

WELCOME TO BOYLE COUNTY MIDDLE SCHOOL

BELIEF STATEMENT

Boyle County Middle School will provide for every student a safe, nurturing, and challenging educational environment. Students will enhance their ability to function effectively in an increasingly complex world. These goals will be accomplished through a commitment to excellence in teaching, diversity in curriculum, student achievement, active parental and community involvement.

MISSION STATEMENT

PREPARING TODAY'S GENERATION FOR TOMORROW'S CHALLENGES

The faculty, staff, and administration would like to welcome each of you to the "Home of the Eagles". We hope that all parents and students will feel that this is your school and will contribute to its success in all areas. The policies and procedures contained in this handbook have been carefully prepared and presented so that they will be of great value in helping you adjust to your school and to become an integral part of it.

STUDENTS – Be proud of the fact that you attend Boyle County Middle School. Take care of your school and set a trend in school pride that will continue for years to come. As a school citizen, you are expected to conduct yourself within the guidelines of socially appropriate behaviors. You will have fun as you learn necessary and useful skills for the future.

PARENTS – You may visit our school at any time. For safety reasons, please remember that all visitors must check-in with your driver's license and obtain a Visitor's Identification Badge in the front office upon entering the building. If you wish to have a conference with a particular teacher or a team of teachers, a time will be arranged during the teacher's planning period. To make sure that the teacher will be available, please call ahead to schedule an appointment (236-4212).

We strongly urge you to become involved in your child's school experiences. Become aware of what is being offered in the curriculum, the extra curricular programs, and school policies. Volunteer as a guest speaker, serve as a chaperon, or serve on the school PTO. Please read this material and become familiar with the operation of Boyle County Middle School.

BOYLE COUNTY ATTENDANCE POLICY and PROCEDURES

All students are expected to attend school each day and to be on time for classes in order to benefit maximally from the instructional program and to develop habits of punctuality, self-discipline, and responsibility. There is a direct relationship between attendance and achievement. Students who have good attendance generally achieve higher grades, enjoy school more, and are much more employable after leaving school.

Excused reasons for absences include: personal illness and/or severe illness or death in the immediate family, court summons, school activities approved in advance by the Principal, clinical appointments as verified by a doctor's statement, and other emergency circumstances approved by the Principal. Days when a student is suspended shall count as unexcused absences under these rules.

Excessive absences may result in truancy proceedings or class failures. Please refer to the district attendance policy for more details.

On returning to school after an absence, the student must present a written note to his/her first period teacher. The note must be signed by the student's parent or guardian and explain the nature and date(s) of the absence. Parents/guardians have five (5) parent notes per year. All unexcused absences must be processed through the school attendance clerk. Upon returning to school, the student will have three (3) days to bring in a note.

Any student who has been absent and has missed work is required to make up the work to the satisfaction of the teacher. The responsibility for obtaining and completing the make up work within 5 days lies within the student.

TARDY TO SCHOOL/CLASS

Students should arrive at school by 8:00. A warning bell will ring at 8:05. Any student not in 1st period before 8:07 (3rd bell) will be considered tardy. Instruction will begin promptly at 8:07. Students should be in class and prepared to work by this time. 3 unexcused tardies to class will result in detention.

If a student is late to school, he/she must check in with the front office to get an admission slip before going to class. This admission slip will inform the first period teacher that the student has checked in with the front office. A student should plan his/her day and passing time between classes so as to not be tardy to class.

CHECKING A STUDENT OUT EARLY

The parent/guardian must come into the front office with your driver's license to sign the student out of school. When the parent/guardian arrives, the student will be called from class. Students are encouraged to check out by 2:55 PM. Students are not allowed to wait in the office for the parent/guardian's arrival unless it is an emergency. If another adult other than the parent/guardian is sent to pick-up the student, he/she must be listed on the check - out authorization form previously completed by the parent/guardian. In order to receive perfect attendance for the year a student can not have any absences or check in/out at anytime during any school day.

AFTERNOON DISMISSAL

In order to dismiss students in a safe, orderly, and efficient manner, we will follow this procedure for student dismissal.

