

NAME OF STUDENT_____

GRADE_____

Bracken County Middle School
2024-25 Student Agenda Book
Home of the Cubs and Lady Cubs

167 Parsley Drive Brooksville, KY 41004

Phone (606) 735-3425 Fax (606) 735-2057

District Mission Statement

Bracken County Schools will provide a challenging academic environment, which recognizes students as diverse individuals expected to achieve at proficient and distinguished levels.

BCMS Mission Statement

Bracken County Middle School will provide a challenging, quality educational experience, recognize students as diverse individuals, and enable them to become self-sufficient life-long learners in a global society.

Bracken County Schools 2024-25 Discipline Code can be obtained electronically through the District web page-- <http://www.bracken.k12.ky.us>. Click District Info tab, then District Discipline Code. BCMS Student Handbook contains School & some District information.

Bracken County Middle School Statement of Compliance

Please read all rules and regulations contained within this Agenda Book carefully. These rules have been established for the benefit of our total school population. Should you have any questions, please contact our school. When you feel that you thoroughly understand the rules of our school, please sign the compliance statement below and return to the school. Each student at Bracken County Middle School must have this agreement on file.

PLEASE SIGN BELOW:

As a student at Bracken County Middle School, I have read the Bracken County Middle School Agenda Book. I understand the school rules and regulations and agree to adhere to the rules throughout the school year.

Student Signature_____ Date_____

As a parent at Bracken County Middle School, I have read and discussed the information in my child's Bracken County Middle School Agenda Book and agree to assume responsibility for my child's behavior. I give my support to the Bracken County Schools in maintaining a safe learning environment for all students.

Parent Signature_____ Date_____

-----**FOR QUICK STUDENT REFERENCE**-----

Primary Contact Person:_____

Relation to Student: _____ Primary Phone Number: _____

Secondary Contact Person:_____

Relation to Student: _____ Secondary Phone Number: _____

Integrated Pest Management 302 KAR 29:050

Each school district shall implement an integrated pest management program with a primary goal of controlling dangerous and destructive pests with the judicious use of pesticides. If a pesticide is to be applied in or around a school, an advance notification of pesticide use shall be given or sent by the school at least twenty-four (24) hours prior to the pesticide application to all staff members, health professionals assigned to provide services at the school and parents or guardians of students enrolled in the school as determined by the contact information maintained on file.

Notice shall not be required if: A pesticide is to be applied at a time the school is not in session under the calendar set by the school board; and Persons other than the applicators and the minimum number of school staff necessary to allow the applications are not scheduled to be in the building during the application and for at least twenty-four (24) hours after the application.

BCMS MEDIA RELEASE 2024-25

I give permission for teachers and staff at BCMS to photograph or video my child _____. These pictures/videos may be used in the classroom, school web site, school social media, local newspaper, internet, e-mail, and other publications.

_____ Parent Signature

_____ Date

Privacy Bracken County Middle School--Computer Rules and Responsibilities

- Students must log onto computers/Chromebooks using their own school issued username and password.
- Keep all your passwords PRIVATE. Do **NOT** share them with anyone.
- Always log off and leave the station ready for the next person to use.
- Keep your hands on your assigned computer. Do not touch anyone else's computer, keyboard or mouse.

Printing

- Ask teachers permission before printing and print only if you have permission. Press print button only once.
- Print only information that you NEED, do not waste paper.

Email ** The following actions could result in loss of all computer privileges!

- Use your school email address **only** for school purposes.
- Do **NOT** email any inappropriate language, pictures, videos, comments or anything that could be considered cyber bullying.
- Do **NOT** use your school email address to set up a social network site (Facebook, Twitter, Snapchat, Instagram, etc.).

Internet

- If you need to use the internet, you should have a specific topic or assignment in mind.
- Randomly browsing the internet/playing video games is not allowed. Do not get on any inappropriate web sites.
- Facebook, Twitter, Snapchat, Instagram and other social networking sites are not allowed.
- Teachers will monitor to ensure that class time is not used for watching music videos or streaming music for entertainment.

Citizenship

- Use proper, appropriate, and respectful language when speaking and typing. Cyber bullying will not be tolerated. Be a good "cyber citizen".

Head Phones/Ear buds and Flash Drive

- Students are responsible for providing headphones/ear buds needed for class assignments and activities.
- Bring a flash/jump drive to school to save your work and transport it between home and school.

Computer Care

- Respect the equipment. Do not tamper, write on, or damage any of the computer equipment (Chromebook, CPU, Monitor, Keyboard, mouse or mouse pad). *This would be defacement/destruction of school property.
- Do not disconnect any cables or remove any identifying stickers from the computer.
- Do not change any system settings without permission. Do not install any software/apps, or modify or delete any system files on any lab computers.
- No drinks, food or candy allowed in the computer labs. (Including gum and candy)
- If your computer is malfunctioning, let your teacher know immediately before leaving or beginning class.

****I have read and understand the BCMS computer rules and responsibilities, and understand violations of the computer rules may result in loss of computer privileges or other disciplinary action.**

Parent Sig. _____ Student Sig. _____ Date _____

FOR STUDENT & TEACHER USE ONLY→ Please keep in Student Agenda

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Parent Sig. _____ Student Sig. _____ Date _____

FOR STUDENT & TEACHER USE ONLY→ Tear Out and Send to the Main Office

Bracken County Schools

2024-2025 School Calendar

August 2024						
Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

September 2024						
Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

October 2024						
Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

November 2024						
Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

December 2024						
Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
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15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

January 2025						
Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

February 2025						
Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	

March 2025						
Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

April 2025						
Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

May 2025						
Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

June 2025						
Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

July 2025						
Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

AUG 9, 12-16	NO SCHOOL- TEACHER WORK DAY	OCT 10-11	FALL BREAK	MARCH 31- APRIL 4	SPRING BREAK
AUG 19-21	NO SCHOOL - TEACHER PD	NOV 5	ELECTION DAY	April 18	GOOD FRIDAY
AUG 22	OPENING DAY FOR TEACHERS	NOV 27-29	THANKSGIVING BREAK	MAY 23	LAST DAY OF SCHOOL
AUG 23	NO SCHOOL - TEACHER PD	DEC 23- JAN 3	WINTER BREAK	MAY 27	CLOSING DAY FOR TEACHERS
AUG 26	FIRST DAY OF SCHOOL	JAN 20	MARTIN L. KING DAY		
SEPT 2	LABOR DAY	FEB 17	NO SCHOOL- TEACHER WORK DAY (PRESIDENTS DAY)		NO SCHOOL FOR STUDENTS

Bracken County Middle School

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BRACKEN COUNTY SCHOOLS ARE ASBESTOS FREE.

Asbestos management plan available for viewing at the central office and main office.

Bracken County Middle School Faculty and Staff

Name	E-Mail	
Archibald, Erica	erica.archibald@bracken.kyshcools.us	Instructional Aide
Burton, April	april.burton@bracken.kyschools.us	Instructional Aide
Frye, Sharon	sharon.frye@bracken.kyschools.us	Nurse
Hamilton, Mindy	mindy.hamilton@bracken.kyschools.us	Bookkeeper
Pickrell, Justin	justin.pickrell@bracken.kyschools.us	School Resource Officer
Porter, Stephanie	stephanie.porter@bracken.kyschools.us	Library/Media Specialist
Rudd, Lesli	lesli.rudd@bracken.kyschools.us	Secretary/Attendance
TBD		Library/Media Center Aide
Sudlow, Karlie	karlie.sudlow@bracken.kyschools.us	School Counselor
Sumner, Brooklyn	brooklyn.sumner@bracken.kyschools.us	Instructional Aide
Yelton, Chris	chris.yelton@bracken.kyschools.us	Principal
BCMS Teaching Staff		
Abdulrazak, Danielle	danielle.abdulrazak@bracken.kyschools.us	
Appleman, Kaleigh	kaleigh.appleman@bracken.kyschools.us	
Cannon, Katie	katie.cannon@bracken.kyschools.us	
Conley, Summer	summer.conley@bracken.kyschools.us	
Conley, Trish	patricia.conley@bracken.kyschool.us	
Gray, Cheyanne	cheyanne.taylor@bracken.kyschools.us	
Jones, Elizabeth	elizabeth.jones@bracken.kyschools.us	
Latella, Erica	erica.latella@bracken.kyschools.us	
Litzinger, Clint	clint.litzinger@bracken.kyschools.us	
Powell, Darron	darron.powell@bracken.kyschools.us	
Powell, Meghan	meghan.powell@bracken.kyschools.us	
Schalch, Katelyn	katelyn.schalch@bracken.kyschools.us	
Schneller, Stacey	stacey.schneller@bracken.kyschools.us	
Smith, Jennifer	jennifer.smith@bracken.kyschools.us	
Vater, April	april.vater@bracken.kyschools.us	
Walters, Melissa	melissa.walters@bracken.kyschools.us	
Wentworth, Wesley	wesley.wentworth@bracken.kyschools.us	
Custodial Staff		
Abercrombie, Durinda	durinda.abercrombie@bracken.kyschools.us	
Couch, Danielle	danielle.couch@bracken.kyschools.us	
Cafeteria Staff		
Haight, Sharon	sharon.haight@bracken.kyschools.us	Manager
Planck, Kathy	kathy.planck@bracken.kyschools.us	
Tucker, Tammy	tammy.tucker@bracken.kyschools.us	
Kiskaden, Tina	tina.kiskaden@bracken.kyschools.us	

*** The best and most efficient way to keep track of your child's academic and behavioral progress is through e-mail. Our teachers check this method of communication regularly and find it easy to attach progress reports or provide you with necessary information through this means. Taking or making phone calls are at only designated time periods during the school day because of teacher planning times. It is not impossible to reach or contact the teacher by phone but not as efficient. Another form of communication with the teacher

is through the student's agenda. Please regularly check and write necessary information to the teacher when needed through this correspondence if you do not have e-mail access. ***

Teacher Qualification Notification

As a parent of a student in the Bracken County School District, you have the right to know the professional qualifications of the classroom teachers who instruct your child. Federal Law allows you to ask for certain information about your child's classroom teachers and requires us to give you this information in a timely manner if you ask for it. Specifically, you have the right to ask for the following information about each of your child's classroom teachers:

- Whether the Kentucky Department of Education has licensed or qualified the teacher for the grades and subjects he or she teaches.
- Whether the Kentucky Department of Education has decided that the teacher can teach in a classroom without being licensed or qualified under state regulations because of special circumstances.
- The teacher's college major, whether the teacher has any advanced degrees, and if so, the subject(s) of the degrees.
- Whether any teachers' aides or similar paraprofessionals provide services to your child, and if they do, their qualifications.

