

## **Old Kentucky Home Middle School**

*301 Wildcat Lane, Bardstown KY 40004*

*502-349-7040*

**Welcome to OKHMS!** It is with a great deal of pride that we extend this welcome to you. This handbook is designed to provide you with some general information and answer your questions about SOME policies, procedures and programs.

At OKH, students are our first priority. As soon as you step in our doors, you are already part of your grade's "team." Teams compete against each other during spirit rallies for most school spirit, best attendance, least amount of discipline referrals, etc.

You'll find that our middle school staff is committed to your success and to providing you with the best possible educational program. We take pride in your achievements and will do what it takes to help you excel not only academically, but socially as well. We hope this school year will be an exciting and challenging year for you!

### **OKH FACULTY & STAFF** **OKHMS Building Administrators/** **E-Mail Address**

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**More Staff to be added after interview process**

*“We at OKHMS work together to develop successful, well-rounded students through pride in academic achievement based on district, state, and national standards. We will assist in student development through academic and non-academic activities by establishing personal connections and providing support services within our school community.”*

**Instructional Assistants:**

TBD

**Cafeteria Manager:**

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**Family Resource Center:**

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**What are school procedures for Visitors?**

Any visitor must enter through the main school doors and check in at the school office before proceeding to any other part of the school building. The administration reserves the right to prohibit any visitor from entering the building because of safety concerns or interruption of certain learning activities.

# Important Stuff To Know!!!



**Locker #** \_\_\_\_\_

**Combination** \_\_\_\_ - \_\_\_\_ - \_\_\_\_



**Lunch #** \_\_\_\_\_



**Email Address** \_\_\_\_\_

**Password** \_\_\_\_\_

## **GOOGLE DOCS**

**Username:** \_\_\_\_\_

**Password:** \_\_\_\_\_

### **\*\*\* Student IC Portal Access Directions:**

**User = 10 Digit ID #** \_\_\_\_\_

**Password = First initial, last initial and 6 digit date of birth (Month, Date, Year)**



MY SCHEDULE

<u>Period</u>	<u>Class/Teacher</u>	<u>Room #</u>
1 <sup>st</sup>	_____	_____
2 <sup>nd</sup>	_____	_____
3 <sup>rd</sup>	_____	_____
4 <sup>th</sup>	_____	_____
5 <sup>th</sup>	_____	_____
6 <sup>th</sup>	_____	_____
7 <sup>th</sup>	_____	_____
8 <sup>th</sup>	_____	_____

**Grading Scale:**

**90-100 = A**

**80-89 = B**

**70-79 = C**

**60-69 = D**

**< 59 = F**

## TABLE OF CONTENTS

7-8	<b>Dress Code</b>
8-11	<b>Attendance Policy</b>
11	<b>Academic Expectations/Grade Reports</b>
11-12	<b>OKH Drop Off / Pick Up Procedures</b>
13-14	<b>School Nurse/Medication Information</b>
14-15	<b>FERPA Rights</b>
15-20	<b>OKH Code of Conduct/Behavioral Consequences</b>
20-21	<b>Media Center Agreement</b>
21-22	<b>OKHMS Cafeteria Information</b>
22-29	<b>Frequently Asked Questions regarding these subjects and more!</b>
	<b>Student Messages</b>
	<b>23-26 Cell Phone Policy/Personal Electronic Devices</b>
	<b>Food Items/Flower &amp; Gift Deliveries</b>
	<b>Tuition</b>
	<b>Locker</b>
	<b>Personal Items/Lost and Found</b>
	<b>Emergency Drills/Off-Limit Areas</b>
	<b>Schools Cancellation Information</b>
	<b>Site Based Decision Making Council Information</b>
	<b>Extra Help for Students</b>
	<b>Parent Portal Access</b>
	<b>School Supplies</b>
	<b>29 Nelson County Family Resource Information</b>
	<b>30 Handbook Acknowledgement Signature Sheet</b>
	<b>31 Reflection Form Sample</b>

## District-Wide Student Dress Code 2016-2017 Dress Code

### What is an acceptable P.E. Uniform?

Students may wear any OKH or Nelson County School tee shirt along with athletic shorts. All athletic shorts must be knee length.

### Shirts: (boys and girls): Note: **No T-shirts may be worn as a top layer except on designated SCHOOL SPIRIT DAYS.**

Type: Polo shirt with fold-down collar, buttoned to avoid exposure; dress shirt with fold-down collar; turtleneck or true mock turtleneck (not Under Armor t-shirt types).

Sleeve: Shirts may be long or short sleeve (no sleeveless or sheer). Sleeves cannot extend below the wrist.

Midriff: Front, back or side may not be exposed at any time.

1/2 zip pullovers have a standup collar, so they are in dress code.

### Sweatshirts/sweaters/vests:

All sweatshirts and sweaters/vests (v-neck, crew neck or cardigan) must be worn with dress code shirts (fold-down collar) or turtlenecks underneath.

HOODIES or Jackets with hoods are no longer allowed at OKHMS. (Neither high school allows these either, so it was a transition decision.)

### Pants/Overalls (boys and girls):

Colors: Any solid color

Types: Twill, chino, corduroy, denim or jean with plain or pleated front. Elastic waist slacks may be worn.

**No sweat/stretchy or nylon jogging pants are allowed. No yoga pants or pajama pants will be allowed.**

**Pants are to be worn at the waist (no sagging or excessively tight pants).** Overalls must be worn with shirts that have sleeves.

### Skirts/Jumpers/Dresses (girls):

Types: Twill, chino, corduroy, denim or jean (no spandex/lycra or stretch material). **Must meet or extend to the knee.** Slits may not be shorter than the knee. Shorts may be worn under the dress, skirt or jumper, but may not extend below the hem. Dresses must have sleeves and backs. Jumpers must be worn with shirts that have sleeves.

### Walking Shorts (boys and girls):

Types: **Shorts must extend to the knee area** (Close to the top when standing).

### Hats:

**Hats/Bandannas must be removed upon entering the building.**

### Shoes:

**ALL SANDALS OR SHOES MUST HAVE A BACK. NO HOUSE SHOES OR SLIPPERS MAY BE WORN.**

### Backpacks:

No rolling backpacks are permitted.

Students will not be able to access any items left in backpacks/sports or duffle bags that are left in the office during the school day. Students must place any items that they might need (PE uniforms, etc.) in their locker at the start of the school day.

### **General Expectations**

- Any apparel or appearance (including but not limited to hair color, jewelry, make-up, hair style, etc.) that calls attention to itself will be responded to as deemed necessary. The administration has the final authority in determining appropriate school attire and appearance.
- Students may not carry or wear anything that advertises drugs, alcohol, tobacco products or anything that promotes or suggests lewd, dangerous or unacceptable messages.
- Only one out of dress code day per month is permitted (or if scheduled cumulatively, cannot exceed ten per year). However, individual reward certificates can be issued for motivation. Out of code days will be determined by the school administration. Student payment to participate will not be permitted.
- While students are expected to dress appropriately at afterschool functions, they are not required to follow the dress code.
- Bags, purses or back packs that will not fit under the seat of the student's desk are NOT allowed.

