

*James E. Bazzell  
Middle School*

*Student Handbook*

*2018-2019*

**James E. Bazzell Middle School  
201 New Gallatin Road  
Scottsville, KY 42164**

This handbook has been prepared by the staff of James E. Bazzell Middle School to help students and parents become acquainted with the programs and goals of the middle school. The information in this handbook is based on the most accurate information available at publication time. Concerned parents and students should check with the school for any changes during the year.

Regulations that apply to students are discussed so that each student will know what is expected not only in class work but also in regard to general school and bus conduct. Please keep this handbook for reference. If you feel that you still have unanswered questions about our school rules after you have reviewed this book, please call our school office for assistance.

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### **Mission**

**The mission of Bazzell Middle School is to produce well-rounded, creative and problem solving students who are prepared to become college and career ready individuals in a safe, caring environment.**

### **Vision Statement**

**Our vision is that Bazzell Middle School students will be given every opportunity to demonstrate creativity, challenge their own capabilities, appreciate individual differences and become lifelong learners.**

### **Core Values**

#### **We value a school where:**

- Every child learns in a safe, non-threatening environment
- Every child experiences success
- Every child learns at high levels
- Each member's actions will reflect honesty, respect, and integrity
- All members feel involved and welcome
- Each staff member supports, challenges, and encourages all students
- Our reputation is one of excellence
- Each staff member is given the opportunity to immerse in professional studies and growth in the field of education

#### **We value and instructional environment where:**

- Teachers are encouraged to be innovators in the classroom
- Teachers use diverse, creative, and inspiring instructional strategies to meet the unique learning styles of every student
- Teachers use a variety of assessment strategies to enhance student performance
- What is taught is relevant to the everyday lives of our students
- The curriculum is aligned with standards and is integrated across content areas.
- Everyone focuses on the development of good character

#### **We value a school where good relationships are fostered:**

- Through partnerships with parents and the community
- Through frequent collaboration among administration, faculty, staff, and parents.
- Through open communication and mutual support between staff and administration
- By working together in teams to enhance learning and solve problems
- By building trust and supportive relationships with students

### **Objectives**

1. To help students develop good work habits and critical evaluation.
2. To provide opportunities for growth through knowledge.
3. To offer a comprehensive curriculum to meet the needs and interests of the students.
4. To help students become responsible, self-disciplined members of society.
5. To encourage an appreciation for the aesthetic as expressed in the fine arts.
6. To aid the student in understanding the physical universe, the natural laws which

- govern it, and the scientific method of problem solving.
7. To help students understand, appreciate, and strengthen our American heritage.
  8. To teach that discipline is the price of freedom.
  9. To produce loyal, enlightened citizens through the daily practice of democratic principal.

In fulfilling these objectives, we believe that the school and home training can supplement each other. It is our aspiration that parents and educators work together for quality education for our youth.

#### HANDBOOK GUIDELINES

Parents/guardians and students will be given a sign off sheet for the student handbook. This paper will be included in the packet of various materials given to parents and students during orientation. We have also provided a signature sheet on page 38 of this handbook that may be signed and removed. Parents/guardians are expected to read and discuss the policies of James E. Bazzell Middle School with their children. Sign off sheets for the 2018-2019 Middle School Handbook will be collected during homeroom time during the first week of school.

#### **Allen County School Attendance Policy**

The basic purpose of the attendance policy in the Allen County School system is to provide each student with meaningful experiences designed to enhance his/her development into a productive and responsible functioning member of our society. In achieving this purpose, it is important that each student realize that perfect attendance is his/her primary responsibility. We want to educate all students enrolled in this school system, and it all starts by “being there”. To reach our goals, we heartily seek the cooperation of all parents in Allen County.

**I. KRS 159.150** defines truancy as follows: Any child who has been absent from school without valid excuse for three (3) or more days, or tardy on three (3) or more days, is a truant. Any child who has been reported as a truant six (6) or more times is a habitual truant. Being absent for 35 percent of a school day shall be regarded as being tardy.