If you would like to receive any of this information, please contact Daniel Fisher at 735-2523.

Bracken County Middle School SBDM Council

The SBDM Council is the policy making body for the school. SBDM writes school policy, approves school improvement plans and monitors implementation, approves school budget, consults on the hiring of instructional staff, selects the principal, approves academic and achievement performance, analyzes testing results, and provides valuable time and effort to the school.

2024-2025 SBDM Members

Principal: Chris Yelton Teachers: Elizabeth Jones, Erica Latella, April Vater Parents: Leah Whitener & Asia Fath
Meeting Dates: July 9, Aug. 6, Sept. 3, Oct. 1, Nov. 12, Dec. 3, Jan. 7, Feb. 4, March 4, April 8, May 6, and June 3 at 5:00 pm

Parent-Teacher Organization (PTO)

The PTO sponsors fundraising activities to provide items that enhance instruction, assist with meeting student needs and improve the school environment.

Bracken County Middle School Volunteer Program

Any parent/relative/friend wishing to volunteer with the school must complete a volunteer application/criminal background check and CAN (child, abuse and neglect). The fee is \$10 for the BCI/FBI background check to be paid in person with application. There is also a \$10 fee for the CAN check which will be completed online. The volunteer training is available online.

Bracken County Middle School Procedures

Agenda Book

The Student Agenda is issued to each student at the beginning of the school year *free of charge*. This book contains important school dates, rules and regulations, as well as information to help students develop good study and organizational habits. Students who lose their agenda book must buy a replacement book for \$10.00.

Agenda Use: Students will need to have the agenda with them at all times and in every class. Students will be writing assignments/goals for each class; therefore, an agenda is a required tool for class, as well as using it for hall passes.

Arrival

Students should not arrive at school prior to 7:20 a.m.

Parents who drop off students are encouraged to drop off students in the Parent/Visitor area ONLY and not the designated Bus loop. Remember to stop any time a bus does and to watch for their stop sign on the side. It is against the law to pass a bus at any time when their sign is out and they are stopped. Upon arrival to

school, students are to go directly to their first period class unless they choose to eat the school prepared breakfast in the gymnasium. Students are considered tardy if they arrive to school at **7:50 am** or later.

Attendance Trips

- **Perfect Attendance Trip** – Students with 100% attendance and limited tardies are eligible for a trip to King's Island Amusement Park at the end of the school year.
- **Good Attendance Trip** – Students with no more than two excused absences and limited tardies are eligible for the Good Attendance Trip. Any unexcused absence makes a student ineligible.

Bus Notes and Messages

Students must ride their assigned bus/buddy bus unless written permission is granted by parents to ride another bus. The principal/designee will issue a bus pass with permission from the parents. If a student is going home with another student, **BOTH** students must bring written permission from their parents. Students need to present all bus notes to the office at the beginning of the school day. Students will not be permitted to use the phone for permission to go home with another student.

Cafeteria

Students must make a menu choice in the morning. Students are expected to get all food when they go through the lunch line, including extras. Students will NOT be permitted to return to the serving line for extras. Students should get all condiments before they find a seat. Once seated, students should not change seats unless directed. Students who bring a packed lunch will not be allowed to bring pop and/or high energy drinks. Students should sit where directed and should not get out of their seat repeatedly. Students are to maintain a normal range of talk and must display manners and consideration for others when they are eating. Behaviors found to be unacceptable by the cafeteria supervisor are corrected through designated seating, quiet lunch, and/or office referral. Students will line up as directed at the end of lunch and remain quiet for further direction. Outside food delivery to the school for lunch is prohibited. If a parent visits with their child during lunch, they must sit in a designated area with only their child.

Dances

Dances at BCMS are social events sponsored by a school club or athletic group and held after school. A social event is defined as a social activity in which the door shall be controlled and admission limited to eligible students, guests, chaperones, and school personnel. **Students must be enrolled at BCMS to participate in a social event.** Student participation is voluntary and admission will be charged to attend the event, in most cases. Students **MUST** meet an academic standard to attend: all students attending must be passing all subjects to be eligible to attend a social event. Students are notified on Fridays of their ineligible status and may not attend the dance on that evening or weekend. Students **MUST** also meet an attendance standard to attend: all students attending a social event on a weekend must be present in school, all day, the last day school was in session before the weekend to participate (medical excuses & extenuating circumstances will be reviewed by the principal). Students may need to meet a behavior standard to attend, which is at the discretion of the Principal. Students should know that school rules and procedures are expected to be followed during a social event. Students should adhere to school dress code requirements and may be asked to change or leave the dance because of dress. Students not following rules may be asked to leave and have further school disciplinary consequences. Students should not play tag/run, participate in public displays of affection, speak inappropriately, or display explicit dancing styles. No student will be permitted to leave early without parent pick up or prior approval. During the dance, school rules will be enforced.

Deliveries

Students will not be permitted to receive deliveries during school hours. (This includes flowers, balloons, glass items, etc.)

Detention and Suspension from School

Should a student be assigned after school detention or be suspended from riding a school bus, it is the parent's responsibility to provide the transportation to or from school. Students suspended on a day that school is closed (snow) should not count the closed school day but add the number of days out to their suspension period.

Dismissal at the end of the day

All students are dismissed to school buses at 2:46. Students ride their assigned bus or “buddy” bus and then switch to their assigned bus at Taylor Elementary. Walkers are dismissed after the buses have left the middle school campus and moved to Taylor Elementary at approximately 2:55. Parents do not have to come in to the school to sign them out; the student will leave when the bus riding students or walkers are dismissed. Parents picking up students should use the parent/visitor loop ONLY. If leaving your vehicle to enter the building, parents MUST park in the visitor parking lot.. If a student is walking but normally rides a school bus, a school note should be provided to alert school personnel.

BCMS Grade Scale: 90-100 A 80-89 B 70-79 C 60-69 D 59 or Below- F

Cheating/Plagiarism

Cheating/plagiarizing on classwork, exams, portfolios, or state/national testing will constitute a violation of the discipline code. According to Merriam-Webster’s Dictionary, plagiarism is defined as “to steal and pass off (the ideas or words of another) as one’s own: use (another’s production) without crediting the source.” Cheating includes any student copying another individual’s work to turn in as his or her own. Cheating also applies to students willfully permitting another student to copy their work to turn in as his or her own. If cheating/plagiarism occurs, the Parent/Guardian will be notified. At each teacher’s discretion, students will receive a zero on all work not original to the student. Any student found cheating/plagiarizing may be subject to detention, ISS, suspension, and/or alternative corrective measures.

Eighth Grade Activities

The Kings Island Trip, and 8th Grade Dance are extra activities for 8th grade students as a reward during the school year. These activities can be taken away due to multiple discipline issues. **Students who are suspended during the school year may be ineligible for these activities.** Unpaid fees, attendance, grades, etc. on an individual or class basis can also make you ineligible. **Students who are NOT in attendance for 8th grade promotion practice will NOT be permitted to participate in the ceremony** (prior approval needed by principal for extenuating circumstances). **If school is in session on the day of the 8th grade promotion ceremony, students must be in attendance to participate** (prior approval needed by principal for extenuating circumstances). It is a privilege to participate in the 8th grade promotion ceremony and a students may be withheld this privilege due to discipline, attendance, and/or unpaid fee issues. This ceremony is a great honor and a respectful event and it shall be conducted in this manner. Student dress for this event is semi-casual and should be of a higher standard than daily school attire. Dress shirt, pants, dress, dress shoes are expected. Please note that the Principal has final say for student participation in 8th grade activities. **Students with fifteen (15) or more absences, excused or unexcused, during their eighth grade year will not be allowed to participate in or attend the 8th grade promotion ceremony, 8th grade dance, and/or Kings Island trip. 7th grade guests to the dance must also meet the attendance criteria in order to attend the dance.** A parent/student may request an appeal through the School Attendance Appeals Committee with a formal meeting. The School Attendance Appeals committee consists of the Principal/Designee, School Counselor/Designee, and/or the Director of Pupil Personnel. Once the appeals process has begun, the decision of the Attendance Appeals Committee is final.

Insurance

Bracken County Board of Education suggests that all students who participate in athletics to carry school insurance.

According to Board Policy 09.312 Insurance (Athletics):

All students participating in interscholastic athletics must present evidence of accident insurance. Insurance must meet minimum criteria established by the Superintendent.

Student athletes who are covered by private health insurance are not required to purchase school accident insurance. However, parents of those students shall provide the school with a signed statement indicating that insurance coverage has been arranged by other means.

Internet Usage

For students to have Internet privileges while attending BCMS the parent and student must sign the Bracken County School District Acceptable Use Policy. By signing the consent form the student agrees to abide by the terms and conditions of the Bracken County School District Acceptable Use Policy. Behavior in violation of the policy is just cause for taking disciplinary action, revoking information network access privileges, and/or initiating

legal action or further school discipline. In addition, students and parents will sign and return BCMS Computer Rules and Responsibilities. Students in violation of the District Acceptable Use policy may be disciplined with school detentions, suspensions, loss of use, court charges, etc.

Intervention Programs

1. Extended School Services-Bracken County Middle School's ESS program's design is an after school tutoring opportunity. The program allows schools to schedule extra instructional time for any student who may need additional time for mastery of content. Students can be served in ESS when they do not meet the academic expectations of their instructional programs. ESS provides extra time and support, allowing students to become more successful in school. A teacher, counselor, principal, parents, or self can make referrals to ESS. Common services include tutoring, small group instruction, and homework assistance.
2. Bracken County Family Resource Youth Service Center-The FRYSC's main goal is to help alleviate non-academic barriers to a student's success in school. The center serves as a referral service to students and the agencies and/or resources they need to be more successful in school. The center's staff help identify student's who might fall under the provisions of KRS 159.051, and assist with intervention.
3. Other support services-Bracken County School's offer other services that can provide some other types of alternative educational programs and intervention strategies. All BCS schools have a full time school counselor. Additional mental health care professionals are also available during the school week.

Lockers

Study Skills teachers will issue lockers to students. Bracken County Middle School will not be responsible for money or personal items lost or misplaced by the student. Combination locks are provided for students to secure personal items in their lockers. Locks should remain on lockers at all times. Students who lose their locks must buy a replacement lock for \$8.00. Students who do not pay the lock fee if the lock is lost will NOT be issued a new lock for the next school year or until the fee is paid. Students may bring their own personal locks unless prior approval by Principal.