**PLEASE NOTE: During student's homeroom/1<sup>st</sup> period, teachers will conduct a daily dress code check.**

**Clothing must not have holes, frayed areas, rips or tears and must have finished hems. Pants and skirts must not drag the ground.**

**\*\*\* If a student is out of dress code, they will be asked to call their parent/guardian to bring them a different item of clothing that is dress code appropriate. If we happen to have clean dress code item in the office that would work for them, they are welcome to use those items and return them to the office before the end of the school day if a parent can not bring them appropriate dress code clothing.**

**Violations will result in an office referral as well.**

## **ATTENDANCE**

### **Attendance and Truancy (Grades K-12)**

The Nelson County School District expects all students to attend school regularly and be in the assigned classroom on time. Regular attendance is necessary if students are to receive maximum benefit from the instructional program. We firmly believe that attendance is a student and parent/guardian responsibility. However, every effort will be made to contact the parent/guardian of students having attendance-related problems.

**KRS 159.010 Section 1 states that the parent, guardian, or person having custody or charge, is responsible for keeping his/her child in regular school attendance for the full term that school is in session (that means every day and every minute of each day the school is open).**

**KRS 159.150 states that any child 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 truant. Any child reported as a truant two (2) or more times is a habitual truant.**

Legitimate reasons for an excused absence/tardy includes illness of the student (with a doctor's note) and signed parent note (five (5) parent notes per semester for K-5 grade; three (3) parent notes per semester for grades 6-12). Parent notes do not carry over to the next semester and each parent note can only excuse up to one (1) day. **Nelson County Schools reserve the right to question and validate doctor's notes that excuse a student for an excessive amount of absences.**

**ALL NOTES (including doctor's notes and parent notes) TO EXCUSE ABSENCES AND TARDIES MUST BE TURNED IN TO THE OFFICE (the attendance clerk) WITHIN THREE (3) SCHOOL DAYS OF THE STUDENT'S RETURN FROM THE EVENT. Failure to turn in any excuse notes within this deadline will result in the absent/tardy event being unexcused.**

Parent and doctor's notes can be emailed to the school's attendance secretary from a parent's email account (e.g. a picture of the note via your cell phone). Original notes should still be sent with student or delivered by the parent/guardian to the school attendance clerk. Notes will be kept on file at the school in case of any discrepancies.

Please remember that partial day absences only will be excused for dental or eye appointments unless the doctor has written on the note that a full day absence is required due to the severity of the condition.

### **TARDINESS**

A tardy shall be recorded for a pupil who is absent less than 35 percent of the regularly scheduled school day for the pupil's grade level. Late arrivals or early dismissals shall be counted as an absence or tardy according to the arrival/departure time.

The process for determining whether tardiness to school is excused or unexcused is identical to that for excused and unexcused absences. **If a student is not in 1st period at the official beginning of the school day (unless they have an excuse note) they will be sent to the office to sign in as late to school.**

### **EXCUSED ABSENCES**

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

1. Death or severe illness in the pupil's immediate family
2. Illness of the pupil. (Parent notes are accepted for five (5) all day or part of the day per semester for students in grades Kindergarten through fifth (k-5) and for **three (3) all day or part of the day per semester for students in grades six through twelve (6-12) for illness or other excusable reason that is listed.** One (1) parent note excuses only one (1) day or tardy. All other student absences due to illness require a note from health professional, court officials, etc.);
3. Medical, dental, or legal appointments that cannot be scheduled outside of school hours. (Times and dates shall be verified by the health professional or court officials) ½ day excused for dental and eye appointments only, unless otherwise specified by doctor on the doctor's note.

Students will be excused only for the length of time of a scheduled doctor's appointment and a reasonable amount of travel time. Doctor's excuses shall state the date(s) and/or number of days for which the student will be excused. When a student must miss more than five (5) consecutive school days due to illness or surgery, the parent/guardian is to contact the attendance office or the Director of Pupil Personnel who will explore the possibility of home/hospital instruction.;

4. Court appearances requiring the student's attendance. (Students will be excused only for the length of time of the scheduled court appearance and a reasonable amount of travel time);
5. Religious holidays and practices;



6. One (1) day for attendance at the Kentucky State Fair (per state law). (Proof of attendance must be provided with parent note AND ticket stub)
7. Two (2) visits to colleges or universities; (Visit shall be approved at least three (3) school days in advance by the Principal and restricted to seniors. Documentation from the college visited shall be required);
8. Drivers test for permit or license. (A half (1/2) day may be allowed twice during the school year);
9. One (1) day for students with lice.- If the student is sent home, he/she will be excused for the remainder of that day;
10. Failure of bus transportation (missing the bus is not excused);
11. Documented military leave;
12. One (1) day prior to departure of parent/guardian called to active military duty;
13. One (1) day upon the return of parent/guardian from active military duty;
14. 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;
15. Other valid reasons as determined by the Principal, including trips qualifying as educational enhancement opportunities.

Students shall be granted an excused absence for up to ten (10) school days to pursue an educational enhancement opportunity determined by the Principal to be of significant educational value. This opportunity may include, but not be limited to, participation in an educational foreign exchange program or an intensive instructional, experiential, or performance program in one (1) of the core curriculum subjects of English, science, mathematics, social studies, foreign language, and the arts.

Unless the Principal determines that extenuating circumstances exist, requests for date(s) falling within State or District testing periods shall not be granted. The Principal's determination may be appealed to the Superintendent/designee whose decision may then be appealed to the Board under its grievance policy and procedures.

Students receiving an excused absence under this section shall have the opportunity to make up school work missed and shall not have their class grades adversely affected for lack of class attendance or class participation due to the excused absence; or

16. Other valid reasons as determined by the Principal, including Education Enhancement Opportunities. Please note that all EEO requests must be submitted to the principal at least 5 days prior to the student's absence. (The Principal's determination may be appealed to the Superintendent/designee whose decision may then be appealed to the Board under its grievance policy and procedures.)

#### **NOTES REQUIRED**

Upon returning to school following an absence or tardy, a student has three (3) school days to turn in a note to the attendance office. The note must be a signed and dated parent note, physician statement or court statement explaining the reason for every day the student was absent or tardy and a return to school date. If a written statement verifying a valid reason for each day of absence or tardy is not received within three (3) schools days after the student returns to school, the absence or tardy will be recorded as unexcused. Students presenting false or altered verification shall be subject to disciplinary action. **Please remember that it is illegal to alter/change a doctor's note in any way. If a note has been altered, we will verify the information with your doctor's office.**

**\*\*\*All attendance notes must be turned in to the Attendance Office ONLY. Classroom teachers or other staff do not accept attendance notes.**

**Please remember that even if you call the school to notify us of an absence or you sign your child in or out of school, a note is still required to excuse the absence.**

#### **UNEXCUSED ABSENCES**

All other absences shall be considered unexcused, and make-up work will be required for unexcused absences.

