for additional rules and regulations.

Monroe County Middle School does not discriminate on the basis of race, color, national origin, religion, marital status, and sex or handicapping condition in the treatment of students.

### MISSION STATEMENT

*"Taking Flight, Soaring Toward Success."*

### VISION STATEMENT

*"TO HELP EQUIP STUDENTS TO EXPERIENCE PERSONAL SUCCESS AND BECOME INDEPENDENT ACHIEVERS WHO MATURE INTO LEADING CONTRIBUTORS OF SOCIETY."*

### VISITORS/VOLUNTEERS

Parents are ALWAYS welcome at MCMS. We ask that ALL VISITORS USE THE FRONT ENTRANCE AND REPORT TO THE OFFICE FIRST. Students may not bring visitors or siblings to school. Volunteers are welcome to help teachers when needed. All volunteers must complete a criminal check and be oriented before beginning volunteer duties.

**Monroe County Middle School  
Student Behavior Expectations**

	<b>Ready to Learn</b>	<b>Respect</b>	<b>Responsible</b>
<b>Classroom</b>	<ul style="list-style-type: none"> <li>• Be on time</li> <li>• Have all required materials</li> <li>• Be ready to learn</li> <li>• Keep hands, feet and all other body parts to yourself</li> </ul>	<ul style="list-style-type: none"> <li>• Walk at all times</li> <li>• Give your best effort</li> <li>• Be an active learner</li> <li>• Acknowledge your mistakes and learn from them.</li> </ul>	<ul style="list-style-type: none"> <li>• Respect school and personal property.</li> <li>• Follow adult directions.</li> <li>• Speak and act kindly</li> <li>• Use appropriate language</li> </ul>
<b>Cafeteria</b>	<ul style="list-style-type: none"> <li>• Wait in line until directed to enter.</li> <li>• Stay seated at the tables</li> <li>• No food leaves the cafeteria.</li> </ul>	<ul style="list-style-type: none"> <li>• Clean up areas as you leave</li> <li>• Pay for what you take</li> <li>• Keep hands, feet and all other body parts to yourself</li> </ul>	<ul style="list-style-type: none"> <li>• Follow staff directions</li> <li>• Use good manners and indoor voices</li> </ul>
<b>Bathroom</b>	<ul style="list-style-type: none"> <li>• Have a visible pass</li> <li>• Go directly to and from class</li> </ul>	<ul style="list-style-type: none"> <li>• No loitering- do your business and leave</li> <li>• Inform adults of vandalism</li> </ul>	<ul style="list-style-type: none"> <li>• Give people privacy</li> <li>• Towels in garbage; water in sinks</li> </ul>
<b>Assemblies</b>	<ul style="list-style-type: none"> <li>• Walk at all times</li> <li>• Wait for entrance and dismissal directions.</li> </ul>	<ul style="list-style-type: none"> <li>• Focus on presentation</li> <li>• Stay seated with the class</li> </ul>	<ul style="list-style-type: none"> <li>• Listen responsibly</li> <li>• Applaud appropriately</li> <li>• Use kind words and actions</li> </ul>
<b>Hallways</b>	<ul style="list-style-type: none"> <li>• Be on time</li> <li>• Have a visible hall pass</li> <li>• Walk at all times</li> </ul>	<ul style="list-style-type: none"> <li>• Move to class quietly</li> <li>• Take the most direct route</li> <li>• Knock on door if locked</li> <li>• Wait to enter until room is empty</li> </ul>	<ul style="list-style-type: none"> <li>• No horseplay</li> <li>• Hands to self</li> <li>• No yelling</li> <li>• Respect classes in session</li> </ul>
<b>Office</b>	<ul style="list-style-type: none"> <li>• State your purpose politely with pass in hand</li> </ul>	<ul style="list-style-type: none"> <li>• Always follow directions the first time they are given</li> <li>• Obtain permission to use phone</li> </ul>	<ul style="list-style-type: none"> <li>• Always speak kindly and quietly</li> <li>• Treat others as you would like to be treated.</li> </ul>
<b>Outside</b>	<ul style="list-style-type: none"> <li>• Walk to and from your designated area</li> <li>• Stay within the boundaries</li> </ul>	<ul style="list-style-type: none"> <li>• Follow adult directions the first time given</li> <li>• Get adult help- when needed.</li> <li>• Keep hands, feet and all other body parts to yourself</li> </ul>	<ul style="list-style-type: none"> <li>• Respect property, yours and others'</li> <li>• Use kind words and actions</li> <li>• No play fighting</li> </ul>

## ATTENDANCE POLICY

Monroe County Students are expected to be in attendance all day on each scheduled school day. The Compulsory Attendance Law requires that all students are to be present in school every day and all day unless they have a valid excuse for the absence or tardy. Parents/Guardians need to contact the school on the day of the absence to notify them when a child is absent. One of the following "Valid Excuse" documents must be sent to school per the guidelines in order for the absence to be excused.