Medication

Medication, in any form (prescription or over the counter, is not to be brought to school. A medication form must be filled out and signed by the parent and doctor and returned before any medications can be administered to the student. Any medication MUST be stored in the office and will only be given under the supervision of school personnel. Medication may NOT be in possession of the student at any time, once arriving to school, the student should report immediately to the office. Medication must be in original container with the child's name, the doctor's name, the name of the medication, and the instructions for dosage on the label. It is best to give the medicine at home unless the doctor states your child needs medicine while at school. The school will not furnish medication of any kind to give students. If your child needs medicine for common ailments, such as headaches, stomach aches, etc., a medication form can be filled out and kept on file for the entire school year along with the medicine that your child will need when requested.

Make-Up Work

It is a student's responsibility to arrange for make-up work within 3 days after returning to school after an excused absence event. Students shall have the same number of days excused to make up the missed work. If a student requests assignments during an unexcused absence event, the work shall be given to them and shall be credited at no more than fifty percent (50%) of the original value.

Non-Traditional Instruction (NTI)

Bracken County Schools has been approved by KDE to continue instruction if school is closed due to weather, illness, etc. In the event that NTI days are utilized, instruction will take place through non-traditional methods other than in-person classes. Student may receive lessons through an online program such as Google Classroom or by completing packets.

Non-School Items

Students shall bring only those items to school that are required for schoolwork. Toys, playing or trading cards, dice, I-pods, large sums of money, video games, laser pointers, beepers, or other similar items are not required for school work.

All non-school items if brought for a purpose should be stored away or kept in a locker. Clear water bottles with a lid are permitted (no tumblers, travel cups, etc.). If a student violates these conditions then the non-school item may be confiscated by staff and brought to the office. First Offense: student will receive the item back at the end of the day. Second Offense: student will receive the item back at the end of the day and may be assigned a detention. Third Offense: the student's parent/guardian must come to the school to pick up the item and assigned a detention. Fourth Offense: Banning of the item from school with possible suspension from school. The school is not responsible for non-school items lost, stolen, or damaged.

Note: Water bottle/sports drink may be allowed if drinking fountains are not available during the school day.

* Cellular phones or electronic devices that function as a phone, utilize social media, internet, and Wi-Fi services shall be turned off and stored out of sight in a backpack/purse or in a locked locker. First Offense: the student's parent/guardian must come to school to pick up the device. Second Offense: the student's parent/guardian must come to school to pick up the device and the student may be assigned an afternoon detention. Third Offense (repeated offenses): the student's parent/guardian must come to school to pick up the device and the student may be assigned a detention or suspension. The student may also be banned from bringing the device to school.

The school is not responsible for non-school items lost, stolen, or damaged. Students in violation of the District Acceptable Use policy may be disciplined with school detentions, suspensions, loss of use, court charges, etc.

Parent Involvement

Parent involvement is essential to a good educational program. Bracken County Middle School encourages all parents to take an active interest in school and PTO activities. One way to become involved is through the Parent Teacher Organization (PTO). The PTO holds meetings within the school year. A schedule of dates and times will be determined at the first officer's meeting and sent home with students. Any parent/relative/friend wishing to volunteer with the school must complete a volunteer application/criminal background check and CAN (child, abuse and neglect). The fee is \$10 for the BCI/FBI background check to be paid in person with application. There is also a \$10 fee for the CAN check which will be completed online. The volunteer training is available online.

Questioning by Community Authorities

BCMS cooperates with all community authorities and agencies. BCMS will make every effort to contact parent/guardian to advise them of the questioning.

Report Cards and Progress Reports

Report cards will be sent home each nine (9) weeks (grading period) and a progress report will be sent home in the middle of each grading period to the parents of students in the middle school through the student. In addition to the report cards and progress reports, parent-teacher conferences will be held at the end of the first grading period and a before school orientation will provide parents with opportunities to confer with teachers. Individual student conferences may be scheduled with teachers by calling the school in advance and making appointments at appropriate times. Parents may also access their student's grades electronically through the Infinite Campus Parent portal. Contact your school counselor for access.

Restroom

The restroom can be used before and after school, at the beginning or end of lunch, and during scheduled breaks. You are expected to keep the restroom clean and follow restroom expectations. Please flush after using the facilities and wash your hands thoroughly. Teachers may use their discretion for restroom passes at other times. If a child has a medical need for frequent restroom breaks, then a doctor's statement and parent note should be turned in to the nurse and/or office. Students may visit the office and request accommodations to use the single use restroom.

Scheduling Parent Conference

Parent conferences will be scheduled only during planning time or after school. Parents may contact teachers through e-mail or phone. Conferences scheduled through the office staff will be verified with teacher or team prior to finalizing the conference.

School Closing and Delays

If hazardous road conditions exist due to weather, and it is necessary to make changes in the daily school schedule, one of the following operational plans will be used and announced: ***Schools Closed***-All schools in the Bracken County School District will be closed. ***1 Hour Delay***- In the event school should be delayed one hour; BCMS would begin the school day at 8:50. a.m. Doors will open at 8:20 for all students. The first class would begin at 8:50 a.m. ***2 Hour Delay***- A 2 hour delay would mean that the first class will begin at 9:50 a.m. ***Early Dismissal***- Should weather conditions begin to deteriorate during the school day and it is determined that road conditions are becoming hazardous schools may be dismissed early. Parents should arrange for a nearby friend or relative to receive their children should they arrive home from school early if parents are away from home. It is the responsibility of the parents to make these arrangements. Children will get off the bus at the regular bus stop. Parents are asked to listen to area radio and television stations during severe weather. Most area radio stations, including WFTM (Maysville) WLW (Cincinnati) WCKY (Cincinnati) WURD-FM (Georgetown) WUBE (Cincinnati) and TV stations; 5, 9 and 12 will announce the closing of Bracken County Schools. **An automated phone message may be sent to announce school closings, please make sure to UPDATE the school regularly of your family phone number as the number is extracted from our school database system daily. Please note that NTI may be utilized if school is cancelled.**

School Hours

Students are expected to arrive at school between 7:20am and 7:45am. Upon arrival to school, students are to go directly to their first period class unless they choose to eat the school prepared breakfast in the gymnasium. Students are expected to exit the school building after 3:00p.m. unless participating in an after-school activity under direct staff supervision.

School Pictures

Individual school pictures are taken in the spring and fall. Parents and students will be given advance notice of the date and time. The purchase is optional.

School Supplies

Band reeds and supplies, poster-board, and BCMS drawstring bags may be purchased in the office. Ear buds and jump drives may be purchased from the library.

Social Media

In recent years, there has been an increase in school discipline issues due to inappropriate use of social media by students including TikTok, Instagram, SnapChat, etc. Inappropriate online behavior may result in school discipline consequences along with charges filed by law enforcement (depending on the nature of the infraction). Social media use for middle school students is not recommended. If a student has social media, parents are strongly encouraged to monitor the accounts very closely.

Student Searches

School authorities reserve the right to search students' personal belongings, desk, lockers, automobiles on campus, and to seize evidence in accordance with the following guidelines:

1. The search is based on reasonable grounds for believing that something contrary to school rules, or significantly detrimental to the school and its students, will be found.
2. The information leading to the search and the seizure are independent of the law enforcement officials.
3. The primary purpose of the search is to secure evidence of student misconduct for school disciplinary purposes, although it may be contemplated that, in appropriate circumstances, the evidence would also be made available to the law enforcement officials. If school personnel lawfully obtain evidence of a crime or grounds for a juvenile proceeding, it may be turned over to the law enforcement officials for their use.
4. Student searches can occur during regular school hours, before field trips, and/or at extra-curricular events or any time deemed appropriate by Principal/Designee.

Signing out of School Early

Students will not be permitted to leave school with anyone other than those people listed on the student's enrollment sheet or listed as an Emergency contact; unless provided additional written permission verified by Principal or designee. Persons picking the student up at school must register in the Principal's Office and sign the child in or out and proper identification may be required. * Students leaving before 2:46pm will be required to sign out and receive a tardy.

Telephone Use

Use of the office phone is for school business only. Permission may not be granted to students to use the phone except in case of illness or emergency. Using the telephone without permission may result in disciplinary action. Leaving homework, gym clothes, or band instruments at home does not constitute an emergency. Students will not be allowed to call home to get permission to go home with another student. **Students will not be called out of class for phone calls except for emergencies.**

Textbooks

All required and necessary textbooks/instructional materials are provided for middle school students by the Bracken County Board of Education. The student must pay for lost or damaged textbooks/instructional materials. Students having unpaid textbook fees may not participate in extra-curricular activities until the debt is paid in full (athletic teams, dances, Kings Island trip, 8th grade dance, etc.)

Title I

Bracken County Middle School is a Title I school.

Title I of the Elementary and Secondary Education Act (ESEA) seeks to improve the academic achievement of the disadvantaged. Title I resources are utilized to target areas in need as identified by the school's needs assessment.

Unpaid Fees

Students who have not paid fees (lock, textbook, technology, library, lunch, vandalism, athletic, etc.) may not be permitted to participate in extra-curricular activities until the debt is paid in full (athletic teams, school dances, Kings Island trip, 8th grade Dance/Promotion ceremony, special field trips not core content related, etc.) Unpaid fees will be carried over from year to year and building to building and will affect a student's ability to participate in special activities during their school years.

Valuables

Students are cautioned not to bring large amounts of money or valuables to school. Students are advised to not leave valuables in their locker, dressing room, or in classroom desks. Students are responsible for their personal property at all times.

Vandalism

Students are not to abuse the Bracken County Middle School building, grounds, or equipment in any manner. Any student who does so will be required to pay for the damages in addition to the appropriate disciplinary action.

Visitors

Students are not allowed to bring visitors to school. Parents visiting the school are required to sign in at the office. Upon stating appropriate business, you may obtain a visitor's badge and access to your requested area or person. Access is not guaranteed upon arrival.

Bracken County Middle School/BCS District Policies

*** For a Complete look at Bracken County Middle School SBDM Policies- contact the main office.
BCS Acceptable Technology Use Policy-- CURRICULUM AND INSTRUCTION08.2323 AP.1**

Access to Electronic Media

TECHNOLOGY RESOURCES

The setup of the network entails every student having a password to log in to access anything on the computer. Teachers, library media specialist, and other educators are expected to select instructional materials and recommend research sources in print or electronic media. Educators will select and guide students on the use of instructional materials on the Internet.

Every student (4th grade and above) has a folder on the server where work can be saved. The advantage of this is students will not lose what they are working on because of misplacement or a faulty disk. That work will always be there until they leave the District or graduate. Please make sure your child supplies a strong

password on the form. Any violations of the following will result in a student's account being turned off (length of time determined by the Principal of the school):

ELECTRONIC MAIL REGULATIONS

The District offers students, staff, and members of the community access to the District's computer network for electronic mail and Internet. Because access to the Internet may expose users to items that are illegal, defamatory, inaccurate, or offensive, we require all students under the age of eighteen (18) to submit a completed Parent Permission/User Agreement Form to the Principal/designee prior to access/use. All other users will be required to complete and submit a User Agreement Form.