### **MAKE-UP WORK**

It is the responsibility of the student to request any work missed because of an excused or unexcused absence. The work is due in an amount of time equal to the number of days missed. Work can only be made-up for full credit if the absence is excused. Often it is required by teachers or the administration that work will be made-up during detention time, homework help, tutoring or during the next scheduled Saturday school if available. **If your child is absent 2 or more consecutive days, please feel free to contact the school to gather his/her missing assignments. Please give our staff a 24 hour turnaround time to gather the student's work.**

### **REFERENCES:**

<sup>1</sup>702 KAR 7:125  
KRS 36.396, KRS 38.470, KRS 40.366  
KRS 158.070, KRS 158.183, KRS 158.293, KRS 158.294  
KRS 159.035, KRS 159.140, KRS 159.150, KRS 159.180  
OAG 76-566, OAG 79-68, OAG 79-539, OAG 91-79, OAG 96-28

### **Academic Expectations at OKH**

OKHMS students are expected to maintain consistent effort and maintain good grades. The teachers will provide rigorous, relevant, and engaging work. The staff will continue to provide students with opportunities to get extra help or any other appropriate measures to help our students succeed academically. In an attempt to help students stay on top of things, an advisor is assigned at the beginning of each school year and will meet with students at least once a week. However, if a student consistently is not completing work or fulfilling assignments the school may enforce one or more interventions. If a student is assigned to one or more mandatory interventions they are expected to participate. If the student does not participate as expected, school consequences may result. Academic interventions are meant to provide students with the support they need to be successful.

### **Report Cards/Progress Reports**

Report cards will be sent home at the end of each grading period (**every 9 weeks**). However, you will receive a progress report approximately **every 4.5 weeks**. Please refer to the school calendar for more specific dates.

### **How do I schedule a Parent / Teacher Conference?**

Parent involvement is vital to student achievement. We encourage scheduled conferences with staff. It is the expectation of the faculty and administration that parents feel comfortable visiting the school. To assure proper building security, all parents are required to check in at the office. We do appreciate your advanced notice of a planned visit. If you would like to schedule a conference, please call the guidance office for an appointment at 502-349-7040, ext. 711.

### **OKH Morning Drop Off Procedures**

The building opens for students at 7:30 am, and they may be dropped off at the side entrance of the building by the gym.

### **OKH Afternoon Pick Up Procedures**

**Students that do not ride a bus will only be released from OKH in the following ways:**

- A parent/guardian/authorized person may come into OKH and sign the student out in the front office. Any person that is not on file as having permission to pick your child up will not be allowed to do so unless you

have faxed us a note with your signature on it OR if your child brought in a note from you that morning and has gotten it signed in the OKH office.

- You may request a pick-up number for your child to be picked up in the pick-up line. Once you have a pick up number, you may pick your child up every day if necessary and never send a note in again. **Any person that has this pick up number tag will be allowed to pick up your child, so be very careful who has access to this number.**
- FOR YOUR CHILD'S SAFETY, PLEASE REMEMBER THAT WHOEVER (INCLUDING PARENT) GOES THROUGH THE PICK UP LINE TO PICK UP YOUR CHILD MUST HAVE THIS ORIGINAL PICK UP NUMBER TAG WITH THEM EVERY SINGLE TIME, ALL YEAR LONG...NOT A HANDMADE TAG OR YOU JUST KNOWING THE NUMBER. IF YOU DO NOT PHYSICALLY HAVE THIS TAG WITH YOU, YOU WILL BE REQUIRED TO COME TO THE OFFICE TO SIGN YOUR CHILD OUT AND SHOW YOUR IDENTIFICATION.
- **You must request a new pick up number every school year.**
- Any student that has a note to walk **ANYTIME NECESSARY** (for example to the High School for sports, etc.) on file in the office will be on the "Walker List" and will be allowed to leave the building through the pick-up area at a designated time after the bell rings.
- Any changes in normal transportation will require a note as well. Please see below:

All notes that need to be signed at school should be taken to the office before homeroom or signed by the principal, assistant principal or designee before school begins. Students will not be dismissed from class to get notes signed. This protective procedure also includes transportation home at the end of the school day by means other than the assigned bus or established means. If your child needs to ride a different bus other than their own, you must send in a note with your signature on it to give them permission to do so. If your child does not have a note, the driver of that bus will not let your child get on their bus. They will send the student back in to the school to call someone to pick them up.

\*\*\*Please remember that it is the student's responsibility to bring a note from home, get it signed in the office, and keep track of it during the school day. The pick-up policy is not only in this handbook, but it will be discussed with all students in detail. **Any student that tries to forge a note, leave the building out of any door other than the designated exits or deliberately rides another bus without permission to do so may have disciplinary measures taken against them.** If you have any questions, please feel free to call the OKH office.

### **If your child needs to walk somewhere after school:**

If your child needs to walk somewhere after school or if your child does not have a pick up number but you (or someone that you give permission to) would like to pick your child up in the pickup area, your child must bring in a note that morning with your signature on it giving them permission to do so. We will collect the note at the door before your child can exit the building. If students do not have a note they will be told to ride home the way they normally do, since students are only allowed to call home if they are sick or in case of an emergency. **Please note that any student participating in extra-curricular activities at NCHS will need a note stating that they can walk to Nelson County High school anytime necessary. This will alleviate the need for a note each time they need to do so.**

### **Dance Drop Off / Pick Up Procedures**

Students may be dropped off for dances at the designated start time at the side entrance of the building by the gym.

Students must be picked up after the dance at the designated end time. **Anyone picking up their child or other students after a dance must come in to the gym to retrieve student(s).**

## **School Nurse/Medication Information:**

**PLEASE REMEMBER THAT WE DO NOT HAVE A DAILY SCHOOL NURSE**, so students are allowed to call you when they are ill. **This does not mean that the school is calling for you to pick your child up from school**; It is totally your decision as a parent/legal guardian to decide if it is necessary to pick your child up from school or not. Please remember that every absence or check out requires a note for the absence to be excused.

All meds given at school – including over the counter medications - must have forms completed and on file prior to their administration which would include a doctor's signature and parent permission to dispense medication.

1. Parent/Guardian shall bring medicine to the OKH office in the original prescription container. **Students are not allowed to bring in medication refills.**
2. Information listed on the container will include the student's name and the name and prescribed dosage of the medicine.
3. Students taking prescription drugs while at school or at a school-related activity must register their medication with the main office in its original container and have a completed form signed by the parent giving us permission to dispense medication

### **SELF-ADMINISTRATION**

**Students are not allowed to carry or self-administer any medications at school. However:**

As per Kentucky state law, students may be permitted to carry emergency medication that has been prescribed or ordered by a physician to stay on or with the pupil due to a pressing medical need.

Provided the parent/guardian and physician files the written statement/authorization each year as required by law, a student under treatment for asthma shall be permitted to self-administer medication.<sup>2</sup>

Students will not share any prescription or over-the counter medication with another student. Each year, the District will notify students in writing of this prohibition and that violations will result in appropriate disciplinary action, including but not limited to suspension or expulsion.