**II. Excused Absences**

1. Physician’s statement, signed by physician, indicating child was under doctor’s care and unable to attend school. Statement is to excuse only the absence of the student being treated by the doctor (approval at the discretion of the principal)
2. Court appearance- bring note of verification
3. Drivers test for time it takes for the test
4. Death in immediate family- immediate family shall mean mother, father, spouse, brother, sister, grandfather, grandmother, blood-related aunts, uncles, nieces, nephews, or anyone living in the same household as the student
5. One day for attendance at the Kentucky State Fair
6. Each senior will be granted one day for college visitation
7. Approved school activities
8. Religious holidays
9. Doctor and dental appointments- statement required
10. Family emergencies- approved by principal

**III. Unexcused Absences**

1. Work
2. Skipping school

3. Missing bus
4. Vacations
5. Car trouble
6. Slept late
7. Babysitting
8. Visiting out of town relatives
9. Personal business
10. Job hunting
11. Illness without doctor statement
12. Indifferent parents

**IV. The Following Steps are to Be Taken With Unexcused Absences**

1. Parents/Guardians will be contacted after a student has accumulated no more than three (3) unexcused absences and/or unexcused tardies.
2. After a student has three (3) unexcused absences and/or unexcused tardies, the parent/guardian may be asked to meet with an attendance review committee.
3. After the student has missed his/her sixth (6<sup>th</sup>) unexcused day or accumulated his/her sixth (6<sup>th</sup>) tardy, the D.D.P. will serve a final notice on the parent/guardian.
4. After the student has missed his/her seventh (7<sup>th</sup>) unexcused day or accumulated his/her seventh (7<sup>th</sup>) tardy, a Juvenile Petition will be served on the parent/guardian by the sheriff. Parents/guardians and the student must appear before the judge in juvenile court.
5. An alternative to filing a Juvenile Petition will would be to have a summons issued parents/guardians for violation of attendance laws, which would subject them to a fine of \$100.00 for the first offense, and \$250.00 for a second offense. Each subsequent offense shall be classified as a Class B misdemeanor.

**V. Attendance Review Committee**

1. The function of this committee is to meet with the parent/guardian to discuss the six (6) unexcused absences or unexcused tardies. Parents/guardians are to present any facts to the committee which would change these absences or tardies. If none exist, the parents/guardians will be informed that unexcused absences or tardies will cause the D.P.P. to serve a final notice. When another unexcused absence (7<sup>th</sup>) or tardy is recorded after the final notice, the case will be referred to Juvenile Court.
2. The attendance review committee will consist of the following: Middle School and High School Principal, Assistant Principal, Counselor or whomever the Principal designates. Elementary School Principal, Assistant Principal, Homeroom Teacher, or whomever the Principal designates.

**VI. Age Limits Pertaining to the Kentucky Attendance Laws**

1. The Kentucky Attendance Laws only cover students who are 6-18 years of age. A student's age is between six (6) and eighteen (18) when the child has reached his/her sixth (6<sup>th</sup>) birthday and has not passed his/her eighteenth (18<sup>th</sup>) birthday.
2. Students 18-21: Students who have attained their 18<sup>th</sup> birthday will adhere to the same attendance rules listed above. Instead of going to court on their 10<sup>th</sup> absence, they may be withdrawn from school.



3. Students 21 and over are required to pay tuition.
4. Married students follow the same attendance rules as everyone else. The latest ruling from the Attorney General maintains that unmarried children under sixteen or seventeen years of age must attend school. Married students who are sixteen or seventeen years of age follow the same attendance procedures as unmarried students of this age with the exception of who may sign papers if it is decided that they will not continue in school.

**VII. Tardies and Early Dismissals**

Each school will decide how they will deal with tardies and early dismissals. Please remember that tardies, which include being absent for less than 60 minutes, are included in the definition of truancy.

**VIII.** Each school will decide if they will provide incentives for attendance and how they will be administered.

**IX.** Notes and/or phone calls are encouraged when your child is absent from school. It is very important for both the parent/guardian and the school to know the whereabouts of the students at all times. Please review the list of reasons listed in this policy for absences being excused.

**X.** Each school will determine their own procedures for students entering school following an absence and how missed work will be made up.

**XI.** Students must have up-to-date immunization records before enrolling in school. Students must live with a parent or legal guardian to enroll in school.

**James E. Bazzell Middle School Attendance Policy**

In addition to the attached Allen County Schools Attendance Policy, James E. Bazzell Middle School has set the following policy for 7<sup>th</sup> and 8<sup>th</sup> grade students.

Students are to be in their first period class by 7:45 a.m. Any student arriving after the start of school (7:45 a.m.) must stop by the office to receive a pass.

Students who leave school early must sign out in the office. Only persons designated on the information forms will be permitted to pick up a student early from school.