Except in cases involving students who are at least eighteen (18) years of age and have no legal guardian, parents/guardians may request that the school/District:

- Provide access so that the parent may examine the contents of their child(ren)'s email files;
- Terminate their child(ren)'s individual email account and/or Internet access; and
- Provide alternative activities for their child(ren) that do not require Internet access.

Parents/guardians wishing to challenge information accessed via the District's technology resources should refer to Policy 08.2322/Review of Instructional Materials and any related procedures.

When using e-mail, follow these guidelines:

- Do not violate State and Federal legal requirements addressing student and employee rights to privacy, including unauthorized disclosure, use and dissemination of personal information.
- Be polite. Do not write or send abusive messages to others.
- Do not use electronic mail for communications that are not directly related to instruction or sanctioned school activities. Do not use electronic mail, for instance, for private business or personal, non-related communications.
- Do not use electronic mail for communications that are not through school account. Do not use electronic mail, for instance, from a source other than Bracken County Schools.
- Do not swear, use vulgarities or any other inappropriate languages.
- Do not send or attach documents containing pornographic, obscene, or sexually explicit material.
- Do not access, copy or transmit another user's messages without permission.
- Do not reveal personal addresses, phone numbers or the identity of other students unless a parent or a teacher has coordinated the communication.
- Do not send electronic messages using another person's name or account.
- Do not send electronic messages anonymously.
- Do not create, send, or participate in chain e-mail.

GENERAL STANDARDS FOR USERS

Standards for users shall be included in the District's handbooks or other documents, which shall include specific guidelines for student, staff, and community member access to and use of electronic resources.

RULES AND REGULATIONS

Access is a privilege—not a right. Users are responsible for good behavior on school computer networks. Independent access to network service is given to individuals who agree to act in a responsible manner. Users are required to comply with District standards and to honor the access/usage agreements they have signed. Beyond clarification of user standards, the District is not responsible for restricting, monitoring, or controlling the communications of individuals utilizing the network independently.

The network is provided for users to conduct research and to communicate with others. Within reason, freedom of speech and access to information will be honored. During school hours, teachers of younger children will guide their students to appropriate materials. Outside of school, families bear the same responsibility for such guidance as they exercise with information sources such as television, telephones, movies, radio, and other media that may carry/broadcast information.

PASSWORDS

All users shall have a password consisting of a minimum of 6 characters but not more than 15. All users are encouraged to have “strong” passwords containing alpha, numeric, and special characters.

NO PRIVACY GUARANTEE

The Superintendent/designee has the right to access information stored in any user directory, on the current user screen, or in electronic mail. S/he may review files and communications to maintain system integrity and insure that individuals are using the system responsibly. Users should not expect files stored on District servers or through District provided or sponsored technology services, to be private.

NETWORK AND INTERNET REGULATIONS

The use of your account must be in support of education and research and consistent with the educational objectives of the District’s Schools. School access is not to be used for private business or personal, non-school related communications. Students are permitted to use the Internet for research and as a resource. All sites a student accesses are recorded through a proxy. If a student tries to access an inappropriate site, the student name is flagged and the Principal of his/her school receives a referral of the site and time of use. A student who does not have a signed AUP on file may not share access with another student.

Violations of the Acceptable Use Policy include, but are not limited to, the following:

- Users may not use or alter anyone else’s Internet account.
- Users may not give their password to anyone.
- Users may not share personally identifying information without prior authorization. Employees of the District may not reveal a student’s personal identity or post a picture of the student or the student’s work on the Internet with personally identifiable information unless the parent has given written consent.
- Users may not use Anonymous Proxy sites to access web sites that are blocked by the District Network.
- Users may not transmit obscene, abusive or sexually explicit language.
- Users may not offer Internet access to any individual via their District account.
- Users may not create or share computer viruses.
- Users may not destroy another person’s data.
- Users may not use the network for commercial purposes, financial gain or any illegal activity.
- Users may not monopolize the resources of the District Network by such things as running large programs and applications over the network during the day, sending massive amounts of e-mail to other users, or using system resources for games.
- Users may not break or attempt to break into other computer networks. This is considered Hacking and violates Federal Laws (it is a Federal offense).
- Users may not use MUD (multi-user games) via the network.
- Users are not permitted to get from or put into the network any copyrighted material (including software), or threatening or sexually explicit material. Copyrights must be respected.
- Users may not download inappropriate data onto the network. This includes, but is not limited to, MP3’s, video, games, etc unless it is for educational purposes and adheres to all other requirements.
- Purposefully annoying other Internet users, on or off the District system, is prohibited. This includes such things as continuous talk requests. A student may not participate in ANY chat rooms unless directly related to class instruction and involving the teacher.
- Using technology resources to bully, threaten or attack a staff member or student or to access and/or set up unauthorized blogs and online journals, including, but not limited to MySpace.com, Facebook.com or Xanga.com.
- Users should notify a network administrator of any violations of this contract by other users or outside parties. This may be done anonymously.

Students may also use the Internet as a medium for taking online assessment in which parental permission is not necessary. Online assessment occurs on a secured, locked site preventing the student from accessing outside information.

Additional rules and regulations may be found in District handbooks and/or other documents. Violations of these rules and regulations may result in loss of access/usage as well as other disciplinary or legal action.

Review/Revised:7/9/12

**Attendance Policy—For Complete District Policy- District web page--
<http://www.bracken.k12.ky.us>. Click District Info tab, then District Discipline Code.**

ATTENDANCE POLICY

All pupils are expected to attend school regularly and punctually in the school in which they are enrolled and to be on time for classes in order to gain the most benefit from the instructional program and to develop desirable traits of punctuality, self-discipline, and responsibility. Therefore, the Board has adopted the following attendance provisions:

COMPULSORY SCHOOL ATTENDANCE

Each parent or guardian having custody or control of any student who has enrolled in kindergarten and any student between the ages of six (6) and seventeen (17) shall send the student to school for the full term that the school district is in session. Any student, age eighteen through twenty-one (18-21) enrolled in public schools is subject to truancy laws.

Every student shall attend school every day that school is in session unless that student is absent or tardy with a valid, excused reason. Accumulation of unexcused absences and unexcused tardies is a violation of the law (see Truancy Defined below). Each school district in Kentucky is authorized to set its own attendance policy to determine when an absence or tardy is excused or unexcused. Violations of this law are subject to legal action.

INDIVIDUAL SCHOOLS' ATTENDANCE REQUIREMENTS:

The SBDM Council for each school may develop specific attendance requirements consistent with the general Board of Education policy.

MAKE-UP WORK/LOSS OF CREDIT:

It is a student's responsibility to arrange for make-up work within 3 days after returning to school after an excused absence event. Students shall have the same number of days excused to make up the missed work. If a student requests assignments during an unexcused absence event, the work shall be given to them and shall be credited at no more than fifty percent (50%) of the original value.

SUSPENSION:

When a student is absent due to a suspension, any assignments or tests made up that were originally missed due to the suspension shall be credited at no more than fifty percent (50%) of the original value. Arrangements for this make-up work must be made within 3 days after returning to school after the suspension. Students who are suspended the day a midterm or final exam is given may schedule to take the exam within three (3) days following the end of the suspension. Students who have been suspended may not participate in extra- or co- curricular activities during the suspension days. Example: If a student is to be suspended from school on Monday and Tuesday, then that student may not participate in any extra or co-curricular activities until Wednesday morning.

Absences and Excuses: Pupils are required to attend regularly and punctually the school in which they are enrolled. When a student must be absent from school, arrive late, or leave early, it is the responsibility of the parent/guardian to write a note to the school to inform the principal of the reason for the absence. Anytime a student misses any part of the school day, a note or other valid documentation must be submitted in order to determine if the absence is excused or unexcused within three (3) school days of the absence(s). If such documentation is not submitted within three (3) days of the absence(s) then the absence(s) will remain unexcused. Faxed excuses will not be accepted, without prior permission from the building principal.

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

Any student enrolled in a public school who has attained the age of eighteen (18) years, but has not reached his/her twenty-first (21st) 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.

Truants shall be reported to the Principal and then to the Director of Pupil Personnel, both of whom shall take appropriate action.

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

Excused Absences: An excused absence or tardiness is one of the following, for which work may be made up *if proper documentation* is received upon the immediate return to school.

1. Illness of the pupil
2. Death or severe illness in the pupil's immediate family
3. Illness of the pupil, including mental or behavioral health, when verified by a doctor's statement.
4. Religious Holidays
5. Court appearance (only the portion of the day required and with documentation from the Court)
6. Driver's permit or license tests (only the portion of the day required and with documentation from the examiner)
7. One (1) day for attendance at the Kentucky State Fair
8. Documented military leave
9. One (1) day prior to departure of parent/guardian called to active military duty
10. One (1) day upon the return of parent/guardian from active military duty
11. Visitation for up to ten (10) days with the student's parent, de facto custodian, or person with legal custody who, while on active military duty stationed outside of the country, is granted rest and recuperation leave
12. Ten (10) days for students attending basic training required by a branch of the United States Armed Forces
13. Medical or Dental appointments (only the portion of the day required and with documentation from physician/dentist office)
14. Other valid reasons as determined by the principal

NOTES REQUIRED

Parent Notes: A student returning to school after an absence must bring a note within three (3) days signed by his/her parents or guardian. Seven (7) parent or guardian notes are accepted for excuse for absent/tardy events each school year.

Health Care Provider Notes: A student who is absent due to illness and goes to the doctor or other health provider shall within three (3) days of return to school present the health care provider's statement. The following information is required on the excuse statement:

- 1) name of health care provider;
- 2) date and time of appointment;
- 3) reason for visit;
- 4) date student can return to school.

Doctor's statements will be accepted for up to ten (10) full day's absences and up to five (5) tardy events per school year. After that no further absences will be excused without the submission of a **Bracken County Medical Excuse Form**. Those forms are available at the Board of Education or at each school. The District may review the excuses and any supporting documentation/information as submitted and may take steps to address attendance issues, including but not limited to: requiring more extensive documentation/information in support of future excused absences, exercising interventions/corrections regarding any absences determined to be supported by incorrect or fraudulent information, or making appropriate referrals.

Chronic Illness/Ongoing Treatment Verification Form: Parents/guardians of chronically ill students or students with disabilities should notify the Principal should submit the Chronic Illness/Ongoing Treatment Verification Form in order for those students to receive special consideration concerning the 10-day limitation. This form is to be used to verify that the named student has a long term chronic health issue requiring frequent healthcare visits, monthly orthodontic appointments, therapy sessions, treatment, etc. that may result in frequent absences and/or tardies. This form must be on file at the school. One form per condition. A regular healthcare provider note **will still be required for each absence/tardy** due to a visit/appointment/daily absence from school.