### **REFERENCES:**

<sup>1</sup>[OAG 73-768](#) <sup>2</sup>[KRS 158.834](#) [OAG 77-530](#) [OAG 83-115](#)

### **Physicals and Immunizations**

According to state law, all incoming 6<sup>th</sup> grade students must have a newly completed school physical **and updated immunization certificate on file within 2 weeks of start of school.**

Any child, in any grade, that does not have their 6<sup>th</sup> grade physical and immunizations on file by the due date will have their schedule changed to reflect NO P.E. and the student will not be allowed to participate in ANY PHYSICAL ACTIVITY until these are received at school. The class assigned to replace their P.E. class will either be a Math or Reading class, whichever is needed.

**Also, all students that would like to try out or participate in any sport (including cheerleading) will have to have a current sports physical on file.**

## **Nelson County Drug Testing Policy**

Each student participant on each Nelson County Athletic and Competitive Extra-Curricular Teams and organizations, and those students that wish to drive a motor vehicle on to campus, **may** be required to participate in a program of substance testing. Testing shall be accomplished by the analysis of urine specimens obtained from the student participants. Collection and testing procedures shall be established, maintained, and administered to ensure (a) randomness of selection procedures, (b) proper student identification, (c) that each specimen is identified with the appropriate student participant, (d) maintenance of the unadulterated integrity of the specimen, and (e) the integrity of the collection and test process, as well as the confidentiality of test results. There will also be testing completed on voluntary participants in the program.

## **Important SPORTS Information**

**If your child plays any sport (including cheerleading), please remember these important facts:**

- **Before any student can even TRY OUT for a sports team, they must have a current SPORTS PHYSICAL on file at school. This physical is more detailed than a regular physical and is only good for exactly ONE YEAR from the date of the physical.**
- **Besides having a sports physical, when your child DOES go to try out for a sports team, they must also have a note from their parent/legal guardian giving them permission to try out for that particular sport and, if necessary, a note to walk to the high school to do so.**
- **Even if it is after school or games, if you want your child to be able to ride with someone else for transportation (even with their coach) we (or their coach) must have a signed note to allow them to do so.**

## **Notification of FERPA Rights**

Distribute this notice annually to parents and students.

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

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

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

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

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

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

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

One exception that permits disclosure without consent is disclosure to school officials with legitimate educational interests. A "school official" is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the school Board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his/her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his/her professional responsibility.

Upon request, the District shall disclose education records without consent to officials of another school district in which a student seeks or intends to enroll or to other entities authorized by law.

- 4) The right to prohibit the disclosure of personally identifiable information concerning the student to recruiting representatives of the U.S. Armed Forces and its service academies, the Kentucky Air National Guard, and the Kentucky Army National Guard.

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

- 5) ***The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA.*** The name and address of the Office that administers FERPA is:

Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202-4605

Review/Revised:3/20/07

### **What is the "OKHMS Code of Conduct"?**

OKHMS prides itself in providing a challenging academic environment for each child. To maximize this undertaking, good manners and appropriate behavior are critically important. Students are expected to observe school procedures. The faculty and administration have developed a behavior code to complement the school's academic emphasis. Parents are asked to assist in reinforcing good school behavior from home.

The code of conduct at OKHMS is built on scholarship, good manners, and citizenship. It sets forth a fair, consistent policy of discipline and also provides greater rewards for responsible students. In order for each student to do his/her best in all school activities, each must help make the school a pleasant and happy place in which to work. This means showing good manners, both in speaking and acting. Speaking in a friendly and helpful way and acting according to the rules set forth. Each student is expected to behave appropriately in the school and help himself/herself and others learn as much as possible.

When a student acts in such a way as to make it difficult for himself/herself or his/her classmates to learn, or makes it difficult for a teacher to teach, or disrupts the smooth and safe functioning of the school, that student will face the consequences incurred by his or her actions.

The teacher in the classroom will administer consequences **through Reflection Forms** for some disciplinary infractions, while **other more serious (major)** infractions may result in an office referral.

### **Student Behavior**

The Nelson Co. Board of Education policies state "The Superintendent/designee shall be responsible for overall implementation and supervision of the Board's code of acceptable behavior and discipline, and each Principal shall be responsible for administration and implementation of the code within each school. The Principal shall apply the code uniformly and fairly to each student without partiality or discrimination. The Principal of each school, or school councils in schools with SBDM, shall set school policy concerning the selection and implementation of appropriate discipline and classroom management techniques necessary to carry out the code.

### **Skipping Class**

Any student that is 10 minutes or more late to class will be considered to be skipping the class and will be written up as such.

### **Tobacco Use**

No student shall possess or use (smoking, chewing, or dipping) cigarettes, smoking paraphernalia, pipes, or any tobacco products in any form. This includes E cigarettes or Vapes.

### **Drugs/Alcohol/Inhalants/Controlled Substances**

OKHMS will not allow possession of any drugs, simulated "Look alike drug substances", drug paraphernalia, and any type of inhaling substance, or alcohol on campus at any time. This is also a policy of the Nelson County Board of Education.

### **Weapons**

Weapons are not permitted at Old Kentucky Home Middle School. Violation of this rule may result in a recommendation of expulsion to the Nelson County Board of Education as stated in Board policy: It is a federal offense to possess a firearm or deadly weapon on school property. A firearm is defined as "any weapon which will expel a projectile by the action of an explosive". **KRS 527.010 (2)**. A deadly weapon means weapon from which a shot, readily capable of producing death or other serious injury, may be discharged"; any "knife other than an ordinary pocket knife or hunting knife", billy club, nightstick or club; blackjack or flapjack, nunchaku karate sticks, shuriken or death star or artificial knuckles made from metal, plastic, or other similar hard material. **KRS 500.080**. Unlawful possession of a deadly weapon on school property is a Class D Felony, punishable by 1 to 5 years imprisonment and a fine of up to \$10,000. Any other item deemed as inappropriate will be confiscated and disciplinary measures and/or legal action will be determined following an investigation.

**OKHMS does not allow any type of knife at school or on school property.**

## **Possible Behavioral Consequences**

### **Cafeteria Consequences**

Students who exhibit inappropriate behavior while in the cafeteria may receive one or more of the following consequences:

- Specific table assignments
- Isolated table assignments
- Removal from the cafeteria to eat lunch in a classroom, the office, ISAP, or lunchroom detention may be assigned.
- Written referral to the office which may result in further disciplinary actions.
- Loss of privileges associated with cafeteria time including but not limited to:
  - Socialization with others
  - Student choice of where to sit
  - The opportunity to purchase "extras" (over and above his or her regular lunch)

### **AIM Room (Alternatives I Make) (if available)**

Students who have academic or behavior needs may be assigned to the AIM Classroom as determined by administrators. During this time, students will be isolated from other students and required to complete class work and/or any missing assignments. Any student assigned to the AIM Room for behavior will not be allowed to participate in any in-school activities and after-school activities or programs during his/her assigned day(s). **Horizon Academy** is also an option for In School Alternative Placement if deemed necessary or appropriate.