Valid Excuses: Excused Absence/Tardy: Absence/tardy with one of the following Valid Excuses: All excuses must be turned into the attendance clerk within 3 days. Failure to meet this deadline will result in an unexcused absence. It is the responsibility of the parent/student to see that appropriate documents are turned in to the attendance clerks.

1. Parent Note for Sickness: 3 days or 3 tardies or a combination totaling 3 per semester can be excused with a PARENT NOTE explaining that the child was sick and unable to attend school. Only 3 Parent Notes per semester are allowed.
2. Medical Statement for Sickness: Statement from Doctors, Other Health Care Providers, or School Nurse will be accepted. Students are expected to return to school unless it is medically necessary to miss the entire day. Students are allowed 10 Medically Excused Absences per year. After the 10th medically excused absence, Monroe Medical Form must be completed by the health care provider to excuse the absence.
3. Death of Family Member: A funeral home card will serve as the excuse.
4. Summons to Court: A copy of the court document requiring the student's attendance will serve as the excuse.
5. Extreme Emergency: These will be excused per the School Principal's discretion.

EHO Educational Enhancement Opportunity: Parents may request a principal to grant EHO Status for students to be away from school to participate in activities of a special educational nature for a total of 10 days per year that are directly related to a specific core content area. EHO application must be submitted to the school before the date of the activity.

Home Bound Instruction: Parents of students who must be out of school for five or more consecutive days should contact the school regarding Home Bound Instruction.

Make up work for EXCUSED Absences: Students with excused absences will be allowed to make up all work missed.

Unexcused Absences: Truancy: KRS 159.150: Any child whose absences or tardies accumulate to THREE or more days, without valid excuse is a TRUANT. Habitual Truancy: KRS 159.150 Any child who has been reported as a TRUANT two or more times is a HABITUAL TRUANT.

Procedures to Address Truancy and Habitual Truancy:

Step A: 2 Unexcused Absences or Tardies: Parents are notified by letter by the school stating that the child has 2 Unexcused Absences/Tardies and will be reported as being a TRUANT if child has one more Unexcused Absence/Tardy.

Step B: 3 Unexcused Absences or Tardies: A letter is sent from the school to the parents/guardians stating that the child has 3 Unexcused Absences/Tardies and is being reported as being a TRUANT.

Step C: 5 Unexcused Absences or Tardies: A letter is sent from the school to the parents/guardian stating that the child has 5 Unexcused Absences/Tardies and that they will be referred to the Director of Pupil Personnel (DPP) if they have one more unexcused absence/tardy.

Step D: 6 Unexcused Absences or Tardies: DPP attempts a home visit and issues the Final Notice to the parents either in person or certified mail. The final notice will remain in effect for 12 months from the date it is issued.

Step E: 7 Unexcused Absences or Tardies: DPP files a formal complaint with the Court Designated Worker or the County Attorney. See Below:

Make up work for UNEXCUSED Absences: Students with unexcused absences will be allowed to make up work at the teachers' discretion. Make up work will not be completed during the regular school day.

Perfect Attendance: The student must have ZERO absence events as well as no more than 4 tardies to have perfect attendance.

## EDUCATIONAL ENHANCEMENT OPPORTUNITY ABSENCES

To request an absence to attend or participate in an educational activity, an application form must be completed and returned to the school principal at least five (5) days prior to the absence. Such an absence, which has been approved by the school principal, will be considered an excused absence.

## LOCKERS

Lockers and combination locks will be made available to all students at the beginning of the school year. Students are not to share lockers. Large items/bags that hinder student movement are not allowed in the classroom. KICKING, SLAMMING, RIGGING OR LACK OF PROPER MAINTENANCE TO LOCKERS WILL RESULT IN LOCKER PRIVILEGES BEING REVOKED.

Note: Lockers are the property of the Monroe County Middle School and may be searched at any time.

## HOMEWORK POLICY

### **DEFINITION:**

Homework will be used to increase students' opportunities to learn. It is completed outside the classroom and is intended to provide added opportunity to practice skills, engage information, and explore topics using varied learning styles and interests. Homework assignments will include not only written assignments but also opportunities to take part in cultural and creative activities and real-world applications of learning.

### **PURPOSE:**

This policy is intended to guide all faculty, parents, and students, and to establish responsibilities and guidelines for standards for the assignment, evaluation, and monitoring of homework assignments. The policy does not apply to students receiving homebound instruction or whose Individualized Education Plans require that homework be addressed in a different way.