Other Absences:

1. **4-H Activities** Participation of a pupil in 4-H activities, which are regularly scheduled and under the supervision of a county extension agent or the designated 4-H club leader shall be, considered school attendance.
2. **Participation in School – Related Activities** Attendance should be counted for all field trips, club trips, athletic trips, etc., sponsored and approved by the school and/or school district.
3. **Treatment for Lice** The day students are sent home for contracting lice will be considered excused. Students will be inspected by the nurse upon return to school to assure they are "nit-free" no later than the second day following being notified of the problem. Any days missed after the initial day the student is sent home will result in unexcused absences.
4. **Suspensions** House Bill 43 states that suspensions are unexcused absences.
5. **Students Sent Home by School Personnel** If the school nurse/health aide or principal determines that a student should not be in school for health reasons, this will be considered an excused absence for the remainder of the day and will not be counted against the parent and/or guardian absence notes.
6. **Educational Enhancement Opportunity** A student can receive an excused absence up to ten days to pursue an educational enhancement opportunity of significant and intensive program related to the core curriculum. Must have education connections that are tied to core content 75% of the trip days. CANNOT be a family vacation. Must submit documentation, in writing, following the trip to support significant EEO. **Application forms (available from the principal) for an excused absence must be completed 5 days prior to the absence.** This absence CANNOT take place during state testing and the decision for approval of a trip will be made by the school principal; Students shall be responsible to make arrangements with their teachers for all missed assignments; A student with three (3) or more unexcused absences will not be granted an EEO. Decisions may be appealed to the Superintendent and then to the Board of Education.

HOMEBOUND SERVICES FOR EXTENDED MEDICAL REASONS:

Parents/guardians of students for whom it is anticipated that they will be absent five (5) days or more due to a medical condition shall arrange for homebound instruction through the principal or attendance clerk at the school. Parents/guardians must contact the school immediately upon a doctor's recommendation that a student be absent from school at least five days. State approved homebound applications that include a physician's statement must be presented to the school requesting homebound services prior to service beginning. These forms are available at the schools and at local physicians' offices. A committee will approve or deny the request based on state criteria. Once placed on homebound, the student is not counted absent and class work continues with a certified teacher. There is no cost for this service.

Attendance Awards To receive a district perfect attendance award, a student must not be absent during the school year. There are three (3) levels of district attendance awards: (1) neither absent nor tardy; (2) perfect attendance with Educational Enhancement Opportunity; and (3) perfect attendance with at least one tardy.

Special Circumstances: It is understood that principals will be faced with special circumstances and should use their professional judgment in these cases. The age of the student and normal childhood and adolescent illnesses and conditions (e.g., chicken pox, mononucleosis, pneumonia, etc.) must be taken into consideration. Upon the request of the principal, the D.P.P. will appoint an attendance committee to review any possible misuse/abuse of the attendance policy.

21 year old and older students: Students who are 21 years old or older who have reached nine (9) or more unexcused absences and who have had due process, as determined by the Superintendent, may be removed from the attendance rolls of the Bracken County Schools.

Administration: the Director of Pupil Personnel will refer students to the Court system (D.P.P.) after nine (9) unexcused absences. At each school, the principal will designate the person(s) responsible for coordinating contacts with parents and/or guardians and maintaining documentation prior to the ninth unexcused absence, which is sent to the D.P.P. at his or her request.

1. **First Step – First Contact** will occur after the third unexcused absence and shall be made by the secretary, teacher, guidance counselor, principal, or principal designee, through a letter or phone call. * (Documentation of contact shall show: (1) the name of the person placing the call or making the contact; (2) the date and time of call or contact; and (3) the person spoken to and their relationship to the student.)
2. **Second Step – Second Contact** will occur after the fifth unexcused absence and shall be made by the secretary, teacher, guidance counselor, principal, or principal designee, through a letter or phone call. * (Documentation of contact shall show: (1) the name of the person placing the call or making the contact; (2) the date and time of call or contact; and (3) the person spoken to and their relationship to the student.)
3. **Third Step – Third Contact** will occur after the seventh unexcused absence and completion of steps 1 and 2 above. The principal and/or the D.P.P. shall make a home visit after the seventh unexcused absence and before starting the court referral. * (Documentation of contact shall show: (1) the name of the person placing the call or making the contact; (2) the date and time of call or contact; and (3) the person spoken to and their relationship to the student.)

Contact Record Form shall be completed for each student contact and shall show: (1) the name of the person placing the call or making the contact; (2) the date and time of call or contact; and (3) the person spoken to and their relationship to the student. *The Guidance Counselor, principal, and/or the D.P.P. may request the Family Resource/Youth Service Center to make a parent contact if it is suspected that the services and resources of the center may be needed to solve the underlying problems causing lack of good attendance and student success in school.

Drivers License Revocation Law

Students sixteen and seventeen years of age who are found to be academically deficient by the Bracken County Schools or who have accumulated nine (9) unexcused absences per semester may have their names submitted to the Department of Transportation for possible revocation of their driver's license or their right to obtain a driver's license.

BCMS SBDM Council additional Attendance Standards: **Students with fifteen (15) or more absences, or a combination of both (excused or unexcused) during their eighth grade year will not be permitted to participate in or attend the 8th grade promotion ceremony, 8th grade dance, and/or Kings Island trip. 7th grade guests to the dance must also meet the attendance criteria in order to attend the dance.** A parent/student may request an appeal through the School Attendance Appeals Committee. The School Attendance Appeals committee consists of the Principal/Designee, School Counselor/Designee, and/or the Director of Pupil Personnel. Once the appeals process has begun, the decision of the Attendance Appeals Committee is final.

Extra-Curricular Policy—For Complete SBDM Policy- Ask for SBDM copy in the BCMS office

An extra-curricular activity is defined as a sports-related activity in which a school employee or approved coach performs direct supervision who is approved through the Board of Education. This includes, but not restricted to: basketball, cheerleading, softball, academic team, volleyball, intramural volleyball, baseball, football, tennis, and track.

Extra-Curricular Guidelines—ALL practice sessions are CLOSED to spectators/parents.

1. Any student who is 15 years old by August 1 cannot play in middle school sports.
2. Students must be passing all subjects to be eligible to participate in inter-scholastic athletics and extra-curricular activities for Bracken County Middle School and Bracken County High School. Failure to comply with this standard will result in a week's eligibility suspension and if this occurs repeatedly it may result in suspension or removal from the team permanently determined per coach/sponsor. During this eligibility suspension, the student may not attend practices or games.
3. Students who are not passing all subjects become ineligible to attend any extra-curricular activities for the next eligibility week (Mon.-Sun.) Students may not attend any extra-curricular event as a spectator during the eligibility week suspension or sit with (watch) the team. The grade report will be generated at 8:00am on Friday or the last day school is in session for the week.
4. All students must carry insurance and each student must have a physical examination by a doctor and parent's consent before the student can begin to practice or play competitively.
5. Extra-curricular team participation will be based upon each individual sports' teams needs and governing criteria. The team size will be determined by skill level, team dynamics, and the discretion of the coach with athletic director/principal consultation.
6. Any use of, in any manner or to any extent, sale of or possession of, or under the influence of alcoholic beverages or other illegal or controlled substances will result in a suspension from the team.
7. All students should ride the bus to and from games. The coach due to special circumstances may make any exceptions when notified in writing **before** the event. In these instances, all students must leave with a parent or guardian or appropriately designated individual and sign out with the coach.
8. A student may not participate in any extra-curricular event (practice or game) if the student is not present for at least a half day on the day of the event or the day prior to the weekend event. (Under extenuating circumstances Principal may waive this requirement.)
9. A student **MUST** be present the day after a school function and/or event unless a doctor's excuse or parent note is applicable for the excused absence. Each unexcused absence will result in a one game suspension from the team/activity; after the third unexcused absence, the student will be dismissed from the team/activity per principal.
10. Students should arrange before practice/games that transportation will occur immediately following the completion of the event. Failure to comply with the request may result in suspension or removal from the team.
11. Participating students are expected to exhibit exemplary behavior during school time as well as non-school time.
12. Participating students are expected to follow ALL school rules during an event (practice, games, etc.) or you are subject to disciplinary consequences. *Dress code may be altered at the coach's discretion for practices and/or Principal for special events.
13. Participating students are expected to exhibit exemplary behavior to teammates and coach during practice, games, etc. Failure to comply with this standard may result in suspension or removal from the team.
14. **Spectator Behavior** – As a spectator, if you are ejected from an athletic event (home or away), by a referee, umpire, school administrator, etc. you will not be allowed to attend another home or away event during the entire season of that sport. This also includes post season.

- No student enrolled initially in grade (5) through grade (8) who is repeating a grade for any reason be eligible to compete in interscholastic competition involving students enrolled in grades six (6) through eight (8) while repeating a grade;
- A student who turns:
 - (a) Fifteen (15) years of age prior to August 1 of the current school year shall not be eligible for interscholastic athletics in Kentucky in competition against students exclusively enrolled in grades eight (8) and below;
 - (b) Fourteen (14) years of age prior to August 1 of the current school year shall not be eligible for interscholastic athletics in Kentucky in competition against students exclusively enrolled in grades seven (7) and below; and
 - (c) Thirteen (13) years of age prior to August 1 of the current school year shall not be eligible for interscholastic athletics in Kentucky in competition against students exclusively enrolled in grades six (6) and below.

More information available at <https://khsaa.org/081715-middle-school-frequently-asked-questions-updated/>

Health Policy—For Complete District Policy- Ask for District policy in the BCMS office

The Bracken County School System employs a school nurse on an hourly basis, as needed. The school nurse will work with schools suffering from communicable disease outbreaks. The nurse will work with any student referred within a nurse's scope of responsibility. The principal or designee will report to the local health authority those students attending school who are suspected of having a reportable disease as defined by the Kentucky and Bracken County Boards of Health. The principal may exclude students suffering from scabies, Impetigo Contagious, ringworm of the scalp, infectious forms of conjunctivitis and head lice. Students excluded for reason of communicable disease will be re-admitted by one or more of the following methods:

1. Certificate of the attending physician attesting to their recovery and noninfectious illness.
2. After a period of time corresponding to the duration of the communicability of the disease as established by the commissioner of health.

Medical Record Requirement—For Complete District Policy- Ask for District policy in the BCMS office

Students must have a valid original Kentucky Immunization certificate when enrolling in school for the first time. This includes students from out of state and those entering kindergarten. Those students enrolling from other Kentucky schools may present a copy of the Kentucky Immunization Certificate.