Accumulation of tardies and absences could result in referral to the Director of Pupil Personnel for further action. First notice will be given with 3 unexcused absences or tardies. With unexcused absences, a conference may be held with Mrs. Campbell or her designee, the district DDP or his designee, and the parent or guardian of the student involved. Six (6) unexcused absences or tardies will result in direct referral to the Director of Pupil Personnel for further action.

Middle school attendance guidelines are based on 702 KAR 7:050, Attendance; Resident, nonresident, which states in part: For a district operation on a traditional six (6) hour day, every day, will record attendance as follows: If a student is absent 35 percent of the school day therefore recorded as tardy. If a student is absent for 6 hours of instructional time, the student is absent 100% of instructional time and is recorded as absent for the whole day.

We feel it is each student's responsibility to check with his/her teachers concerning work missed. It will be at the teacher's discretion as to time limitations for turning in missed work. In case of a prolonged absence, no make-up work will be given until the student has missed the 3<sup>rd</sup> day. Homework requests must be made between 8:00 and 9:00 a.m. or it cannot be collected that day.

If there are any questions concerning the Middle School attendance policy, please call

Mrs. Patricia Jackson at 622-7155 during school hours in order for her to have attendance records available.

\*Back-dated doctor's notes will NOT be accepted. Also, parent notes will only cover two (2) consecutive days at a time. "Any and all students shall follow the attendance guidelines listed in the handbook regardless of age"

#### **Absences and Excuses**

There are times when students must be absent. Sickness of a student or a death in the family are considered necessary absences. However, under unusual circumstances, other reasons may be accepted.

Excused absences allow the student to make up work missed if the student so desires. However, it is the responsibility of the student to check with the teachers and find out what assignments were missed and what work is required to "catch up". A specified length of time on makeup work may be set by the teacher.

Suspended students cannot make up work assigned and collected during the time of suspension.

#### **ATTENDANCE INFORMATION**

Doctor's statements/parent notes must be turned in within 5 days of student returning to school. **NO EXCEPTIONS TO THIS RULE.** Please make sure to ask your child if they turned it into the appropriate place. Students are allowed **2** parent notes per semester.

If your child will be absent from school to attend an educational event (State Fair, 4-H...) the Attendance Clerk must be notified **BEFORE** the event takes place.

#### **Admissions and Attendance**

##### ***Residence Defined***

Pupils who reside with and whose parents or legal guardians or legal custodians are residents of the District shall be considered residents and entitled to the privileges of the District's schools. Guardianship or legal custody must be established through the Courts and a certified copy of the order filed with the school Principal and guidance counselor. All other pupils shall be classified as nonresidents for school purposes. The District shall provide educational and related services to homeless children and youth in a manner that does not isolate or stigmatize the student.

##### ***Nonresidents***

Nonresident pupils may be admitted to the District's schools in accordance with the Board policy and upon approval of the superintendent.

##### ***Transfer from Non-accredited Schools***

Resident students transferring from non-accredited schools shall be placed in District schools in accordance with 704 KAR 3:307.

##### ***Non-immigrant Foreign Students***

Non-immigrant foreign students qualifying for F-1 immigration status or who obtain an F-1 student visa may be admitted to the District based on the following guidelines:

1. These students shall not be permitted to attend any publicly funded adult education program.
2. These students may be permitted to attend in grades nine through twelve (9-12), but

- not at earlier grade levels.
3. As required by law, these students shall pay a tuition fee equal to the full, unsubsidized per capita cost to the District for providing education to the student for the period of attendance.
  4. The period of attendance shall not exceed twelve (12) months.

These requirements do not apply to immigrant students residing in the District or foreign students in any other immigration status, including exchange students.

### ***Expelled Students***

If a student has been expelled from school in or outside Kentucky for, or has been adjudicated guilty/convicted outside Kentucky of homicide, assault, or an offense in violation of state law or school regulations relating to weapons, alcohol, or drugs, the parent, guardian, or other person or agency responsible for the student shall provide to the school, prior to admission, a sworn statement or affirmation that the student has been expelled or has been adjudicated guilty. (Assault shall mean any physical assault, including sexual assault.) The sworn statement shall be on a form by the appropriate state agency.