### **TEACHER RESPONSIBILITIES:**

All teachers will:

- (1) In an age-appropriate manner, make sure that students understand this policy,
- (2) Make sure that students understand any individual classroom homework standards that a teacher may have,
- (3) Assign appropriate homework, as needed, that is designed to support instructional goals, and that does one or more of the following:
  - Reinforces class instruction and skills that have been taught by transferring and extending classroom instruction
  - Increases understanding and retention
  - Prepares for class discussion
  - Provides opportunities for curriculum enrichment and real-world applications,
- (4) Assign appropriate amounts of homework per week, which may vary depending on the subject matter and students' needs
- (5) Make an effort to correlate the amount of homework given with the other teachers so as not to overload students on any given night, keeping in mind the "rule of thumb" of each teacher assigning students homework not more than three times per week
- (6) Allow student choice within homework assignments whenever possible
- (7) Return collected homework in a timely manner and provide instructional follow-up and feedback that focuses on content and performance standards
- (8) Ensure that students understand and can explain not only homework directions but also the purpose of any given homework assignment as well as how it relates to what they are learning in class
- (9) Keep accurate records of homework assignments
- (10) Ensure that homework is not used as a punishment or reward.

### **STUDENT RESPONSIBILITIES:**

Students are responsible for completing and turning in their homework and, with the support from parents, will be encouraged to:

- (1) Write down assignments and due dates, ask questions, and select necessary books and supplies before leaving school,
- (2) Plan the best time to complete work
- (3) Complete work so that it is neat and legible.

### **PARENTAL SUPPORT:**

Parents will be urged to actively involve themselves with their children's schoolwork by doing the following:

- (1) Showing interest with questions about and comments on the schoolwork children bring home
- (2) Providing a suitable place to study that is free from disturbances and by supplying needed materials for completing homework
- (3) Prompting and offering to clarify instructions and answer questions, but not sitting with the child
- (4) Assisting their child with time management
- (5) Checking to see that work is complete
- (6) Encouraging children to do their best work and praising a job well done including rewarding children in appropriate ways for completed work
- (7) Staying in close communication with teachers.

## SCHOOL SERVICES

### **MATH TUTORING**

### **EXTENDED SCHOOL SERVICES (ESS)**

### **IN-SCHOOL SUSPENSION: (ISS)**

ISS is an alternative to out-of-school suspension. ISS is a way of dealing with minor infractions of school rules (see Code of Conduct in this handbook). Students assigned to ISS spend their regular school day under the close supervision of the ISS teacher. Students assigned to ISS MUST follow strict guidelines: Be respectful, stay in seat, work, and no talking.... if student reaches 3 strikes within a one day period, he/she will be suspended from school and ISS time will not count for that day!

### **Falcon Academy:**

Falcon Academy is an alternative to out-of-school suspension, and a way of dealing with continuous infractions or major infractions that do not require out-of-school suspension.

### **MAKING THE GRADE**

The following grading scale will be used at MCMS:

- 90-100 (A)
- 80-89 (B)
- 70-79 (C)
- 60-69 (D)
- Below 60 (F).

Report cards/Progress Reports will be sent to parents/guardians of students eight (7) times per year. Middle school students must be passing all of the following: Language arts, Math, Science, and Social Studies or have an overall average grade of 60% to be promoted. Students, who are failing more than one of the previous mentioned subjects, will be referred to summer school, regardless of overall average. Students must complete summer school requirements before advancing to the next grade level.

## ATHLETIC POLICY

### **6<sup>TH</sup> GRADE TEAM:**

Only 6th grade students can play on the 6th grade team. If a 6th grader plays on the 6th grade team he/she will not play on the 7th or 8th grade team nor will they play little league.

### **MOVING UP IN COMPETITION LEVEL:**

A student athlete may move up under specific conditions as follows:

- The first option will be for the student athlete to complete the entire season at the appropriate grade level
- Low number of participation by student athletes on a particular team
- Not having enough players at a particular game
- The student athlete's ability level is far superior to the normal level of competition at their appropriate grade- such that playing at a lesser degree of competition will hinder the student athlete's future potential, the coach and athletic director will determine this
- The student athlete will be able to make a significant contribution to the higher-level team
- An open dialogue will take place between coaches, athletic directors, and parents/guardian of student athletes in regards to playing at a higher-level, before moving a student athlete, there will be a meeting of the above mentioned stakeholders to determine the placement of the student
- Student athletes that move up to a higher competition level may only participate at the higher level and remain with that team for the remainder of the season provided he/she follows team rules
- Any student athlete who turns 15 or older before Aug. 1<sup>st</sup> is ineligible for competition at the middle school level, but will be moved up to compete at the 9<sup>th</sup> grade level
- Middle school students can participate in high school sports that are not offered at the middle school level
- If a student athlete plays at a higher grade level one year, it is not a guarantee that they will play up the following years, it is a year-by-year decision

### **CUTTING PLAYERS (Basketball, Football, and Baseball):**

Student athletes at the middle school level shall not be cut from a team sport unless the following situations should occur:

- The number of student athletes on a team is determined to cause unsafe conditions during practice time
- If the student's ability level is such that it is unsafe for him/her to participate in the sport, they will not be allowed to play on the team
- If a child should be cut due to one of the previous mentioned circumstances, the following procedure will take place:
  - (1) The coach will personally meet with the student and their parent to let him/her know they have been cut from the team and discuss ways to improve and encourage their skills
  - (2) Once the coach has met with all players who will not be on a team, a team list may be posted and announced
- If a student is cut for one of the above reasons, a student from a lower grade level should not be moved up to the grade level from which the student was cut unless there are unusual circumstances, if this situation should occur, the principal should be consulted and make the final determination.