1:59 - 2:05 - Class change before 6th period- students get prepared for dismissal.

3:04 - Announcements - Only students that are called to the office or have a chromebook to return to the library may leave the classroom.

~3:08 - First bell - bus riders only will exit the classroom

~ 3:11 - Second bell - car riders, after school activities. You should only stay after school if you have an activity with a coach or teacher supervision.

Students may cross the parking lot by using the designated crosswalks and sidewalks.

CHANGING SCHEDULED BUS

If a student wishes to ride a bus other than his/her scheduled bus or wants to get off the bus at someplace other than his/her home, he/she must bring a signed note from the parent/guardian with the address noted. This note should explain the necessary change and address and be brought to the front office at the beginning of the day. The principal shall approve

a permission slip for the change. The student will present the approval slip to the bus driver upon entering the bus.

DRESS CODE

Students shall wear clothing appropriate for a public, co-educational school setting. Clothing considered offensive or insensitive to any segment of the Boyle County School system will not be permitted. Specific dress requirements include: No Blankets

- All shirts or tops must have sleeves that extend at least one inch from the arm hemline of the shirt
- Shirts may not have any inappropriate messages. Inappropriate material includes, but is not limited to: alcohol/drug reference, sexually related material, material offensive to others
- Fishnet, cut-out, see-through and low-cut shirts are not allowed. Cold shoulder style shirts must have at least a width of 3 fingers at the shoulder to be worn.
- Shirts must cover the stomach area with the student's arm extended straight out to their side
- Shorts, skirts, and dresses must be at or below the student's mid thigh area. NOTE: The mid-thigh area is measured with the student's arms and hands held straight down the side. The point at which the lowest finger hangs is the mid-thigh area.
- Any holes or shreds on any article of clothing above the thumb tips length must have an attached patch covering the hole or shred. The patch must be sewn or ironed on. The length is measured with the student's arms and hands held straight down the side to the point at which the thumb tip hangs is acceptable.
- No pajamas are to be worn in school.

Leggings may only be worn in conjunction with shorts, skirts, dresses, or tunics (shirts) that extend past the thumb tip when arms are held straight down to your side. The thumb tip length should cover all around legs including the front, sides and back.

- Pants must be worn at the natural waistline with no underwear or underpants visible at any time
- Boots, shoes (athletic or dress), or sandals must be worn at all times. No house shoes are allowed
- Headwear is prohibited unless cleared by the administration
- Boyle County Middle School staff and administration reserves the right to deem any article of clothing that disrupts the educational process, inappropriate and in violation of the dress code.

STUDENT CONDUCT

Students are expected to follow the school/teacher expectations and the school and district policies set forth by the School Based Decision Making Council and the Boyle County Board of Education. These policies which require or prohibit certain student behaviors are in effect while the student is on the school grounds, going to and from school, or under supervision at school sponsored activities, such as ball games, dances, field trips, etc. Courtesy, cooperation, good

citizenship, and self-control are qualities that all Boyle County Middle School students are expected to display at all times.

Students are expected to follow the general school rules and Guidelines for Success. Students who follow these rules will be eligible to receive many extra school privileges and rewards. Students who fail to follow these rules will face loss of privileges and other unwanted consequences.

Students are expected to:

- Follow all directions and requests from teachers and staff on the first request
- Arrive to class on time and prepared for work
- Use only socially acceptable language
- Bullying/harassing will not be tolerated
- Stay on task and work without disturbing others
- Keep the hallways open to all traffic by walking on the right hand side of the hallway
- Walk quietly in the hallways respecting the learning environment of others
- Use a hall pass at all times other than during class change time
- Use the vending machines only at designated times approved by the teacher
- All electronic devices should not interfere with the instructional day. Students are permitted to use their personal devices in the morning until 8:00. For the remainder of the day, personal devices should not be used unless given permission from a staff member. Students accept all responsibility for damage or loss to personal devices.
- No fighting or physical intimidation of others
- Do not bring any type of weapon or dangerous instrument to school
- Do not engage in public displays of affection
- The possession, use, distribution, or selling of alcohol, drugs, look-a-like drugs, and tobacco/vaping products is strictly prohibited.