**Old Kentucky Home Middle School**  
**School Wide Classroom Procedures and Expectations / Reflection Forms**

**Middle School Discipline Policy**

**This policy includes the procedures to be followed for Disciplinary concerns involving:**

- A. Disruption – Talking, noises, etc
- B. Defiance – Refusing to do work, refusing to follow directions, other...
- C. Disrespect toward staff or peers

**The following minor behaviors will not be used for this policy and should be extinguished in the classroom by the teacher:**

- A. Tardiness
- B. Being unprepared for class
- C. Dress Code
- D. Other minor behaviors

**All disciplinary actions below must occur in one class period. Misbehaviors do not accumulate throughout the day. Misbehaviors below are per class period.**

**First Offense:** Verbal action from teacher to student to correct misbehavior



**Second Offense:** Teacher gives reflection form to student. Verbal action to correct misbehavior. Student remains in classroom while writing reflection. Teacher will sign off on reflection at the end of the class period if misbehavior has been corrected. Teacher will drop off all completed reflection forms in the office at the end of the school day. Office will enter disciplinary data into Infinite Campus. If a student refuses to write the reflection form they will be immediately sent to the office.

**Third Offense:** Student is asked to leave the classroom to go to the office with the reflection form detailing the misbehavior. Teacher must sign off and document the time of day on the reflection form as the student leaves the classroom. If students are sent to the office, their teacher should call the office with the name of the student and the offense.

Upon return to class from office, the student must present the teacher with a note from principal/assistant principal with a time stamp.

**Best Practice:** Teachers will inform parents of misbehavior when this behavior is persistent lasting 2 days or more. Teachers and administration will document all contact with the home through Infinite Campus. This will ensure that teachers and administration are working in one accord to support the student(s) and our classroom teachers.

**Office Protocol:**

- Principal listens to student recant reason for coming to the office and reads the reflection form. Principal administers one or more of the following:
- Student will call parent/guardian to inform of misbehavior and visit to the office.
- Principal will call parent/guardian to inform of misbehavior and visit to the office.
- Principal will call parent/guardian to inform of misbehavior and visit to the office and placement in AIM Room (if available), morning detention or lunch detention.
- Principal will call parent/guardian to inform of misbehavior and visit to the office and placement in AIM Room (if available) for the remainder of the day
- Principal will call parent/guardian to inform of misbehavior and visit to the office and serve a one day suspension from school. Parent is asked to pick up child immediately.
- Principal will call parent/guardian to inform of misbehavior and visit to the office and serve a two day suspension from school. Parent is asked to pick up child immediately.

- Principal will call parent/guardian to inform of misbehavior and visit to the office and serve a three day suspension from school. Parent is asked to pick up child immediately.

Multiple reflection forms over a term may result in parent conferences and further interventions/restrictions until improvement is seen.

If a student is defiant in any of the other areas they are sent as a consequence this may result in a suspension from school.

Parents or guardians please review, discuss and sign the forms and have your student return to the front office in a timely manner, if these forms are not received back (or a note if they have been lost), the student will receive more lunch detentions or possibly AIM room, etc. A sample form can be found in the back of this handbook.

Any term/team/class or school rewards/privileges will be affected as well if students continue to receive multiple forms each week.

We also have a 10/10 rule and ask that (unless it's an emergency) the student is in the class the first and last 10 minutes of class to support our start and end strong expectations.

#### **Detention**

Students who exhibit inappropriate school behavior may be assigned to detention hall. Students will not be excused from detention hall for academic or athletic events. Students must work on designated assignments during detention hall. Detention hall is from 7:00 – 8:15 am. Parents are expected to drop off if assigned an AM detention. Once arrangements are made for a detention and a student does not show up at the designated time and date, the student will likely be placed in ½ day of the AIM Room the next school day or assigned the next 2 detention dates. If deemed necessary, the administration may choose to administer other disciplinary action. (One reschedule is allowed for certain circumstances with prior approval).

#### **Saturday School (if available)**

Students who are assigned to Saturday School are to arrive at 8:30 a.m. sharp and will be dismissed at 11:30 a.m. for a ½ day assignment and 2:30 p.m. for a full day assignment (Student must bring own lunch). Any student that

does not show up for his/her assigned Saturday may be re-assigned or suspended based on the following: If the student misses an assigned ½ day, they may be re-assigned the next full day or another consequence may apply. If the same student misses the re-assigned full day they may be suspended from school one day. If a student misses an assigned full day, they will be re-assigned the next 2 full days. If the same student misses any of the re-assigned full days, they will be suspended for each day missed. We understand that at times a Saturday School assignment must be rescheduled due to an illness, or funeral, but we must have a parent note, dr. note or funeral home note sent in on the Monday immediately following the Saturday School date to authorize a reschedule.

When students are behind in weekly work, teachers may call and request that your child attend ½ day Academic Saturday School, which is from 8:30 a.m. until 11:30 a.m. If you feel that your child is falling behind in their work, you also have the option of calling the school to request that your child be assigned to Academic Saturday School. Please do not bring your child and drop them off without having prior authorization from the OKH office. Students will be scheduled based upon availability.

#### **Loss of Privileges**

Team and/or school wide (eg. Dances, outside time, reward time, assemblies, fieldtrips, etc.)

**\*\*Any suspensions or 2 or more major referrals in the same term and/or multiple Reflection forms may result in an automatic loss of any dance or other privilege during that term(s) in addition to other consequences.**

**Suspension/Expulsion from School / Horizon Academy** Suspension and/or expulsion from school are severe disciplinary measures used for serious and/or repetitive student misconduct. In most cases (if requested by administrators) students who are suspended from school must have their parents or legal guardians meet with the Principal and/or designee before the students may return to school. Students may be recommended for expulsion in a case of an extremely serious offense. When a student is suspended, work will be required to be caught up, but they may not receive a grade for any work completed. Students that are suspended for 3 or more days may be assigned to Horizon Academy to serve their suspension period.

**Please note:** If the assigned days are changed to snow days, the next following date will be their suspension date.

#### **Violent Act (fighting) or Threats of Violence**

Violent acts and/or threats of violence are not permitted at OKHMS. The students and staff have the right to feel safe. The OKHMS administration will give out consequences for violent acts and/or threats that are intended to act as a deterrent toward future related infractions. It is important to recognize that consequences may vary in severity because threatening acts and/or remarks also vary in severity. Incidents will be investigated and consequences will be determined based on fact and the severity of the incident. It is important to determine the cause of the violent act or remark and whether or not the students involved had an opportunity to take steps to prevent the threatening action from happening. Open communication between students and staff is a critical component in establishing a safe school environment.

Potential consequences include, but are not limited to:

- Detention
- Saturday School
- AIM Room
- In School Alternative Placement (ISAP)
- Counseling by OKHMS Guidance Counselor
- Counseling by Nelson County District Psychologist
- Counseling by an outside certified person or agency with cost incurred by the parent/guardian
- Suspension
- Expulsion
- Contacting of law enforcement

#### **OKHMS Library Media Center User Agreement**

Welcome to a new school year at OKHMS! The purpose of this agreement is to advise all OKHMS students and parents of the library policies that will be in effect during the school year. Our goal is to teach students to be responsible for books they check out of the library. It is expected that they will take good care of the books loaned out to them and take responsibility for those books should they be lost or damaged while in their care. **Students will not be allowed to check out books until the handbook acknowledgement form is signed and returned.**

1. The library will be open for students to check out books Monday through Friday.

2. Students may check out up to 2 books or magazines at one time for a period of three weeks. No checkouts will be allowed if any materials are overdue.
3. Books may be returned to the library at any time during the school day by placing them in the book return.
4. Students with overdue books from the previous school year will not be allowed to check out books and may not be allowed to participate in special school activities (breaks, field trips, dances, etc.) until the books are returned.
5. If a book is lost or damaged while in the student's possession, the student is responsible for payment of the purchase price of the book. Students will not be allowed to check out books from the OKHMS library until payment is made.
6. If a student transfers from OKHMS to another school, the student must return or pay for any library book he or she has checked out from the library before leaving OKH.
7. At the beginning of the school year, students will attend an orientation in the library through their ELA class to inform them about proper use of the library, checkout procedures, and good book care.