### **Counseling Services**

Guidance counselor is available to work with students experiencing school related difficulties or personal issues. Kentucky law protects students with privileged communication, except when there is a clear and present danger to student or others. JEBMS students may also voluntarily participate in groups or assemblies including, but not limited to stress, time, or anger management, divorce, anti-bullying, setting goals, and self esteem. All students will participate in class sessions on topics such as social media, bullying, suicide prevention, and setting goals. In addition, students will attend whole school, grade specific, or small group assemblies focused on making positive choices in life, and avoiding the consequences of negative choices. Individual or group session and assembly goals are to foster student growth as healthy, happy, responsible, and productive members of society.

### **James E. Bazzell Middle School Discipline Code**

This is a general overview of the discipline code at JBMS. It is our belief that students have a right to learn and teachers have a right to teach. With this philosophy in mind, it is our goal to provide a safe, orderly educational environment in which students and teachers can interact to produce maximum academic achievement. Consequently, any threat to this goal will be handled with disciplinary action.

Each staff member of the Middle School has the authority and responsibility to correct any student at any time and in any place while the student is the responsibility of the school. A student does not have to be assigned to a particular staff member to be disciplined by that person. It is impossible to list every possible infraction. In general, however, it is the policy at the Middle School that students may not willfully, by their words or actions, disrupt the educational process.

Teachers will make every effort to handle disciplinary matters in their room, etc... In cases where this is not possible or advisable, the student may be dealt with by administrative personnel.

\*If a student is at a school-sponsored event or activity, school rules will apply.

### **General Behaviors/Consequences**

Examples of **Level I** behaviors – To be handled by the teacher in his/her classroom.

1. Not having a pencil
2. Unprepared for class (not having books, materials, and/or required class work)

**Level II** – Teachers should provide documentation of the discipline report of three attempts to correct the behavior prior to an office referral.

The three attempts include:

1. Warning to the student
2. Conference with student
3. Attempt to phone/conference with parent

Examples of Level II Behaviors:

1. Disruption of educational process
2. Untruthfulness to teacher
3. Scuffling, horseplay, rowdy, loud
4. Flagrant incompleteness/refusal of assignments
5. Public display of affection – teacher discretion
6. Habitual violation of level I behaviors
7. Excessive tardies to class

Examples of **Level III** Behaviors – These behaviors would justify an immediate discipline report.

1. Fighting
2. Threat of force or violence
3. Public display of affection – teacher discretion
4. Gum and tardies
5. Inappropriate display of clothing
6. Cursing/vulgarity/obscene gestures
7. Stealing school/personal property
8. Possession/use/sale of drugs
9. Disrespect to faculty/staff
10. Skipping school/class
11. Smoking/use or possession of tobacco products and lighters
12. Forgery of notes or excuses
13. Destroying or damaging school or personal property of students or staff
14. Sexual harassment
15. Weapons – knives, guns
16. Pornography and/or graphic or explicit student notes

### **Detention**

-Administration will provide prior notification and transportation will be the responsibility of the parent/guardian.

-Students serving detention must report to the designated area for detention when school is dismissed.

-Students are **REQUIRED** to bring materials to work on during detention.

-Times for detention are as follows (unless otherwise designated by an administrator):

-Regular detention: School dismissal until 3:45

-Extended detention: School dismissal until 4:00

-Detention days will be held on Tuesday and Thursday (unless otherwise designated by

administration).

-Skipping detention will result in the punishment being doubled.

-Skipping detention a second time will result in suspension and/or Allen County Learning Center.

-Extracurricular activities are not a viable excuse for missing detention. Skipping detention to participate in an extracurricular activity will result in suspension of the activity until the detention is served.

## **Specific Behaviors and Consequences**

### **Fighting**

Fighting or instigating a fight on school property during the school day or at school functions after regular school hours is prohibited. Students who provoke a fight may receive punishment. Possible charges may be filed with the School Resource Officer (SRO).

**First Offense:** Notify Parent, Conference, After School Detention or Suspension/ISS 1-3 Days, no extra curricular activities for one week

**Second Offense:** Notify Parent, No Extra-Curricular Activities for a month, Suspension and or ISS 3-5 Days

**Third Offense:** Notify Parent, Conference with administrator, Suspension and or ISS 5-10 Days, no extracurricular activities the rest of the year

**Fourth Offense:** Notify Parent, Conference with administrator, Referred for expulsion or Long Term Allen County Learning Center.

### **Fighting on the School Bus**

Fighting or instigating a fight on the school bus is strictly prohibited. Students who provoke or engage in a fight will be subject to the following disciplinary actions. Possible charges may be filed with the School Resource Officer (SRO).