Students that receive 2 office referrals in a 4 ½ week period will be ineligible for extra-curricular activities. Conduct expectations and consequences can be found in the Boyle County Schools “Code of Pupil Conduct”.

FEES

Students are responsible for any approved fees as determined by the Boyle County Board of Education. School fees are \$50 for all students unless you qualify for free or reduced lunch.

VISITORS AND VOLUNTEERS

For safety reasons, all visitors and volunteers must check-in through the front office with a valid driver’s license when entering the building. Visitors and volunteers will then be given an identification badge, which must be displayed at all times. Visitors will be escorted from the office to meetings with teachers. Students are not allowed to have visitors, such as out-of-town guests or brothers/sisters, accompany them to school. A mandatory background check must be completed and cleared before a volunteer assists a teacher or works in the building. The state may also require a fee be paid to complete the process.

REPORT CARDS

Boyle County Middle School reports student progress every nine (9) weeks. Students will receive an official report card four (4) times each year. The report card indicates the student's academic progress, student attendance, and teachers' comments. In addition to the quarterly report card, students will receive mid-term reports at the midpoint of the 9 weeks.. All of these reports should be reviewed by the parent/guardian. All parents and students are encouraged to use their Infinite Campus student or parent portal to keep up with their grades.

SCHOOL LOCKERS

Teachers will assign lockers to students during the first week of school. Students should use a lock to secure their school locker. Students must give their first period teacher an extra key or combination for the lock. In the event a lock must be removed by the school, we reserve the right to cut off the lock. Students may not write, draw, place decals, or otherwise deface the school locker. Students may not switch or share lockers without permission from administration.

MEDICATION AT SCHOOL

If a student is required to take any medication during the school day, including aspirin, Tylenol, etc., the following procedures must be followed:

- The parent/guardian must complete a medication authorization form informing the school of the type of medication, the dosage, and the time of administration. This form must remain on file in the office and be updated as needed
- At no time should the medication be transported by the student
- The medication must be kept in the office, not in the student's possession
- Students will be released from class at the designated time to take the medication. The medication must be taken in the office and witnessed by a staff member

USE OF PHONES

Students must have permission (hall pass, written pass, etc.) from their teacher in order to use the school telephone. All students are encouraged to make after school plans before school. Phone use should be limited to contact with parent/guardian due to illness or emergency arrangements. Cell phone use at Boyle County Middle School is to be used with discretion of the classroom teacher or school staff. Please refer to the Boyle County cell phone policy.

Cell phones and other electronics are not to be used during the school day unless given permission by an adult. Phones should not be seen or heard during the school day after 8:00.

First Offense: Device collected by teacher, device returned at the end of the day, after school detention will be assigned.

Second Offense: Device collected by teacher, returned at the end of the day, Friday school assigned.

Third and Subsequent Offenses: Device collected by teacher- parent must pick up after school and Friday school will be assigned.

If a parent cannot pick up the phone, return to student after one day.

Multiple infractions may result in a more severe consequence.

STUDENT SAFETY ISSUES

Students shall not be in possession of, sell, distribute, or be under the influence of drugs, look-alike drugs, alcohol, or tobacco products. Students shall not bring dangerous instruments or weapons to school. Violations of these rules will result in serious school and out-of-school consequences (police involvement, juvenile petitions, etc.) Students who violate these rules are subject to expulsion from the Boyle County Public School system. Unlawful possession of a weapon on school property in Kentucky is a felony, punishable by a maximum of five (5) years in prison and a ten thousand (\$10,000.00) dollar fine.

If a student is aware of anyone violating these serious rules, he/she is required to inform an adult as soon as possible. Every effort will be made to ensure the confidentiality of the student making the report. Quick and accurate reporting will keep all students safe.

BREAKFAST AND LUNCH PROGRAMS

Breakfast is served every morning from 7:30 to 8:00. Students should be finished with breakfast by 8:00 in order to get to their first period class on time. Teachers will accompany their students to and from the cafeteria for lunch. Each class is responsible for cleaning their table and any spills or trash around the tables. Trays and utensils shall be returned to the dishwashing area. No food, drink, utensils, cups, straws, condiments, etc. are to be taken from the cafeteria.