### **CHEERLEADING:**

6,7,8, graders will have the opportunity to participate in middle school cheerleading. If the number of athletes participating in cheerleading are such that they present safety concerns or other logistics issues, there will be two teams determined by a mandatory tryout. In circumstances of extreme numbers of participants, the principal/administration will make the final determination on what is a safe and logical number of cheerleaders.

*Final decisions on any athletic matter will be at the discretion of the principal.*

\*See "Student Participation" for eligibility guidelines.

## EXTRACURRICULAR PROGRAMS POLICY

### **CRITERIA FOR PROGRAMS**

For an extracurricular program to be continued or to institute a new program, the program must:

- (1) Contribute to the following Kentucky learning Goals:
  - Becoming a self-sufficient individual
  - Becoming responsible members of a family, work group, or community, including demonstrating effectiveness in community service
- (2) Generate and maintain student interest as well as attract students currently not involved in extracurricular or service projects
- (3) Encourage, enhance, and maintain equity including but not limited to a wide range of opportunities for both male and female students
- (4) Have a suitable adult sponsor and have appropriate adult supervision at all times.

### **PROGRAMS CURRENTLY OFFERED**

- Athletics (Football, Men's and Women's Soccer, Softball, Men's and Women's Basketball, Men's and Women's Cross • Country, Men's and Women's Golf, men's and Women's Tennis, Men's and Women's Track, Baseball, Cheerleading).
- Y-Club-KYA-KUNA
- BETA Club
- FCA
- Junior Guard
- Pep Club
- STLP
- Band
- Academic Team

### **STUDENT PARTICIPATION**

Students will be eligible to participate in extracurricular activities if they:

- Maintain passing grades in 80% of the subjects
- Were in attendance on the day of the activity
- Comply with rules established by the adult coach or sponsor for the activity •where applicable, meet any requirements set by the appropriate sponsoring or governing organization
- Students who are in ISS for 50% of the day will not practice or play in a game on that day
- A medical excuse from a physician must show the date on which the student/athlete is cleared to return to activity, if the student/athlete does not present a medical clearance they will be unable to practice or play until such documentation is presented.

### **CARE OF TEXTBOOKS**

Textbooks are loaned free of charge to all students for each class. It is the responsibility of the student to keep and maintain his/her books in the best condition possible. If a book is lost or abused in any way, the student shall pay for the textbook. The only writing in a book shall be the student's name and number.

The classroom teacher for end of the year comparisons will keep a student's book description form along with the teacher's textbook form. NO books may be checked out to a student who is considered home schooled.



## LIBRARY

- 1- Students may check out one book/magazine for a two week period. Students may choose to recheck the book unless it is on hold for another student.
- 2- If a student has an overdue book, they may not check out another book/magazine until the book is returned or paid for. If a student fails to return or pay for the book at the end of the school year, the student may not check out another book the following school year.
- 3- If a book is lost, the student must pay for the book. Books that have been purchased within the last two years, students must pay the full cost of the book. If a book has been in the MCMS library for 3-5 years, students will be charged \$10. If a book has been the MCMS library for more than 5 years, students will be charged \$5 to help replace the book.
- 4- All books must be returned or paid for before students are approved for the end of the school year field trips or field day.
- 5- When students transfer, books must be returned or paid for before records will be sent to the new school.
- 6- If a book is damaged (for example but not limited to, wet causing mildew, written in by younger sibling, damaged by pet) while in a student's possession, the student must pay for the book.

## FOOD/DRINKS

Snacks/Cokes may not be purchased until 30 minutes after the last lunch period of the day. Students will be permitted to bring a packed breakfast and/or packed lunch to school; however, no outside food or drinks will be delivered during the school day. Open containers of beverages will not be permitted. If your child has special dietary requirements, please contact us and we will make appropriate arrangements for your son or daughter. Food can't be picked up by students in the office until their student lunch period begins. Any food delivered after their lunch time is over will not be picked up until end of the day. No outside food or drink should be allowed in classrooms.

## MEDICATION

No prescription medication shall be given or dispensed unless the child has, on file, a medication authorization signed by the parent or legal custodian of that child and a prescription medication form signed by child's physician. All medication should be kept in the original container bearing the original pharmacy label and the child's name. Parent or legal custodian MUST bring all medication to school. Parent or legal custodian and office personnel where it will be kept under lock and administered as prescribed must count all medication. NO medication is to be brought to school by a student under any circumstances. This includes Tylenol and all over the counter medication. If a child has migraines or needs to take Tylenol regularly, he/she should have a bottle brought by a parent or legal custodian for them. The District Health Coordinator when available or designee will be responsible for distributing all medications and addressing students' medical needs.