**First Offense:** Notify Parent, Conference, 5 days ISS at Allen County Learning Center and or suspension from school, no extra curricular activities for a week.

**Second Offense:** Notify Parent, Conference, 5-10 days suspension and or ISS at Allen County Learning Center, no extracurricular activities the rest of the year

**Third Offense:** Notify Parent, Conference, 5-10 days suspension and or ISS at Allen County Learning Center, termination of bus privileges the remainder of the school year.

### **Disrespect/Defiance of Staff**

Any disrespect or defiance of the faculty and staff is strictly prohibited. Penalty is at the discretion of the principal and/or superintendent and may include detention, ISS at Allen County Learning Center, and/or suspension.

### **Assault/Battery**

Assault or battery of students or school personnel or the threat of such may constitute cause for Suspension, Allen County Learning Center Placement, or Expulsion. Charges may be filed. Students who verbally or physically assault any school personnel may be referred to law enforcement and referred to the Superintendent and Board of Education.

### **Disruption of the Educational Process**

Disruption of the educational process: Students who surpass classroom discipline policies will be referred to the administration for further consequences based on prior offenses.

**First Offense:** Notify parent, Conference with Administrator, after school detention

**Second Offense:** Notify parent, Conference with Administrator, Extended after school detention

**Third Offense:** Notify parent/Conference, No extra curricular activities for one week, two extended detentions

**Fourth Offense:** Notify parent/Conference, No extra-curricular activities for one month, two days suspension and or ISS at Allen County Learning Center

**Fifth Offense:** Notify parent/Conference, No extra-curricular activities for nine weeks, 5-10 days Suspension and or ISS

Further disruption may lead to long term Allen County Learning Center placement, no extra-curricular activities for rest of the year, increased suspension days, or referral for expulsion

#### **Possession/Use of Tobacco Products, Electronic Cigarettes, and Lighters**

Students are not permitted to possess or use lighter, matches, electronic cigarettes, or any type of tobacco product on school property or at a school function.

**First Offense:** Notify parent, Conference with Administrator, No extra-curricular activities for one week, Suspension or ISS two days.

**Second Offense:** Notify parent/Conference, No extra-curricular activities for one month, Suspension and or ISS four days

**Third Offense:** Notify parent/Conference, No extra-curricular activities for rest of year, Suspension and or ISS five to ten days

**Fourth Offense:** Referred for long term Allen County Learning Center placement or referred for expulsion

Students may be required to attend training in Tobacco Education at any offense level. Parents/Guardians are responsible for transportation.

#### **Possession/Use/Sale/Transfer of Drugs, Alcohol and other Controlled Substances**

Possession or use of illegal drugs or alcohol on or about school property, or at any location of a school sponsored activity at any time is strictly prohibited. Violations shall constitute reason for disciplinary action including suspension, referrals to Allen County Learning Center, expulsion, and legal prosecution. Violators will be subject to the following actions:

**First Offense:**

1. Student to be removed from class or activity and isolated from other students.
2. Substance will be confiscated
3. Parent/Guardian will be notified of situation and that law enforcement has been informed and asked to come to school
4. Student will be suspended immediately with recommendation of long term Allen County Learning Center

**Second Offense:** Repeat of steps 1-4. (a) and (b) added.

A. Allen County Learning Center referral is contingent upon parent/guardian agreement to the following:

- (a) Obtaining an evaluation of the students alcohol/drug use from a qualified chemical dependency counselor, free of charge, as arranged by school staff at their discretion OR to obtain at their own expense, an evaluation of the student's drug/alcohol use from a qualified chemical dependency counselor of

parent/guardian choice.

(b) To complete any and all counseling or other treatment recommended in the evaluation. Failure to complete both the evaluation and treatment as recommended by the chemical dependency counselor may result in the principal making a recommendation to the Superintendent for expulsion.

### **Simulated Controlled Substances (Look-Alikes) Including Over-the-Counter Drugs**

No student shall sell, possess, or transfer any substance with the representation or upon the creation of an impression that the substance which is sold or transferred is a controlled substance. No student shall possess for sale or transfer any substance, including over-the-counter drugs, designed in any manner to simulate a controlled substance. No student shall accept a sale or transfer of an over the counter drug or other controlled substance.

Students found to be in use, possession, sale, or transferring non-prescription medications including but not limited to drugs such as caffeine pills, ibuprofen, and acetaminophen (If in violation of OTC medication policy) will be subject to consequences. Violations shall constitute reason for disciplinary action including suspension, referrals to Allen County Learning Center, expulsion, and legal prosecution.