Prices for student breakfast and lunch for the 2019-20 school year are:

Breakfast – \$1.50

Lunch – \$2.75

Students are encouraged to eat school lunch or bring a pre-packed lunch from home. No outside food or drink is permitted in Boyle County Middle School.

LOST OR DAMAGED LIBRARY BOOKS

Students are responsible for materials checked out from our Library Media Center. If a student loses a book or it is damaged while checked out to a student, a replacement fee will be charged to the student.

TECHNOLOGY USAGE

All students must have an “Acceptable Use Policy” form signed by their parent/guardian and the student on file in order to use technology at Boyle County Middle School. All students at Boyle County Middle School are issued a Chromebook for daily use. Students and parents may complete a “Take Home User” form to take the device home each day. Refer to district policy for more information. If a student misuses the equipment or the internet, the student may lose their computer privileges and will be responsible for damages. **ALL** students must complete a Digital

Driver's License to continue to utilize Chromebooks as take home users. The DDL link can be found on the Boyle County Schools home page.

Chromebook Damage Policy		
Issue	Action(s) Necessary	Restitution
Accidental Damage - 1st Instance	A report must be made immediately to the Tech Help Desk. The device must be returned to the school so that a new or spare device may be issued.	\$40
Accidental Damage - 2nd Instance	A report must be made immediately to the Tech Help Desk. The device must be returned to the school so that a new or spare device may be issued. However, a spare device may not be issued for a 2nd break. The student may need to wait until the original device is returned from service.	\$40
Accidental Damage - 3rd and additional Instances	A report must be made immediately to the Tech Help Desk and administration. The device must be returned to the school. However, a spare device will not be issued. The student must wait until the original device is returned from service. Some loss of privileges of using the device may occur.	Cost of Repair or Full Replacement Cost (current market)
Intentional OR Negligent Damage	A report must be made immediately to the Tech Help Desk and administration. The device must be returned to the school so that a new or spare device may be issued. Deliberate damage will be referred to an administrator. Any and all appropriate discipline for damage to school property may be enacted.	Cost of Repair or Full Replacement Cost (current market)
Lost	A report must be made immediately to Tech Help Desk and administration and full replacement cost shall be paid.	Replacement cost
	*Device	Replacement cost
	*Power Cord	Replacement Cost

Theft	A report must be made immediately to administration and Tech Help Desk-- A police report must be filed. Investigation will take place.	No Cost
-------	----------------------------------------------------------------------------------------------------------------------------------------	---------

Damage/Repair/Replace restitution costs apply from distribution date until date the device is returned to the District.

Reminder of No Privacy Guarantee

District personnel have the right to access information stored in any user directory, on the current user screen or in electronic mail. They may review files and communications to maintain system integrity and ensure that individuals are using the system in accordance with District policies and guidelines. Students should not expect files stored on District servers or through District provided technology services to be private. By accepting these terms and conditions, students waive any right to privacy or confidentiality to material that was created, sent, accessed or stored using a District computing device or District provided account.

FIELD TRIP POLICY

In accordance with the Boyle County Middle School Field Trip Policy the following guidelines will be followed:

- Sack lunches may be offered for the day long trips.
- Cost of the field trip is based upon the number of students attending. Therefore, field trip fees are not refundable unless the trip is cancelled.
- Field trip fees must be paid in advance and permission slips must be signed to determine the number of students attending.
- Students who do not attend a field trip will be counted absent.
- All school rules and safety procedures must be observed on the bus and during the entire trip. Disciplinary consequences can be administered if rules are not followed.

SCHOOL POLICIES

School policies are reviewed, revised, and developed as needed. Changes or new policies will be shared with students and parents as they are implemented.

DISCRIMINATION NOTIFICATION

Students, parents, and employees are notified that the Boyle County Board of Education does not discriminate on the basis of race, color, national origin, age, religion, marital status, sex or handicap. Any person having inquiries concerning Boyle County Middle School's compliance should contact the Board of Education office at 236-6634.

ATTITUDE IS EVERYTHING!

Revised 8/14/2019