## **OKHMS CAFETERIA INFORMATION**

### **Can my child charge their lunch?**

Students are limited to no more than five (5) charges. Charges are allowed for students who have forgotten to bring money for breakfast or lunch and have no way to secure any money at the time.

- Students who have reached the charge limit:
  - Must bring a sack lunch from home OR
  - An alternate meal will be provided of cheese and crackers, fruit/vegetable, and milk OR peanut butter and crackers, fruit/vegetable, and milk
  - Parents will be notified of outstanding charges.
  - The student's name is turned over to the principal or the principals designee for corrective action

### **The Free and Reduced Price Lunch Program**

Free and reduced price lunches are available to students who qualify and meet the eligibility guidelines. Students who qualified last school year are automatically qualified for the first 30 days of the school year. However, a new application must be completed for the upcoming school year within 30 days from the start of the school year for the child to continue on the program

Applications are sent home the first day of school. If you did not receive one, call your child's school and request that one to be sent home to you.

Applications are accepted any time during the school year. Parents who have any changes in employment or income during any time of the year may apply for benefits.

Foster children automatically qualify for free lunch once an application is received and approved in the office of Food Service and Nutrition.

No child is discriminated against because of race, sex, color, or national origin, age, or disability.

### **Lunchroom Manners**

Each cafeteria has an adult lunchroom monitor responsible for supervising and helping the children at mealtime. These adults are hired to monitor the students and encourage good eating habits and good manners during mealtime.

Students are encouraged to use good manners in the dining room. This includes sitting at their seats until excused by the lunchroom monitor, talking softly at the table and cleaning up after themselves.

### **Food Sale Standards**

The type of food sold in the schools will contribute to the daily nutritional needs of the children, providing healthy food choices and well-balanced meals to children, following the Dietary guidelines provided by the Department of Agriculture.

In order to increase the acceptance and consumption of nutritious foods, we have the opportunity of using the government program "Offer versus Serve" option at all of our lunchrooms This provision is intended to reduce

food waste by allowing children to choose three of the five meal components offered each day. Several different choices of entrée items are offered each day.

**Soft drinks, coffee drinks, energy drinks and restaurant foods are not permitted in the cafeteria during the school day. LARGE bags of Chips/Cheetos, etc. are not allowed, only single serving size amounts that can be brought in a sack lunch or lunchbox lunch.**

### **How do we pay for lunches/breakfast?**

As many of the parents already know, the Nelson County Food Service Program uses a computerized lunch program system. This convenient system allows parents to pre-pay for meals in any amount on any school day. Each child has their own four-digit unique Personal Identification Number (PIN). You can be confident that no one else can use their account or will know their meal status.

We encourage you to purchase your child's meals in advance. You may purchase your child's meals for days weeks or even months in advance. Pre-paid funds are credited to your child's account. This ensures that the student is entitled to a meal every day and eliminates the hassle of lost or forgotten money.

**Other payment options are available on our webpage under "My Payments Plus".**

Students may purchase extra on their accounts unless requested by a parent in writing or by phone to the Food Service Manager Office.

### **How much is breakfast / lunch at OKHMS?**

Full paid Breakfast prices for the 2016-17 school year at the Middle School is \$1.35. Full paid Lunch prices for the Middle School is \$2.25.

For those that qualify, the price for a reduced breakfast is \$.30 and the price for a reduced lunch is \$.40

### **Cafeteria Guidelines**

1. Students are not permitted to have soft drinks or any other beverage containing 10 or more grams of sugar, or a commercially purchased fast food meal.
2. Students are not permitted to leave the cafeteria without permission.
3. Throwing of food is not permitted.
4. No food or drink item may be sold until the last lunch period has expired.

The cafeteria, besides being a place to eat, is also a place where good relations can be developed. Here, each student is expected to practice the general rules of good manners one should find at home. Some simple rules of courteous behavior, which would make the lunch period pleasant and relaxed, are:

1. Observing good dining room manners at the table.
2. Leaving the table and surrounding area clean and orderly.
3. Returning and scraping all food trays.
4. Putting trash in proper containers.
5. No pushing or crowding in lunch line.
6. Treating all cafeteria staff with dignity and respect.

All students must report to the cafeteria with his or her class, and remain in the cafeteria until dismissed by a teacher or cafeteria monitor. Food and drinks are restricted to the cafeteria.

### **Frequently Asked Questions**

#### **What if I need to get a message to my child?**

Parents who need to get messages to their child need to call the school office before 2:00 and leave their message.

**Students will not be pulled out of class to receive a phone call.** Teachers or office staff will relay any messages to the student. **Generally, no changes in student transportation can be taken over the telephone, however you may fax a note to 502-349-7042.**

#### **Can my child make telephone calls from school?**

Telephones are for staff use only. Students are not allowed to use a school phone except in emergencies or circumstances relating to their academic needs. Students must always get permission from school staff before using a school telephone.

Students will not be permitted to get permission for overnight stays, to make arrangements for visits with friends after school, or to make calls of a personal nature.

### **Can my child bring a cell phone/ Personal Electronic Device to school?**

**Possession and Use:** During the school day, phones/personal electronics may be used only if requested or given permission to do so by a school employee. If electronics/phones/ear buds/headphones are out when they are not supposed to be, adults may confiscate a student's electronics or phone to be locked in the office. In most circumstances, parents will be asked to pick up these confiscated items. In some cases, a student will be asked to check their phone or personal electronics in every morning with an administrator and will not be allowed to pick it up until 3:20 or after.

### **Middle School Cell Phone Policy**

Students may use their cell phones during class time for instructional purposes with the teacher's permission. Phones must be silent and out of sight during school hours, with the exception of the student's lunch time. Students may use their phones for recreational purposes during lunch; however, this privilege is subject to be taken away if the need arises.

**Purpose:** Old Kentucky Home Middle School (OKH) uses instructional technology as one way of supporting our mission to teach the skills, knowledge and behaviors students will need as responsible citizens in the global community. Students learn collaboration, communication, creativity and critical thinking in a variety of ways throughout the school day. In an effort to be proactive with today's growing social and interactive technology trends, it is our hope that this new policy will increase awareness and training while putting into practice social and professional etiquette relating to electronic devices.

OKH will allow cell phones to be used for instructional purposes in the classroom and for recreation during lunch time. Students in possession of a cell phone must comply with the Cell Phone Policy / NCS Acceptable Use Agreement.