## USE OF TELEPHONE

The office phones are for school business. Students will be allowed to use the telephone during breakfast and lunch only to call home for items left at home, lunches, assignments, or to change their normal mode of transportation. Phone calls may not be transferred to students. PHONE MESSAGES WILL NOT BE RELAYED TO STUDENTS AFTER 2:00 PM. CHANGES OF TRANSPORTATION NEED TO BE TAKEN CARE OF BEFORE THIS TIME! A message will be given to students between classes. Cell phones may be brought to school but MUST be turned off and kept concealed at all times during the school day.

## GUIDANCE SERVICES

The guidance program is organized to assist in the educational process. It provides support for the development of our students' mental, physical, and social growth. Guidance services include the following:

- (1) Information
- (2) Guidance and Counseling
- (3) Appraisal-Cats, Test Scores
- (4) Career Development
- (5) Consulting
- (6) Referral
- (7) Mediation
- (8) Placement And Follow-Up
- (9) Health Records

## HEALTH RECORDS

It is the parents' responsibility that ALL health records are complete and their child's shots are up-to-date. Parents will be notified by letter or phone call if their child is in need of a physical or immunization shots. Student will be suspended until records are up-to-date if not done so within 5 days from school notification. New students will not be allowed to enroll until their Kentucky immunization certificate and school physical are completed.

## BUS CONDUCT/BUS PASSES

The bus driver is in charge of his/her bus and responsible for the safe transportation of his/her passengers. In the event that a student is behaving in such a way as to endanger the safety of other pupils on the bus, the driver shall submit a written misconduct report to the building principal. The principal will administer the following consequences upon receiving a written misconduct report:

See MCMS code of Conduct for consequences.

\*A BUS PASS is required if your child will be riding any bus other than his/her regular bus. A note by a parent/guardian is required in order for your child to be issued a bus pass. The note **MUST** contain the following information: Student's name, drop-off address, and person who will be responsible for student at drop-off address. Bus drivers will not allow a student to ride his/her bus without a bus pass.

## SAFETY

Students will not be allowed to open any outside doors from 7:30 – 2:25.

Students should be signed in and out at front desk from 7:00 AM – 2:45 PM.

After 2:45 students will need to be checked out through the afterschool program at the GYM entrance of the middle school.

## DRESS CODE

1. Hats, caps, bandannas, or any covering for the head shall not be worn inside school.
2. Jewelry, shirts, belt buckles, or other apparel that advertises drugs, or alcohol is not allowed. Items that are sexually suggestive profane, obscene, or offensive shall not be worn. Jewelry or items worn around the neck may not exceed below the chest area.
3. Students are not permitted to wear clothing that makes reference to gang activity; rebel shirts or accessories are not allowed.
4. All shirts and blouses must be long enough that they could be tucked into clothing and cover the waist area (even when arms are raised!) All garments should be non-revealing. Shoulder Straps must be at least the width of a credit card. Skirts/Dresses must be knee length. Shorts must be within three (3) inches of the top of the knee. If leggings are worn, top layer garment must extend to finger tips, with arms to side and shoulders relaxed.
5. Shoes are to be worn by all students.
6. Students are not to wear saggy pants, which reveal underwear. No holes in jeans/clothing above finger-tips (if hands are extended to one's side). Pajamas or house shoes are NOT to be worn to school.
7. Piercing is limited to the ears only.
9. For safety reasons, at no time will students be allowed to wear heavy coats or trench coats after arriving to school.
10. Tattoos must be covered and out of sight at all times.