### **Destruction/Defacement of School or Personal Property**

Willful destruction or defacement of school or personal property will result in restitution being made in a reasonable amount of time. Violators may be required to clean if appropriate. Charges may be filed with Authorities.

**First Offense:** Notify parent/Conference, Extended Detention or Suspension/ISS 1-5 days

**Second Offense:** Notify parent/Conference, No extra-curricular activities rest of year, Suspension/ISS 5-10 days

**Third Offense:** Notify parent/Conference, Referred for long term Allen County Learning Center, or Expulsion

### **Possession/Use of a telecommunications device**

Cell phones are encouraged to be placed in the student's designated locker when going to first class of the day. The phone may not be used during the times of 7:00 a.m. to 2:30 p.m. This includes making or receiving calls, texts or social media.

Violators will be subject to the following.

**1st offense**—Notify parent, confiscate device by teacher or administrator, discipline referral filed with an administrator. Warning. Phone returned to child at end of day.

**2<sup>nd</sup> offense**—Notify parent, confiscate device, conference with administrator. One after school detention. Phone will be confiscated and parent must pick up.

**3<sup>rd</sup> offense**— Notify parent, confiscate device, conference with administrator, one extended after school detention. Phone kept for three (3) days, parent must pick up. No extra curricular activities for one week.

**4<sup>th</sup> offense**— Notify parent, confiscate device, conference with administrator, two extended detentions, phone kept for five (5) days, parent must pick up. No extra curricular activities for one month.

**5<sup>th</sup> offense**— Notify parent, confiscate device, conference with administrator, 3 days in school suspension. Phone kept for thirty (30) days, parent must pick up. No extra curricular activities for remainder of the school year.

Further offenses may lead to extended stay at Allen County Learning Center, suspension, or referral for expulsion. Administration reserves the right to decide. Phones must be picked up after school on scheduled day of release. Students may be suspended or sent to ACLC the same number of days the phone is to be confiscated.

Refusal to turn over to officials a device that is in violation of policy will be subject to suspension or alternative school at ACLC. Students may lose the privilege of having their cell phone on school property. Parents or guardians must pick up phones after school dismisses (2:40 or later) on or after the scheduled day of release. James E. Bazzell Middle School is **not responsible** for loss, theft, or destruction of devices brought onto school property.

Students shall not use any personal device to photograph, video, or audio record ANY person on school grounds or on busses during school hours. **Inappropriate use of any recording (Audio or Visual) device at any time is strictly prohibited.** Violators will be subject to suspension and or long term alternative school at ACLC.

Further offenses may lead to extended stay at Allen County Learning Center, suspension, or referral for expulsion. Administration reserves the right to decide. James E. Bazzell Middle School is **not responsible** for loss, theft, or destruction of devices brought onto school property.

#### **Regulations for Riding School Buses**

Students must follow bus rules at all times. Failure to do so may result in loss of riding privileges. See district policy.

#### **Hallways, Restrooms, and Cafeteria**

In order to maintain a safe and orderly environment, students are expected to stay to the right on designated markings when traveling in halls and stairways. Students are expected to maintain a quiet voice level as appropriate for the activity as stated by the code of conduct and C.H.A.M.P.S. guidelines. Students should adhere to the restroom and cafeteria rules at all times. Violators may receive detention, ISS at Allen County Learning Center, and/or suspension.

#### **Use of Profanity/Vulgarity**

Use of profanity or vulgarity is strictly prohibited. Policy includes written, spoken and gestures of profanity and vulgarity. Violations beyond those listed shall constitute reasons for placement in long term Allen County Learning Center.

**First Offense:** Notify Parent, Conference with administrator, after school detention

**Second Offense:** Notify Parent, Conference with administrator, Extended Detention, no extra curricular activities for one week

**Third Offense:** Notify Parent, Conference with administrator, Suspension and/or ISS 3 days, no extracurricular activities for one month

**Fourth Offense:** Notify Parent, Conference with administrator, No extra-curricular activities rest of year, Suspension and or ISS 5-10 days

#### **Possession of Pornographic materials**

Possession of pornographic or any other materials not suitable for school is prohibited.