A valid certificate includes at least:

1. 4 DPT (diphtheria, pertussis, tetanus)-- Fourth immunization to be administered after age four.
2. 3 OPV (oral polio vaccine)-- Third immunization to be administered after age four.
3. If the fourth DPT and /or the third OPV were given before age 4, an additional immunization of each must be administered.
4. MMR (measles, mumps, rubella)-- Two MMR (measles, mumps, rubella) are required for kindergarten and 6th grade entrance.
5. Hepatitis B- Three (3) are required for kindergarten and 6th grade.

In addition to the above, a medical examination reported on the correct form and performed no more than six months prior to the initial entry to school is required for kindergarten students. Children entering 6th grade must also have a medical examination, reported on the correct form and performed within the year prior to 6th grade admission. A Kentucky certificate of exemption, signed by a physician, must validate any exceptions to the above immunization requirements.

Notification of Policies

The following are methods that Bracken County Schools will use to annually inform students of policies and procedures: Policy summaries may be printed in BCMS Agenda book (given to all students upon enrolling), District Policy book on file in the BCMS Office, teachers have copies of SBDM policies, principal will also inform students during behavior and attendance hearings, school counselor will inform students during

individual and/or group sessions, announcements made in local newspaper, and school newsletters at progress report, report card times, or as needed. SBDM Complete Policies available in the BCMS Office.

School Food Service Policy—For Complete District Policy- Ask for District policy in the BCMS office

The health of our young people is a fundamental consideration of the Bracken County School System. Our School Food Service Program provides us with an opportunity to put into action the concepts of nutrition we are teaching our students. Breakfast and lunch are served each day at all schools.

All Bracken County Middle School students will be served lunch & breakfast at no charge.

All students will receive one reimbursable breakfast and lunch daily at no charge under Bracken County Schools full Community Eligibility Provision during the 2023-2024 school year. Students will be allowed to purchase second meals and a la carte items at the approved prices set for these items daily. Students must present the cashier with money at the time of purchase or have money remaining in their cafeteria account in order to purchase second meals or a la carte items. No charges will be permitted to student accounts.

All student households must complete a Household Income Form (HIF) in order for the district to continue to receive state funding for this program. Households that will not qualify must also complete the form, however, they may simply write “Do Not Qualify” on the form and provide a signature.

For additional information please contact: Bracken County Board of Education, Attention: Allison Dells, School Nutrition Director, 1048 Bladeston Drive, Brooksville, KY 41004, 606-735-2523, allison.dells@Bracken.kyschools.us.

Social Events Policy

A social event is defined as a social activity in which the door shall be controlled and admission limited to eligible students, guests, chaperones, and school personnel. This includes, but not restricted to: all school dances and other activities (festivals, carnivals, flings, etc.) held at the school.

1. Students must be enrolled at Bracken County Middle School to participate in a social event.
2. Student participation is voluntary and admission will be charged to attend the event, in most cases.
3. Specified qualifications must be met for a BCMS student to attend.
 - a. Students MUST meet an academic standard.
 - i. All attending students must be passing all subjects to be eligible to attend a social event. The grade report will be generated at 8:00am on Friday or the last day school is in session for the week and students will be notified.
 - b. Students MUST meet an attendance standard.
 - i. A student may not participate in any social event if the student is not present on the day of the event. If the social event is on a weekend, the student must be present in school the last day school was in session before the weekend to participate. (Under extenuating circumstances Principal may waive this requirement)
 - c. Students may need to meet a behavior standard to attend. Behavior eligibility is to be determined by Principal as needed.
4. Social events may meet during the school day or after the school day as approved by the Principal.
5. Once admitted to the social event, the student may NOT leave early without parent/adult picking up the student. No student will be allowed to leave the event until the established ending time of the event.
6. Transportation for participating students is to be provided by the parent. Transportation should be determined before the social event and not during or after the event. If a parent/adult fails to pick up at appropriate times, a student's ability to attend future events may be denied.
7. Participating students are expected to exhibit exemplary behavior during the social event. Failure to comply with this standard may result in removal from the event and denial of attendance to future events.
8. Participating students are expected to follow ALL school rules during the event or you are subject to disciplinary consequences or removal from the event. *Dress code may be altered at the Principal's discretion for special event circumstances. Failure to comply with this standard may result in suspension or removal from the event and denial of attendance to future events or other disciplinary measures.

9. Participating students are expected to exhibit exemplary behavior to supervising adults. Failure to comply with this standard may result in suspension or removal from the event and denial of attendance to future events.
10. Any use of, in any manner or to any extent, sale of or possession of, or under the influence of alcoholic beverages or other illegal or controlled substances will result parent picking up the student immediately from the event, possible law enforcement action, and school discipline.
11. This policy works collectively with Board Policy Students- 09.35.

State and District Assessment and Evaluation of Students:

* **ANY STUDENT** using technological devices during the testing sessions of the State Assessment resulting in the written documentation and verification of a testing violation will result in a suspension day and revoking of testing rewards.

Mastery Connect (Formerly Case 21) Assessment (subject to change)

In an effort to help all students achieved college and career readiness by the time they graduate high school, all BCMS students will take the Mastery Connect Assessment. Mastery Connect may be administered multiple times during the school year. Students meeting benchmarks and showing progress will receive recognition for their efforts. Students and parents will receive reports showing student results. All students are assessed in multiple areas including but not limited to the following: Language Arts, Math, Reading, Science and Social Studies. Mastery Connect results may be used to help determine individual student schedules to help meet their instructional needs.

Kentucky Summative Assessments(KSA) are state-wide and will be assessed the last two weeks of the school year.

Abuse of Teacher KRS 161.190

Whenever a teacher or school administrator is functioning in his/her capacity as an employee of a board of education of a public school system, it shall be unlawful for any person to direct speech or conduct toward the teacher or school administrator when such person knows or should know that the speech or conduct will disrupt or interfere with normal school activities or will nullify or undermine the good order and discipline of the school. (Some examples of behavior that will not be tolerated by adult nor student: Speech any time towards staff—and particularly at athletic/extra-curricular events; Elevated verbal exchanges towards staff—yelling, screaming; Profanity towards staff; Any physical contact or invasion of personal space towards staff. This is not a complete list of unacceptable behaviors.) Adult: Any offense—Banned from premises; Student: Offenses may result in detention, ISS, suspension, expulsion request and/or court referral based on severity of infraction and at the principal's discretion.

BCMS Cub Spirit—Positive Behavioral Interventions & Supports

One of the foremost advances in school-wide discipline is the emphasis on school-wide systems of support that include proactive strategies for defining, teaching, and supporting appropriate student behaviors to create positive school environments. A continuum of positive behavior support for all students within a school is implemented in areas including the classroom and non-classroom settings (such as hallways, buses, and restrooms). Positive behavior support is an application of a behaviorally-based systems approach to enhance the capacity of schools, families, and communities to design effective environments that improve the link between research-validated practices and the environments in which teaching and learning occurs. Attention is focused on creating and sustaining primary (school-wide), secondary (classroom), and tertiary (individual) systems of support that improve lifestyle results (personal, health, social, family, work, recreation) for all children and youth by making targeted behaviors less effective, efficient, and relevant, and desired behavior more functional.

In the past, school-wide discipline has focused mainly on reacting to specific student misbehavior by implementing punishment-based strategies including reprimands, loss of privileges, office referrals, suspensions, and expulsions. Research has shown that the implementation of punishment, especially when it is used inconsistently and in the absence of other positive strategies, is ineffective. Introducing, modeling, and

reinforcing positive social behavior is an important step of a student's educational experience. Teaching behavioral expectations and rewarding students for following them is a much more positive approach than waiting for misbehavior to occur before responding. The purpose of school-wide PBIS is to establish a climate in which appropriate behavior is the norm.

As a group of educators who work together to achieve a common goal, systems are needed to support the collective use of best practices by individuals within the organization. The school-wide PBIS process emphasizes the creation of systems that support the adoption and durable implementation of evidence-based practices and procedures, and fit within on-going school reform efforts. An interactive approach that includes opportunities to correct and improve four key elements is used in school-wide PBIS focusing on: 1) Outcomes, 2) Data, 3) Practices, and 4) Systems.

Outcomes: academic and behavior targets that are endorsed and emphasized by students, families, and educators.
Practices: interventions and strategies that are evidence based.

Data: information that is used to identify status, need for change, and effects of interventions.

Systems: supports that are needed to enable the accurate and durable implementation of the practices of PBIS.

BCMS Cub Spirit will focus on Being Respectful, Being Responsible, and Being Safe. These goals will require training our students in social skills, learning skills, and self-management skills. Our staff is committed to providing positive, encouraging feedback to students for the expected behaviors and will implement during the school year strategies that will enrich and encourage students. Bracken County Middle School has also adopted an aggressive behavior program identifying aggressive behaviors that disrupt the classroom and/or school management. The following is a description of the program and consequences:

Aggressive Behavior Discipline System of Protocol

BULLYING DEFINED (Policy 09.422)

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

1. That occurs on school premises, on school-sponsored transportation, or at a school sponsored event; or
2. That disrupts the education process. This definition shall not be interpreted to prohibit civil exchange of opinions or debate or cultural practices protected under the state or federal Constitution where the opinion expressed does not otherwise materially or substantially disrupt the education process.

Bullying is prohibited:

- a. on school grounds
- b. at a school-sponsored or school-related activity, function, or program, whether it takes place on or of school grounds
- c. at a school bus stop, on a school bus or other vehicle owned, leased, or used by the school district or an individual school
- d. through the use of technology or an electronic device that is owned, leased or used by the school district or an individual school
- e. that creates a hostile environment at school and materially and substantially disrupts the education process or the orderly operation of a school

The Bracken County School District believes everyone should be treated with respect and common courtesy to ensure a safe learning environment. Our prevention efforts include training that is on-going with all staff and students regarding bullying education/recognition, prevention and intervention. Anyone within the school environment that has witnessed or been a victim of bullying behavior can report it to school or district officials verbally or in writing so that appropriate action may be taken to prevent such behavior.

Cyber-bullying and Cyber-conduct

Definitions

a) Appropriate **cyber-conduct** involves a set of rules for behaving properly online. In an educational setting, examples of appropriate cyber-conduct include:

- Maintaining professional standards when communicating with teachers, students, parents, and administrators
- Maintaining the confidentiality of information about students, parents, teachers or administrators
- Respecting the rights of all members of the online community and acting in a manner that facilitates the orderly functioning of that community
- Ensuring that appropriate safeguards and protection measures are in place prior to posting personal or professional data

b) **Cyber-bullying:** The use of information and communication technology to bully, embarrass, threaten or harass another. It also includes the use of information and communication technology to engage in conduct or behavior that is derogatory, defamatory, degrading, illegal, and/or abusive.