## Revision to Alcohol and Other Drugs Policy

### Procedure: **Possession / Under the Influence, Use**

1. Being under the influence or possession of alcohol or other controlled / illegal substances while at school, on school property, or any school sponsored event is expressly forbidden.
2. Parents will be contacted immediately upon verification of the violation.
3. The student and parent(s) will be advised orally and or in writing of the charge and the evidence of the violation of the school's discipline code and the penalty incurred.
4. Students will be afforded procedural due process such that they will be given the opportunity to deny the charges against them, presenting their side of the situation. All statements will be written and or recorded and kept on file at the school.
5. A statement of understanding will be sent to the student and parent(s) outlining the policy violation, evidence gathered and the steps that are being taken. This will be signed by the parents and kept on file.
6. The School Resource Officer (SRO) or other law enforcement agencies will be notified of the situation. Appropriate criminal charges may be filed as deemed appropriate by said officer or agency.
7. Students that minors (younger than age 18) will be referred to the Kentucky juvenile justice system and or Court Designated Worker. Students that are 18 years of age or older will be taken into custody immediately by the SRO or appropriate agency.
8. Students will be suspended for a minimum of 2, but nor more than 5 school days, until an intake meeting can be held for alternative placement. Parents must be present at the alternative school intake meeting.
9. Students must enroll in an approved substance abuse counseling program and be able to show documented proof of enrollment within 14 days of alternative placement. **Students must comply with the recommendations of and complete the treatment program.**
10. **Students in violation of this policy will be assigned to alternative placement for a minimum of 85 school days. Readmission to Monroe County Middle School (MCMS) will be considered at the appropriate nine –week term or semester interval in relation to the placement. This is for the academic success of the student upon transition.**
11. A student may apply for readmission to MCMS after the alternative placement of provided said student can **(1) show proof of compliance and completion of the treatment program** and (2) have a readmission meeting before the superintendent of schools or his designee requesting readmission to the regular school program.
12. Further violations of the Alcohol and Other Drugs policy while students are in alternative placement could result in additional days of assignment to the alternative placement and or expulsion from school. Evidence gathered in such an event will be turned over to the proper law enforcement agencies for possible criminal prosecution.

## Revision to Alcohol and Other Drugs Policy

### **Procedure: Transfer, Procurement, Traffic, Sales or Possession with the Intent to Sell Alcohol, or Illegal Drugs**

1. The sale, procurement, trafficking in, Transfer or the Intent to sell alcohol and or other illegal drugs / substances is expressly forbidden.
2. Parents will be contacted immediately upon verification of the violation.
3. The student and parent(s) will be advised orally and or in writing of the charge and the evidence of the violation of the school's discipline code and the penalty incurred.
4. Students will be afforded procedural due process such that they will be given the opportunity to deny the charges against them, presenting their side of the situation. All statements will be written and or recorded and kept on file at the school.
5. A statement of understanding will be sent to the student and parent(s) outlining the policy violation, evidence gathered and the steps that are being taken. This will be signed by the parents and kept on file.
6. The School Resource Officer (SRO) or other law enforcement agencies will be notified of the situation. Appropriate criminal charges may be filed as deemed appropriate by said officer or agency.
7. Students that minors (younger than age 18) will be referred to the Kentucky juvenile justice system and or Court Designated Worker. Students that are 18 years of age or older will be taken into custody immediately by the SRO or appropriate agency.
8. Students will be suspended for a minimum of 2, but not more than 5 school days, until an intake meeting can be held for alternative placement. Parents must be present at the alternative school intake meeting.
9. Students must enroll in an approved substance abuse counseling program and be able to show documented proof of enrollment within 14 days of alternative placement. **Students must comply with the recommendations of and complete the program.**
10. **Students in violation of this policy will be assigned to alternative placement for a minimum of 170 school days. Readmission to Monroe County Middle School (MCMS) will be considered at the appropriate nine –week term or semester interval in relation to the placement. This is for the academic success of the student upon transition.**
11. A student may apply for readmission to MCMS after the alternative placement provided said student can: **(1) show proof of compliance and completion of the treatment program** and (2) have a readmission meeting before the superintendent of schools or his designee requesting readmission to the regular education program.
12. Further violations of the Alcohol and Other Drugs policy while students are in alternative placement could result in additional days of assignment to the alternative placement and or expulsion from school. Evidence gathered in such an event will be turned over to the proper law enforcement agencies for possible criminal prosecution.

Definitions:

Monroe County Middle School- MCMS

Monroe County Board of Education- MCBOE

**Alcohol- Alcoholic Beverages** includes but not limited to Beer, Whiskey, Bourbon, Wine, Vodka, Gin, Any Distilled Spirit

**Illegal Drugs-** includes but not limited to Marijuana, Prescription Medications, Cocaine, Crack, Crank, Methamphetamine, Bath Salts, Synthetic Marijuana or other Synthetic Drugs, any controlled, regulated or illegal substance

**Look-Alike Substances-** any substance in any form that would give the appearance of being any of the previously mentioned illegal substances

**Illegal Substances-** Drugs and or Alcohol

**Possession of-** A student is in possession of a substance if that substance has been ingested in the body, is found to be present on the students person or in their personal belongings, found to be present in cups, bottles or containers known to belong to said student, in their school locker, in their PE (physical education) locker, or in their vehicle if said student drives to school.

**Sale, Delivery, Procurement, Transfer, Traffic-** the attempt to exchange alcohol, illegal drugs or look alike substances from one party to another by whatever means, such as the exchange of money, bartering or trading items , or the giving of substances from one party to another.

**Alternative Placement-** student will be assigned to the Monroe County Falcon Academy and will not receive district transportation.

**Expulsion-** student will not be allowed on any school property for one calendar year. Student will receive educational services in the home.