**First Offense:** Notify Parent, Conference with administrator, After school detention and/or ACLC

**Second Offense:** Notify Parent, Conference with administrator, Extended Detention and/or ACLC no extra curricular activities for one week

**Third Offense:** Notify Parent, Conference with administrator, Suspension and/or ACLC, no extracurricular activities for one month

**Fourth Offense:** Notify Parent, Conference, No extra-curricular activities rest of year, Suspension 5-10 days



### **Misuse of the Computer**

Any student caught accessing pornographic sites, installing, accessing, or copying software or files without permission, using another person's username or password, or any other misuse of the computer deemed inappropriate by the administration, will receive the following punishment:

**1st Offense:** Warning/Principal's decision..

**2nd Offense:** Notify parents, three (3) days at Allen County Learning Center and or Suspension.

**3rd Offense:** Possible Allen County Learning Center Referral, Long Term or possible referral to the Board of Education with recommendation for expulsion.

### **Inappropriate Social Behavior (Public Display of Affection)**

It is the policy of James E. Bazzell Middle School that any student caught kissing, cuddling, holding hands, etc. on school property shall be subject to the following:

**First Offense:** Conference in office/Principal's decision.

**Second Offense:** Notify Parent, Conference with administrator, Extended Detention,

**Third Offense:** Notify Parent, Conference with administrator, Two Extended Detentions, no extra curricular activities for one week

**Fourth Offense:** Notify parents; 3-5 days Allen County Learning Center and or suspension. No extracurricular activity for a month.

**Fifth Offense:** Possible Allen County Learning Center Referral/Long Term or possible referral to the Board of Education with recommendation of expulsion.

### **Sexual Behavior**

Any students engaging in sexual behavior on school property or at any school-sponsored function shall be subject to the following:

**First Offense:** Referral to the discipline committee with a recommendation of a minimum of 45 days (9 weeks) at ACLC or possible referral to the Board of Education with recommendation of expulsion

**Second Offense:** Referral to the discipline committee and possible long term placement at ACLC and/ or recommendation for expulsion

### **Setting of Fire Alarms**

Any student falsely pulling the fire alarm may be suspended up to ten (10) days and or sent to Allen County Learning Center for short or long term. Charges may be filed with law enforcement.

### **Required Attendance at School to Participate in School Functions**

Students absent from school will not be allowed to attend or participate in school functions on the day of their absence. This encompasses all activities (i.e. academic, athletic, music, etc.)

### **Prohibited Use of Chewing Gum**

Use of gum during the school day is prohibited. Students should not have candy during class time unless given by the teacher as a reward. Students consume the candy in the room received under the supervision of the teacher who gave it. Excessive or inappropriate use of gum or candy beyond listed offenses shall constitute grounds for Suspension, ISS, loss of extra-curricular activities for rest of school year.

### **Gum**

The usage of chewing gum is strictly prohibited at James E. Bazzell Middle School. Violators of this policy will be subject to the following disciplinary action:

**1st offense:** Warning

**2nd offense:** Notify parent, conference with administrator, after school detention

**3rd offense:** Notify parent, conference with administrator, extended detention

**4th offense:** Notify parent, conference with administrator, two extended detentions, no extra curricular activities for one week.

Further disruption may lead to scraping gum from desks, long term Allen County Learning Center placement, no extra-curricular activities for rest of the year, increased suspension days

### **Tardies to Class**

Students must be in class by the team's established tardy time. Any student in the hall after the established time should have a pass from a staff member. Students who are in the halls during class time must have their planner's hall pass signed by a JEBMS staff person. Tardies which occur beyond offenses listed shall constitute grounds for increased number of suspension days, and or placement in ACLC

**First Offense (4 tardies):** Notify Parent, Conference with administrator, After school Detention

**Second Offense (5 tardies):** Notify Parent, Conference with administrator, Extended Detention

**Third Offense (6 tardies):** Notify Parent, Conference with administrator, two Extended detentions

**Fourth Offense (7 tardies):** Notify Parent, Conference with administrator, Suspension or ISS 3 days, No extra-curricular activities rest of the nine weeks

### **Skipping Class/School**

It is the policy of Bazzell Middle School that any student caught skipping class is subject to the following:

**First Offense:** Notify parents, ACLC 1 day

**Second Offense:** Notify parents, ACLC 3 days

**Third Offense:** Notify parents, ACLC 5-10 days

**Fourth Offense:** Referral for long term Allen County Learning Center or possible referral for expulsion

### **Arson**

Immediate, automatic suspension with referral to long term Allen County Learning Center or referral to Superintendent for recommended expulsion. Law enforcement will be notified.