**Cyber Safety:** We will review cyber-safety rules with students frequently throughout the course of the school year and will offer reminders and reinforcement about safe cell phone behaviors. In addition to the rules outlined in these guidelines, students will be expected to comply with all class and school rules while using personal devices. The use of a cell phone is not a right but a privilege. When abused, privileges will be withdrawn.

Students who are in possession of cell phones must adhere to the Student Code of Conduct, Student Handbook, Acceptable Use Policy, and all Board Policies, particularly Internet Acceptable Use.

Students may not use their cell phone during instructional time unless otherwise given permission by the teacher. Each teacher has the discretion to allow and regulate the use of cell phones in the classroom and on specific projects.

Approved cell phones must **ALWAYS** be in silent mode while on school campus, unless otherwise allowed by a teacher. Headphones may be used only with teacher permission. Students are not authorized to use headphones with their cell phones between classes. Students will be held accountable for any negative social media postings, pictures, or video. Students may not use cell phones to “bully” or to post derogatory statements about students, faculty, or staff via text message or Social Media.

Students who need to leave early for appointments or illness must check out through the attendance office or nurse’s office. Students cannot just call/text home and leave.

**Guideline Infractions: The following are considered more serious offenses/infractions and will be referred directly to the administration to be reviewed:**

- Cell phones may not be used to assist any student on assignments, quizzes, or tests without teacher approval.
- Students and Parents/Guardians acknowledge that: The school’s network filters will NOT be applied to a device’s connection to the internet. Therefore, any student who accesses websites that are prohibited by the NCS Acceptable Use Agreement or Student Handbook will be subject to discipline. Old Kentucky Home Middle School is authorized to collect and examine any device that is suspected of causing technology problems or was the source of an attack or virus infection.
- Cell phones should be charged prior to school and run on battery power while at school. Old Kentucky Home Middle School will not provide “charging stations” for students to charge their cell phone.

Lost, Stolen, or Damaged Devices: Each user is responsible for his/her own cell phone and should use it responsibly and appropriately. Old Kentucky Home Middle School takes no responsibility for stolen, lost, or damaged cell phones, including lost or corrupted data on those

devices. While school employees will help students identify how to keep personal devices secure, students will have the final responsibility for securing their cell phones. Please check with your homeowner's policy regarding coverage of personal electronic devices, as many insurance policies can cover loss or damage.

Old Kentucky Home Middle is not responsible for any possible device charges (i.e. apps a student downloads during class) to your account that might be incurred during approved school-related use.

School administration may view the contents of any device believed to be used in an inappropriate manner that violates the school code of conduct.

If the cell phone is locked or password protected, the student will be required to unlock the device at the request of a school administrator.

During the course of the school year, additional rules regarding the use of personal devices may be added or modified.

**Guidelines: Violating the established policy will result in the following:**

**First Offense:** the phone is taken away until the end of the day and parent is notified.

**Second Offense:** the phone is taken away until the end of the day and parent is notified.

**Third Offense:** the student is suspended for one day or the phone is taken away for five school days (parent's choice). Five consecutive school days 8:20 am to 3:20 pm.

**Fourth Offense & Beyond:** Any further infractions will require students to turn in their phone to the office each day during school hours. Furthermore, students who do not adhere to these guidelines will be subjected to other disciplinary actions.



Telecommunication/personal electronic devices shall not be used in a manner that disrupts the educational process, including, but not limited to, posing a threat to academic integrity or violating confidentiality or privacy rights of another individual. **FOR THIS REASON, NO VIDEOTAPING OR PICTURE TAKING IS ALLOWED DURING THE SCHOOL DAY UNLESS OTHERWISE DIRECTED BY SCHOOL STAFF.** Students violating this prohibition shall be subject to disciplinary action. Each school is required to provide students with access to regular telephones for emergency use.

**The school is not responsible for lost or stolen cell phones/electronics.**

**Electronics are allowed out before 8:15 am and after 3:20 pm as long as they are used appropriately. They may also be used during lunch in the cafeteria. However, if a staff member asks that they be put away, the student must comply.** Electronics may only be used during the instructional school day for instruction when directed by the teacher. **Students cannot have them out in the hallways anymore.** They may also bring telecommunication devices to after-school extracurricular activities and may use them if they have permission from the Board employee in charge of the event.

Students are responsible for keeping up with telecommunication devices they bring to after-school extracurricular activities. The school nor the District shall be responsible for loss, theft, or destruction of telecommunication devices that students bring to after-school extracurricular activities.

Students shall comply with any additional rules developed by the school concerning appropriate use of telecommunication or other electronic devices.

Students shall not utilize a telecommunication or similar electronic device in a manner that would violate the District's Acceptable Use policy or procedures or its Code of Acceptable Behavior and Discipline. **\*\*See webpage for new Personal Technology Policy.**

#### **NOTICE OF POLICY**

Notice of this policy and penalties for violating it shall be published annually in the District's *Code of Acceptable Behavior and Discipline*.

#### **REFERENCE:**

[KRS 158.165](#) Adopted/Amended: 08/17/2004

Order #: 8C

#### **Can my child bring Soft Drinks/Candy/ Other Beverages/ETC to school?**

**No** soft drinks, **food(other than for lunch in the cafeteria)** or candy will be allowed in the classroom/school unless teacher gives prior approval. Other beverages that are typically not accepted include, but are not limited to: energy drinks, coffee, cappuccino, etc. School employees have the right to take these beverages and/or ask students to throw them away.

**\*\*\* Water is allowed in the school/classrooms as long as it is in a clear container with a lid.**

#### **Can I bring or send flowers/gifts to my child during the school day?**

**Deliveries of flowers and balloons to students will be permitted. However, if a student rides a bus, the vase must not be made of glass, it must fit in the students lap and not obstruct the view of the bus driver. Balloons will not be permitted on the school bus. Deliveries will only be distributed at the end of the day. Deliveries on Valentine's Day will be limited to pre-determined times.**

### **What do I need to know if my child is a Tuition Student?**

Acceptance of tuition students will be determined yearly, based on current OKHMS enrollment numbers and a variety of other criteria that must have previously been met by the student, which could include good grades, a good attendance record and no discipline issues.

In the instance that tuition students are allowed to enroll, they will be expected to comply with all school and county policies and will be required to maintain a C average in all classes per semester. Any inappropriate behavior or failure to meet academic standards will result in the student returning to the home school or district. The tuition for a year is \$180.00.

### **Will my child get a locker?**

Advisory / Homeroom Teachers will issue lockers at the beginning of the school year.

Each student will be assigned a locker. Students will be expected to pay for abusive damages or loss of a combination lock.

Lockers are property of Nelson County Schools and may be inspected and/or searched by the principal or his designee at any time, with or without students, parents, or guardian's permission.

### **Student's locker responsibilities:**

1. To keep their lockers locked at all times.
2. Not to give their lock combinations to others
3. Not to keep their belongings in friends' lockers.
4. To keep their locker clean and neat at all times.
5. Not to change lockers.
6. A lost lock will result in a \$5.00 fee.