**MCMS CODE OF CONDUCT**  
**REASON FOR REFERRAL/CONSEQUENCES**

**1. Tardiness to Class (Per calendar month)**

- a. 2 tardies = Warning/conference with advisor/parent notified by letter
- b. 3 tardies = 1 week lunch detention
- c. Each additional equals one day of after school detention

**2. Display of Affection:**

- a. Warning/Conference with administrator
- b. Parent notified/ISS (3-days)
- c. ISS (5-days)
- d. Long term Falcon Academy

**3. Alcohol/Drug use/abuse/possession: (Including Look-Alikes)**

- a. Suspension and/or expulsion (10-days), authorities notified, drug/alcohol evaluation required to return to school, counseling may also be required.
- b. Suspension pending board hearing, authorities notified, Readmission contingent upon Board of Education review and recommendation of approved substance abuse professional.

**4. Bus Misbehavior:**

- a. Warning, possible 2-day bus suspension, parent notified
- b. Bus suspension (3-days)
- c. Bus suspension (5 days)
- d. Bus suspension (10-days)
- e. Loss of bus privilege remainder of school year.

**5. Cheating: (Includes copier and supplier)**

- a. Warning, conference with administrator, parent notified, and student MUST retake test or redo assignment
- b. ISS (3-days)
- c. ISS (5-days)
- d. Long term Falcon Academy

**6. Disrespectful/Rude (to anyone), not following adult directive:**

- a. Warning, conference with administrator, parent notified, possible ISS
- b. ISS (3-days)
- c. ISS (5-days)
- d. Long term Falcon Academy

**7. Fireworks/arson:**

- a. Parent notified, police notified, suspension pending board hearing.
- b. Recommendation for expulsion

**8. Fighting:**

If student A initiates a fight (verbally or physically), he/she will receive maximum consequences. If student B retaliates (verbally or physically), he/she will receive minimum consequences unless he/she "initiates physical contact", then student B will also get maximum consequences. If student B does not retaliate (verbally or physically), TELLS AN ADULT, NO consequences will be given to student B. If both students equally initiate fight or a determination cannot be made who initiated fight, both students will receive maximum consequences. IF SOMEONE IS BOTHERING YOU...TELL AN ADULT...DO NOT ENGAGE IN VERBAL OR PHYSICAL RETALIATION...THIS WILL GET YOU CONSEQUENCES ALSO.

\*Students who are determined to be "go-betweens" (help initiate a fight by running back and forth carrying information) or encourage students by provoking them to fight will also receive maximum consequences.

\*Students' pushing/shoving each other is subject to minimum punishment.

- a. Parent notified, ISS Max: (3 days), Min: (11/2 days)
- b. Max: ISS (5-days) Min: ISS (3 days)
- c. Max: Long term Falcon Academy, Min: ISS (5-days)

**9. Forging and/or Changing School or Parental Documents/Misrepresentation of Parent/Guardian when calling the school.**

- a. Parent notified, ISS (3-days)
- b. ISS (5-days)
- c. Long term Falcon Academy

**10. Leaving School / skipping class without permission:**

- a. Parent notified, ISS (5 days)
- b. Falcon Academy

**11. Gambling/Trading/Selling:**

- a. Warning and/or ISS (1-3 days)
- b. ISS (3 days)
- c. ISS (5 days)
- d. Long term Falcon Academy

**12. Bullying/Harassment:**

Consists of inappropriate oral, written or physical contact, including, but not limited to: Name-calling, stories, jokes, pictures, whistles, inappropriate gestures, physical threats, or behavior which interferes with the right to get an education. \*Any student who engages in such bullying/ harassing behavior shall be subject to automatic 3 -10 days ISS placement, Falcon Academy, and/or suspension/expulsion, possible police involvement. THIS TYPE OF BEHAVIOR WILL NOT BE TOLERATED!!!!

**13. Inappropriate Hall Behavior:**

- a. Warning, conf. with administrator, possible ISS
- b. ISS (1-3 days)
- c. ISS (5 days)
- d. Long term Falcon Academy

**14. Indecent Exposure:**

- a. Parent notified, ISS (3 days), possible police notification.
- b. ISS (5 days)
- c. Long term Falcon Academy

**15. Sexual Harassment**

- A. Warning, parent notified, possible ISS
- b. ISS (5 days)
- c. Falcon Academy

**16. Throwing objects:**

- a. Warning: conference with administrator, possible ISS
- b. ISS (3 days)
- c. ISS (5 days)

**17. Threatening/Intimidating/Assaulting:**

- a. Long term Falcon Academy/ police notification/ possible suspension or board hearing

**18. Tobacco- Use or possession including chewing tobacco and snuff.**

- a. Parent notified, ISS (3-days), possible police notification
- b. ISS (5 days)
- c. Long term Falcon Academy

**19. Profanity- Obscene language, gestures (written, drawn, acted, spoken or possession of obscene pictures).**

- a. Warning, Parent notified, possible ISS (3 days)
- b. ISS (3 days)
- c. ISS (5 days)
- d. Long term Falcon Academy



**20. Inappropriate Cafeteria Behavior:**

- a. Warning, special seat while eating, parent notified
- B. Isolated eating arrangement, ISS (1-3 days)
- c. Falcon Academy

**21. Weapons- (Use or possession)**

A student shall not possess, handle, or transmit any object that reasonably can be considered a weapon or instrument capable of inflicting bodily harm, or potentially causing a dangerous situation. Examples of such devices include, but are not limited to: knives, firearms, razors, clubs, mace, lasers, chains, and fireworks. PENALTY: Violation shall constitute reasons for expulsion for 1 full year, board hearing and legal officials will be notified.