If cyber-misconduct occurs through the school district’s internet system or from the school which ultimately has a negative impact on the school climate and/or culture, warrants immediate and decisive action by the school/district, including the imposition of sanctions, when appropriate, on the offenders. Allowing others to utilize your personal or assigned equipment (cell phones, computers, pagers etc) and/or passwords may also result in consequences for both parties.

If cyber-misconduct occurs off-campus, school officials may take the following actions:

- Notify parents of victims and parents of cyber-bullies of known or suspected cyber bullying._
- Notify the police if the known or suspected cyber bullying involves a threat.
- Closely monitor the behavior of the affected students at school for possible bullying.
- Investigate to see if the victim(s) of cyber-bullying could use some support from a school counselor or school-based mental health professional.
- Police will be contacted immediately if known or suspected cyber-bullying involves acts such as: Threats of Violence, Extortion, Obscene or harassing phone calls or text messages, Harassment, stalking, or hate crimes, child pornography

AGGRESSIVE BEHAVIOR DISCIPLINE CONSEQUENCES

Student contacts parent	After-school detention	Suspension	Court referral
Quiet Lunch	Friday School	Expulsion	Isolation
<ul style="list-style-type: none">• “Quiet Lunch” means that the student eats lunch away from peers with no interaction with other students.• After-school DT, Friday School, and/or Suspension can result in an extra-curricular or social event activity being restricted for student participation due to poor school behavior.			

**** Repeated offenses of aggressive behavior will increase discipline consequences.**

Teachers will write up a referral for behaviors listed above and submit it for the investigation and review of the principal. Students should report these behaviors to the teachers who supervise them daily. Students may also report these aggressive behaviors to the counselor or principal, but the first person of contact encouraged is the classroom teacher of the event.

Bracken County Middle School also has two **Shout-out boxes** in the building by the cafeteria/music hallway and art hallway for students to report behaviors of a concern to them or safety concern for others. Also, we have a school tip line where students/parents/etc. can report behaviors of concern to them or safety for others through their cellular phone and/or internet. To send a Text in to the box, type: 274637, then in the

Message box, type: BCMS space then your message, then Send. On the internet, type: www.bmsbad.safeschooltips.com next in the school box, Type Bracken County Middle School, then click submit and follow all prompts.

BCMS DRESS CODE

Except for students who, on a voluntary basis, attend schools or programs, which require special prescribed attire, students have the right to freedom of dress and appearance so long as the dress or appearance does not present health or safety hazards or cause disruption to the educational process. In the interest of student safety, and in keeping with the generally accepted social customs of our community, the staff will enforce the following guidelines for student dress code. The principal, staff, student body, and community at large shall be alert to appropriate dress, personal appearance, and grooming in terms of the varied situations in which the school community operates. The principal, or designee, on an individual basis shall deal with extremely exaggerated or immodest modes of dress and personal appearance, in consultation with parents and others as needed.

EXPECTED STUDENT DRESS

- Students are expected to dress neatly at all times and appropriately for the seasons.
- Students may be required to wear a mask, covering their mouth and nose, based on current CDC guidelines/Government Orders.
- Students shall wear **shirts with full sleeves (not gapping under the arm)** that are near the neck (**gapping of garment or cleavage showing is not appropriate**), overlapping or tucked into their pants, and non-see through.
- Students shall wear **slacks/pants/shorts** with belts or at the natural waist line that do NOT drag the ground, have excessive slits, holes in clothing shall be no higher than six inches above the knee when kneeling, or have student writing. Shorts must be of length no shorter than 6 inches (dollar bill) when kneeling on the floor.
- Students shall wear only **skirts/dresses** that follow the shirt criteria listed above and **skirts/dresses** must be at least knee level in length when kneeling. * Please check both the front and back of the skirt/dress for length requirement.
- Students clothing should not be tight-fitting, have objectionable language, symbols, promote or depict drugs, alcohol, tobacco, or sexual content. Clothing with objectionable/questionable innuendos aren't appropriate.
- Permitted jewelry for males and females shall be watches, rings, necklaces, earrings, or bracelets.
- Above all, dress and accessories should NOT distract from the educational atmosphere of the school nor classroom.

***** Any student wearing clothing/accessories listed under expected dress that is used/worn inappropriately or distractingly can be asked on an individual basis to be removed/changed by any staff member and not allowed to wear again. *****

INAPPROPRIATE STUDENT DRESS

- Dress code issues which the principal reasonably determines to likely cause an educational disruption to student learning, discipline problem, pose a danger or safety concern to students or staff is prohibited.
- Biker shorts and pajama pants are not permitted. Clothing under sweatshirts and light weight zip up jackets must meet dress code criteria or these items cannot be removed.
- Hats, caps, visors or sunglasses, bandannas, scarves or head coverings must be stored in lockers during the school day.
- Holes in clothing, which expose skin, shall be no higher than six inches above the knee when kneeling as related to the shorts rule. Undergarments shall not be visible.
- Students needing a BELT repeatedly may be assigned a detention and required to wear clothing tucked in.
- Jewelry that is distracting to the educational process may be asked to correct or cover up.
- Wheels on shoes and backpacks should not be used at school unless approved.
- Large coats shall be placed in the student's locker (if available) at the beginning of the day. Dress appropriately for the season.
- The principal may review individual cases and student dress regarding the enforcement of this policy.

Instances involving clothing not specifically included in the above regulations, the administration reserves the right to render a decision.

BCMS Dress Code may also be enforced during NTI learning while attending a virtual meeting utilizing a format such as Google Meet, Zoom, etc.

CONSEQUENCE:

First Offense: Students will be asked to change attire. Parents will be called to bring a change of clothes; in the event parents cannot be reached, the student will be isolated for the remainder of the day. The student will not return to class until the violation has been resolved. **Second and Multiple**

Offenses: Possible afternoon detention or 1-3 days out of school suspension.

The following is a description of behavior processes, interventions, and definitions:

Principal discretion based on the severity and frequency of infraction, to determine appropriate consequence.

AFTERNOON DETENTION

Students assigned a detention must bring with them meaningful work or activities that will engage the student after completion of the writing assignment. Students assigned a detention must complete a written assignment related to behavior demonstrated in the classroom in which the detention was given. Completion of the assignment will be determined by the detention teacher. If the written assignment is not completed during the detention period then an additional detention will be assigned. Detention days vary but are held from 2:50-4:00. Students should report to the office at bus note call (2:40), where the detention teacher will meet them. Students should bring all needed materials. First Offense: Failure to attend detention may result in suspension or assignment of Friday school with the original detention rescheduled. Students behaving inappropriately during detention may be suspended or assigned Friday school.

Student Absence on the day of Detention

1. Students who are absent from school the day they are assigned to Detention must have an excused absence. Students will have their Detention re-assigned.
2. Students who are absent from school with an unexcused absence will be given two days of afternoon detention.
3. A request for re-scheduling a Detention must be submitted in advance in writing by the parent or per parent phone call.

FRIDAY SCHOOL

The Friday School Alternative to Suspension Program will adhere to strict procedures and the students will be held accountable while serving his or her assignment. **Purpose:** The Friday School Alternative to Suspension Program provides a constructive and meaningful alternative to the standard out-of-school suspension. **Hours:** 2:46 p.m. – 6:00 p.m. Students will report to Friday School Alternative to Suspension Program at 2:46 (bus note time). No student will be admitted after this time without a valid reason. Parents must pick up students promptly at 6:00 p.m. **Procedure:** The decision to assign students to Friday School Alternative to Suspension Program will be made by the building level administrator. Students must bring classwork and textbooks in order to be admitted to Friday School. Teachers will have completed a folder with assignments that the student MUST complete during the detention period. If not, the student may be held in from recess or other activities per teacher discretion. Students are expected to be actively involved with their class work for the duration of the detention. The staff monitor will coordinate a break. Snacks and/or drinks are not permitted in Friday School at any time. Talking is not permitted except with the permission of the monitor. Upon dismissal, students are to leave the building through the front door immediately. They may not go elsewhere in the building. **Misbehavior:** Students asked to leave because of inappropriate behavior during Friday School will be suspended. **Transportation:** Transportation home from Friday School is the responsibility of the student and/or their parents. **Telephone:** Students will not be allowed to use the telephone except in an emergency. **Failure to attend Friday School** may result in a two-day suspension.

Student Absence on the day of Friday School

1. Students who are absent from school the day they are assigned to Friday School must have an excused absence. Students will have their Friday School reassigned.
2. Students who are absent from school with an unexcused absence will be given two days suspension.
3. A request for re-scheduling a Friday School must be submitted in advance in writing by the parent or per parent phone call.

SUSPENSION

Suspension shall mean a denial of school attendance for a single event/day or multiple events/days. Students on suspension cannot attend dances, ball games, etc. Suspended students will be allowed to make up work for only 50% of the total points possible for any class work or tests missed during the suspension. Note: All suspensions shall apply only to days school is in session. If school is cancelled for any reason during a student suspension, then the student's suspension is extended the number of days school has been cancelled.

ALTERNATIVE SCHOOL

Alternative school may be assigned in lieu of expulsion. Students will attend school in an alternate setting continuing with instruction.

BC Vape Free Program

BC Vape Free is a program designed to help empower students with the education and skills needed to make informed decisions and resist social pressures to vape as well as getting them the mental health help they may need to quit. For tobacco and vape infractions students may be required to complete the BC Vape Free Program.

DUE PROCESS

A pupil may be suspended from the common schools after the following due process procedures have been provided:

- a. The pupil has been given oral or written notice of the charge or charges against him which constitute cause for suspension.
- b. The pupil has been given an explanation of the evidence of the charge or charges if the pupil denies them; and,
- c. The pupil has been given an opportunity to present his own version of the facts relating to the charge or charges.
- d. In cases that involve disabled students, the procedures mandated by federal and state law for students with disabilities shall be followed.

EXPULSION

Expulsion shall mean a denial of attendance at any single subject or class or at any full schedule of subjects or classes, a denial of attendance at any other type of activity conducted by or in behalf of the Bracken County Schools, and any combination of the foregoing, for a period of time not to exceed the current school term. An expulsion also may include a denial of admission to or entry upon real or personal property owned, leased, rented, or controlled by the Bracken County Board of Education.

BCS STUDENT CONDUCT ON SCHOOL BUSES

Students riding the buses are under the direct supervision and direction of the bus driver, who will direct the students in matters of conduct and safety. He/she will report any student's misbehavior to the student's principal in writing.