### **Are there personal items that my child should NOT bring to school?**

Large sums of money or valuables should not be brought to school. Neither the school nor the Nelson County School District is responsible for losses.

Typically, toys, balls, blankets, pillows, rubber bands, balloons, candy, radios, C.D. players, paging devices, other communication devices, knives and related contraband have no real educational value in a school setting. In that these compete for the student's attention, pose a potential safety problem, and also present an unnecessary responsibility for the staff member that confiscates the item/s, they are not allowed at school. Parents are requested to actively support this school policy by not allowing their child to bring such items to school. Generally, if any of these items are brought to school and are out or on during regular school hours, they will be confiscated and the parent will be required to pick them up in the office. They will not be returned to the student. The school is not responsible for lost or stolen items.

All book bags, purses, and other bags that carry personal items should be kept in lockers unless they will fit under the student's desk or unless otherwise stated by the classroom teacher (Please remember that blankets and pillows are not allowed). All areas used by students such as lockers, desks, and all other storage on school property are considered to be in joint custody of the student and school personnel. Such areas and student possessions are available for inspection and search at any time by school personnel without prior notice or student permission. School personnel will seize any controlled substances, drug paraphernalia or other contraband.

Any student who is part of an illegal act or is in possession of illegal contraband may face criminal action on behalf of the appropriate agency as provided under school district policy and state law.

### **Where are Lost and Found items kept?**

Lost and found items are kept in the office/cafeteria. Students and parents are encouraged to check for lost items promptly, since the accumulating items will be disposed of or donated at the end of each semester. It is the responsibility of the students or parents to retrieve missing items. We will donate the unclaimed items to the FRYSC after each semester.

### **What are the expectations for after school activities?**

Students are expected to behave in an appropriate manner at all school sponsored functions, field trips, team travel, sports events, contests, and other after school programs. Students who attend these events should be picked up within 20 minutes at the end of the contest. Any student not picked up within 20 minutes after the conclusion of a dance, game, etc. may be ineligible for the next activity. Any student assigned to the Intervention Room for behavior, In School Alternative Placement (ISAP) or suspended will not be allowed to participate in any school-sponsored after-school functions like dances, concerts, banquets, etc. during his or her assigned day(s).

### **What is the procedure for fire drills and other emergency situations?**

All students will immediately come to attention when the alarm is sounded. The class will file out of the room in a brisk, orderly manner, remain silent during a fire drill, and move from the building to the pre-established location. Fire exits and evacuation routes are posted in each room. Tornado, earthquake and intruder drills will also be rehearsed sometime during the school year.

### **What happens if my child damages or loses their books or other school property?**

The school district provides textbooks, materials, equipment and other items for students in the district, typically at no cost. Every student is obligated to provide books and all other school property the best of care. Such property is to be used and not abused. Students will be charged for lost or damaged books and other items based on the replacement cost of that book or item. It is the students' responsibility to see that the condition of the item(s) checked out to him/her is usable and cared for properly. Students' who disfigure property, break windows, or do other damage to school property will be disciplined and required to pay for damage done or for replacement.

### **Can my child bring items to school to sell? (Baseball cards, etc)**

Students are not to engage in any type of buying and selling of articles on school property unless it is part of a sanctioned fund-raising event. (This includes trading cards, etc.)

**Sanctioned fundraising can occur before 8:10 am or after 3:10 pm.**

### **Does OKH have any "Off-Limit Areas"?**

There are certain areas that are off-limits to students. They will be notified of these areas at the beginning of the school year. These areas also include being in hallways with students in other grades unless they have a class in that particular hallway as well. Students who disregard this information will be subject to disciplinary action.

Before 8:15 am, students must have a pass from the teacher they are with to be in the halls. Hall sweeps are done between classes by staff to help prevent tardies, etc. Students that are repeatedly in the halls without hall passes will have consequences. Students are permitted to be in the Cafeteria, Gym or the Media Center.

### **\*\*\*How can my child get extra academic help at school?**

**Every morning between 7:40 am and 8:15 am, the Media Center is staffed with a teacher to assist students with any academic needs or questions that they might have.**

### **\*\*\*How can I sign up for Parent Portal access?**

Parent Portal is an information tool that parents may use to access their child's attendance, grades, and missing assignments. To get the information you need to set up your personal account, come in to the front office and speak to Jill Curtsinger or contact Renee Hedges at the Central Office.

**\*\*\*Is my child required to have specific school supplies?**

YES. Lists will be sent home at the end of the school year and are also available in the school office and in local retail stores throughout the summer. You may also access this information on our school's website.

**How can I find out if school is cancelled?**

In the event that school is not in session because of an emergency or bad weather PLG 13, 96.7 FM, 1320 AM WBRT, and WHAS television and radio 84 AM will broadcast this information. You may also obtain information from the WBRT hotline by dialing 348-2222 or by visiting Nelson County School's website at [okhms.nelson.kyschools.us](http://okhms.nelson.kyschools.us). Nelson County Schools have a snow line that can be called at 349-1977.

There may be some snow days that are designated as BEST DAYS throughout the district. Students are expected to do work that was sent home prior and turn in to their teachers upon returning to school in order to get credit for that day and a grade.

**Are all of the rules and policies I need to know in this handbook?**

No...Old Kentucky Home Middle School will follow all policies of the Nelson County Board of Education.

Each family will receive a copy of the Nelson County Schools Discipline Code Handbook and is advised to read the policies contained in the handbook.

Also, there may be other situations that arise or items that may become an issue that are not addressed specifically in this handbook. Please know that OKHMS Administrators reserve the right to make changes/additions regarding situations that arise that are potential hazards (such as health/sanitation related) or that disrupt the school environment.

**Who are the members of the Site Based Decision Making Council?**

Parent Members: **Jon Walker**  
**Danny Martin**

Teacher Members: **Chasity Montgomery**  
**Christiane Reinle**  
**Kathryn Britton**

Chair: **Principal Jaime Smith**

**The Nelson County Family Resource Center**

The Nelson County Family Resource and Youth Services Center serves students and families of Cox's Creek, Foster Heights, Old Kentucky Home Intermediate and Old Kentucky Home Middle Schools. Our mission is to enhance students' abilities to succeed in school by developing and sustaining partnerships that promote school transitions and academic achievement. The Center works with students and families to provide a variety of services to remove any barrier to a student's education. Services include psychological assessment and referrals, medical referrals, drug and

alcohol prevention programs, health and nutrition programs, and crisis intervention. For more information, contact the FRYSC office at 349-7006.

The Nelson County Board of Education does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following person has been designated to handle inquiries regarding the non-discrimination policies:

**Bob Morris**, Executive Director of Student Support, 288 Wildcat Lane, Bardstown, KY 40004, 502-349-7000, extension 2328

## SCHOOL NEWS

Parents and Students you may receive Weekly updates and school News by going to our webpage or by sending your email address to Ms. Bryant and she will add you to our Mail Chimp subscription.

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### Student Handbook Acknowledgement:

Please sign and return the bottom of this page stating that you have read and understand the OKHMS student handbook.

Student Name:

Parent Signature:

Student Signature:

## **Reflection Form Sample**