**22. Violation of dress code:**

- a. Parent notified for change of clothing; warning
- b. Rest of day in ISS or suspension; parent notified for change of clothing
- c. ISS (1-3 days); parent notified for change of clothing
- d. ISS (1-3 days); parent notified for change of clothing

**23. Continuous Rule Violation:**

Depends of violation and number of reoccurrences to degree of discipline that will be administered.

**24. Assault to school employee:**

Parent notified, police notified, suspension pending board hearing.

**25. Damage to school property/Vandalism**

Including, but not limited to intentional destruction to property (including buses) or unauthorized entry of school buildings or grounds: including all those directly or indirectly involved in the act or acts. This is NOT considered a prank!

- a. ISS (5 days), Full Restitution of destroyed property, Police notified.
- b. Long term Falcon Academy

**26. Damage to books/equipment:**

Students who lose or damage books/equipment must make restitution.

**27. False fire alarm/bomb threat:**

Automatic alternative placement, possible recommendation for expulsion, police notified.

- a. ISS 8 days with police notified
- b. Falcon Academy

**28. Racial profanities:**

- a. Parent notified, ISS 3 days
- b. 5 days ISS

**29. Locker Violation:**

Someone breaking/entering a locker without permission from the owner, shall receive

- a. Warning
- b. ISS (3 days)
- c. ISS (5 days)

**30. Being out of designated area:**

- A. Warning, parent notified, possible ISS
- b. ISS (3 days)
- c. Falcon Academy

**31. Trafficking (Possession, Transfer, use) illegal substances: (Including Look-Alikes)**

\*Buying or Selling of Drugs/Alcohol:

\* Immediate suspension and recommendation for expulsion, law enforcement authorities will be notified. Readmission is contingent upon board of education review, after receiving recommendations of law enforcement officials and/or an approved substance abuse professional.

**32. Failure to follow school/Class rules:**

Minor Infraction violation.

**33. Theft- of school, staff, or student property, and/or possession of stolen property.**

- a. Parent and police notified, ISS - min. 3 days
- b. Falcon Academy

**34. Passing Medications:**

- a. Parent notified, ISS (3- days)
- b. ISS (5- days)
- c. Suspension and/or long Term Falcon Academy

**35. Bathroom Behaviors**

- a. Warning, conference with administrator, possible ISS
- b. ISS 3 days
- c. ISS 5 days

**36. Other:**

Possession of unauthorized item- caps- (out of locker), laser pointers, cards of any kind, hair picks, over-the-counter medications, pocket knives, sharp objects, lighters, matches, water guns, stink bombs, balloons, offensive spray, rubber bands, bandannas, chains (belt or key), handcuffs, dice, magnets, pacifiers... ANY ITEM THAT IS DISRUPTIVE AND/OR INTERFERES WITH THE LEARNING ENVIRONMENT OF OUR SCHOOL, SHALL RECEIVE THE FOLLOWING

- a. Warning loss of item, possible ISS
- b. ISS (3 days) Loss of item, parent contacted to pick up item.
- c. ISS (5 days) Loss of item.
- d. Falcon Academy.

**37. Cell Phones/Electronic Devices**

Cell phones/electronic devices may be brought to school. Once announcements begin in the morning, ALL devices must be silenced and put away and out of sight. . The Monroe County Schools acceptable use policy will be followed. **MCMS is not responsible for the damage, loss, or theft of these items.** Permission to use an electronic device must be given by a teacher or administrator before use. Devices should only be used for instructional purposes unless prior arrangements are made with school administrators. All cell phones will be turned off and placed in classroom sleeves as students enter the classroom. Absolutely NO pictures or videos of other students or adults without being an approved activity. No student will be on a social networking/media site at any time during school.

- a. Minor Infraction, phone confiscated and returned at end of day.
- b. Minor Infraction, phone confiscated, must be picked up by parent/guardian.
- c. 1 day after school detention, phone confiscated, must be picked up by parent/guardian.

**38. Use of School Computers/Devices**

Students should only be on websites approved by the teacher and adhere to the District's Acceptable Use Policy.

- a. Minor Infraction (Possible loss of privilege, Possible ISS)
- b. Loss of privilege (length varies), Parent/guardian notified, 1 day after school detention
- c. Loss of privilege remainder of school year, Parent Notified, 1 day after school detention