The privilege of riding a school bus will depend upon students obeying the following rules and procedures. **PLEASE KEEP IN MIND THAT RIDING THE SCHOOL BUS IS A PRIVILEGE, NOT A RIGHT.**

1. Students should arrive at the bus stop 5 minutes prior to the bus's scheduled arrival time.
2. Students are to sit in the seat assigned by the bus driver. If no seat has been assigned, student should sit in the first available seat. Students are to obey the driver and bus monitor (if assigned) promptly.
3. Students are to help keep the bus clean by cleaning their feet before entering the bus, and keeping wastepaper and rubbish off the floor and seats.
4. Students are not to possess any firearm(s), knife, deadly weapon or dangerous instrument on the school bus.
5. Students are to avoid unnecessary conversations with the bus driver. Students are not to use loud, abusive or profane language, or gestures while on the bus.
6. Students are not to lean out of the bus windows. They must keep their arms, legs, head and property inside the bus.
7. Students are to enter and leave the bus only after it has come to a complete stop.

8. Students who must cross the roadway should cross in front of the bus after the driver signals them that it is safe to do so.
9. Students are to ride only their assigned bus and leave the bus only at their regular stop or at school. Exceptions will be made only with permission from the principal/designee in writing.
10. Students are to respect the people they pass while on the bus. They are not to yell or make signs to anyone the bus passes along the road.
11. Students are not to damage the bus and should report any damage to the driver. If they do cause damage, their parents or guardians will be held responsible for restitution.
12. Students are not to interfere with the vision of the driver.
13. At no time are students permitted to eat, drink, be in possession or use tobacco products (including matches and lighters) on the bus. Students are not to block the aisle of the bus or place any carry-on objects in the aisle.
14. Live animals may never be transported on the bus. No preserved specimens are allowed on the bus.
15. Cell phones or paging devices shall not be visible or turned on and operated while on buses to and from school or other events.
16. Students may not bring any carry-on objects on the bus that cannot be held on the lap without taking more seat room than the student in the seat. Object must be lower than the student's neck OR if placed on the floor between the legs, the height of the object must be below the student's neck.

- The bus driver will assist the Principal in seeing that the above rules and procedures are carried out. If any pupil persists in violating these procedures, the driver shall notify the Principal. The Principal may suspend bus-riding privileges. Students who lose bus-riding privileges shall not be eligible to transfer to another bus while the privilege is suspended.
- If the safety or well-being of other students is in jeopardy, students who break the discipline code may be suspended from riding the bus for an indefinite period of time. Transportation will be determined on case by case basis.
- In case of repeated failure to cooperate or serious misbehavior, the student will be excluded from riding any bus for whatever period of time deemed necessary by the principal, in accordance with administrative regulations. The transportation to and from school becomes the responsibility of the parents/guardians.

Cafeteria Expectations:

When in line:

Keep hands to yourself and talk softly.
Stay in a single file line with right shoulder to wall.
dragging,
Level 1
softly,

When eating:

Get all extra food items as you originally go through line.
(extra fries, condiments, etc.)

When finished eating:

same time.
Empty your tray as soon as you finish eating, don't wait.
finished.
Remain seated and raise hand to leave seat unless emptying tray.
during the
Line up when you are called and stop talking.
Clean your eating area (table & floor) before leaving.
problems.

Classroom Expectations:

Receive permission before speaking out.
Ask and receive permission before using others' materials.
team.
Use appropriate language.
Bring all required materials.
Arrive on time and follow directions.
yourself.
Follow procedures for the classroom.

Hallway and Locker expectations:

Walk from one class to another on the right side of hall in a single line fashion.

Keep your body to yourself at all times
Carry backpacks & materials appropriately-no swinging.
Talk softly-- Noise should be at a low level, talk

No slamming of locker doors or books on the floor.
Retrieve your materials promptly and head to class.

RESTROOM EXPECTATIONS:

Talk softly. No more than 5 students in RR at the

Avoid horseplay. Flush and wash hands when

A signed agenda book is required for restroom

school day unless it is a scheduled break time.
Respect your school & facility- keep clean & report

Extra-Curricular Expectations:

Show good sportsmanship.
Cheer for your team rather than against the other

Use appropriate language, gestures, and actions.
Follow all of the facilities posted signs.
Help keep the facilities clean by picking up after

Have transportation pick up arranged in advance.

Clean up after yourself.
Keep your body to yourself at all times.
Use furniture and materials appropriately.

Use stairs/aisles to enter and exit bleachers.
Walk on the side areas of the gym.
Keep up with money and belongings.

Definitions/Clarifications of partial offenses:

ABUSE OF TEACHER (Law Violation)

Whenever a teacher or school administrator is functioning in his/her capacity as an employee of a board of education of a public school system, it shall be unlawful for any person to direct speech or conduct toward the teacher or school administrator when such person knows or should know that the speech or duct will disrupt or interfere with normal school activities or will nullify or undermine the good order and discipline of the school.

AGGRESSIVE MISBEHAVIOR TOWARDS ANY SCHOOL EMPLOYEE (Law Violation)--Any physical contact or threat of physical contact towards school employees with the intention of doing bodily harm by a student or group of students.

ALCOHOL, DRUGS, AND/OR "LOOK ALIKE" SUBSTANCES (Law Violation)

- a. Use of, in any manner or to any extent, sale of, possession of, or under the influence of alcoholic beverages. Alcoholic beverages include any beverage with alcoholic content. Possession of includes items found in the locker assigned to the student, in vehicles and any other place where deposited by the student.
- b. Use of, in any manner or to any extent, sale of, possession of, or under the influence of drugs, illegal, controlled or dangerous substances. A controlled/prescribed substance for a student's current medication is not a violation of this regulation. Illegal substances include glue, dangerous drugs, narcotics, marijuana, amphetamines, and any other material that has a harmful or unnatural effect on the person using them.
- c. Use of, in any manner or to any extent, sale of, or possession of vanilla flavorings, vitamin, saccharine, caffeine or other pills or substances appearing or represented to be controlled or the drug substances such as "speed" or any other commonly used name to designate a controlled or other drug substance.
- d. Possession of paraphernalia as related to the use of a controlled or illegal substance (paper, clips, etc.).

ARSON (Law Violation)--The starting of fire within the school, on buses, or on school grounds for any purpose that results in destruction or disruption.

ASSAULT (Law Violation)--Physical attack of one person or a group of persons upon one or more persons who do not wish to engage in the conflict. Any provocation (verbal or physical) may be considered a mitigation of the charge. A person who finds himself the victim of an assault has the right to defend himself against the attack and use such force in defense as to be reasonably necessary.

BOMB THREAT (Law Violation)--To falsely alert emergency services, or school to a non-existent bomb.

DEFAMATION--Harming another person's character or reputation by saying things which aren't true and which are intended to bring harm.

DISORDERLY CONDUCT (Law Violation)--Includes-affray, unlawful assembly, disturbing the peace, disturbing meetings, blasphemy, profanity, obscene language, desecrating the flag, refusing to assist an officer, all attempts to commit any of the above.

EXTORTION--The solicitation of money, or something of value, from another student, regardless of the amount, in return for protection, or in connection with a threat to inflict harm.

FORGERY--The act of falsely using the name of another person, or falsifying documents or correspondence such as (absences, excuses, bus notes, permission to leave school, agenda books).

GAMBLING--Participating in games of chance for the express purpose of exchanging money.

HABITUAL BEHAVIOR INFRACTION (REPEATED VIOLATIONS)--The student shall be considered "Habitual" after accumulating Ten (10) behavior infractions, which have been referred to the office. This also includes bus referrals. (An assignment to ISS due to 8 or more marks on the discipline chart will equal one behavior infraction to be applied to this rule)

HARASSMENT--A person is guilty of harassment when with intent to harass, annoy or alarm another person he/she:

- Strikes, shoves, kicks or otherwise subjects another person to physical contact or attempts or threatens to do the same; or
- In a public place, makes an offensively coarse utterance, gesture or display, or addresses abusive language to any person present.
- Follows a person in or about a public place or places; or
- Engages in a course of conduct or repeatedly commits acts which alarm or seriously annoy such other persons and which serve no legitimate purpose. This includes name-calling.

INTIMIDATION OF WITNESS--Any physical or verbal intimidation of a witness to any school violation.

MALICIOUS REMARKS--To willfully intimidate, insult, make false statement, or in other manner abuse verbally or in writing any member of the school staff or student body.

MISCHIEF (CRIMINAL)--A person is guilty of criminal mischief when having neither the right to do so, nor reasonable ground to believe that he/she had a right, he/she intentionally or wantonly defaces, damages, or destroys any school property, or the property of another, so as to knowingly endanger the person or property.

SEXUAL HARASSMENT (Law Violation)--A person is guilty of "sexual harassment" when he/she subjects another person(s) to "unwanted" touching, sexual advances, requests for sexual favors, spreading sexual rumors, etc. While under school supervision.

SEXUAL MISCONDUCT/INAPPROPRIATE

SEXUAL BEHAVIOR (Law Violation)-- A person is guilty of "sexual misconduct" when he/she engages in any act of sexual activity while under school supervision. Possession, development, and/or use of pornographic material.

TERRORISTIC THREATENING (Law Violation)

- A student is guilty of terroristic threatening when:
- He/she threatens to commit a crime likely to result in the death or serious physical injury to another student or likely to result in substantial property damage to another student or school personnel.
- He/she intentionally makes false statements for the purpose of causing the evacuation of a building, place or assembly, or facility or public transportation.

THEFT (Law Violation)--Taking the property of others (teachers, students, visitors, etc.) without their consent; or possession of stolen property, or possession without the owner's permission, or selling school property.

TOBACCO--The possession or use of tobacco, electronic cigarettes, vapes, juuls or illegal products, on school grounds or bus is prohibited during normal school hours. Possession of these items will result in suspension from school.

UNAUTHORIZED AREAS--A student is guilty of being in an unauthorized area (i.e. faculty work room, lounge, maintenance areas, boiler room, parking lots, etc.) without legitimate reason or permission.

VANDALISM (Law Violation)-- The defacing of school property at any school sponsored activity.

WANTON ENDANGERMENT--A student is guilty of wanton endangerment when he/she wantonly engages in conduct, which creates a substantial danger of physical injury to another person.

WEAPONS (Poss. doesn't include firearms-Law Vio.)--The possession of a weapon (i.e. knives, mace, clubs, chains, laser pointers, martial arts paraphernalia, brass knuckles, pocket knives, fireworks, explosives, etc.) that can be used to inflict bodily harm to another person.

WEAPONS POSS./FIREARMS (Law Violation)--The possession of a firearm (loaded or unloaded) on school premises, either in one's immediate possession or within one's car or locker.