### **Theft of School or Personal Property**

Willful theft of school or personal property will result in restitution being made in a reasonable amount of time. Charges may be filed with Authorities.

**First Offense:** Notify parent/Conference, Extended Detention or Suspension/ACLC 1-5 days

**Second Offense:** Notify parent/Conference, No extra-curricular activities rest of year, Suspension/ACLC 5-10 days

**Third Offense:** Notify parent/Conference, Referred for long term Allen County Learning

Center, or Expulsion

### **Weapons**

A weapon or dangerous instrument can be defined as any instrument that can be used by one person to attack another. Students having in their possession any weapon or look-alike, whether in their locker, desk, or elsewhere may be subject to suspension, and or referral to Allen County Learning Center, and or arrest, and or charges being filed against them. Penalty is at the discretion of the principal and/or superintendent.

**First Offense:** Notify parent/Conference, No extra-curricular activities rest of the year, Suspension, Allen County Learning Center placement for a 45 day period OR placement of one full year from the time of the incident OR expulsion.

**Second Offense:** Notify parent/Conference, Suspension, Allen County Learning Center placement for one full year from the time of incident OR expulsion.

### **Prohibited Miscellaneous Materials**

Squirt guns, fireworks, popper, laser pointers, etc., are not allowed at the Middle School. Violators may be subject to detention, suspension, referral to Allen County Learning Center. Charges may be filed.

### **Gang/Cult Activity Prohibited**

Any gang/cult activity, including dress and signs, is inappropriate and unacceptable. Students who engage in such activity may be subject to suspension, referred to long term Allen County Learning Center, referred to Superintendent for expulsion. Law enforcement will be notified.

### **Student Dress Code**

The Middle School takes the position of moderation and modesty in student dress. We maintain that student dress is the responsibility of both the school and the home and that through cooperation of both parties; no student will be placed in an embarrassing situation. As our school has the responsibility for the welfare of its students, we ask that students be reasonable in their choices of school wear. Students should feel a responsibility to present a suitable appearance in order that they may reflect credit upon themselves, their family, JEBMS and the community. Students are reminded to use the following guideline:

\*Shoes must be worn at all times.

\*No tube tops, single strap tops or spaghetti straps.

\*No garments which expose any cleavage, the midriff, lower back, or underwear will be permitted.

\*Shorts and skirts must be a minimum of fingertip length. No lycra, stretch, or tights for shorts will be allowed. Skirts with tights underneath are allowed, however the skirt must be fingertip length.

\*All pants, shorts, skirts must be worn at the natural waist.

\*No rear cleavage shall be exposed while standing or sitting.

\* Any holes in clothing that is excessive or of an extreme nature and deemed a distraction of the educational process is not permitted. No skin should be visible above fingertips.

\*No fishnet or see through material; no swimwear, pajama pants, lounge pants or bedroom shoes.

\*No visible undergarments or a visible lack there of.

\*No hats, caps, bandanas, hoods, sweatbands, combs, or other forms of headgear may be worn in the building and will be confiscated.

- \*Jackets and coats should be kept in locker unless given permission by the teacher or principal.
- \*No sunglasses (unless directed by a doctor) may be worn in the school building and will be confiscated.
- \*No gloves (includes fingerless) may be worn on the hands.
- \*No heavy chains, studded bracelets, dog collars and other articles that may be judged to be potentially harmful to the students and/or could be used as weapons.
- \*Patches, emblems, clothing, or accessories that are offensive are not permitted. Offensive items include obscenities, racially insensitive material, references to alcoholic beverages, reference to tobacco products (including references to NASCAR promoting tobacco and/or alcohol), and reference to illegal drugs or inappropriate use of drugs, sexual innuendo or explicit sexual content.
- \*Extreme make-up/ hair color/hair style that is deemed a disruption to the educational process is not permitted.
- \*Anything that may obstruct vision (i.e. hair, visors, headband) is prohibited. School personnel must be able to see a student's face, particularly the eyes at all times.

Wearing of attire/cosmetics and/or, presentation of extraordinary personal appearance or any unsanitary body condition which, in the judgment of the administration, significantly disrupts school work, or threatens the health of other pupils and/or faculty, is prohibited.

**Penalty:** Students in violation of the dress code may be required to get a change of clothes immediately. Materials not suitable for school environment may be confiscated by school officials. Violators may also be placed in after school detention, suspended, sent to ACLC, referred for long term Allen County Learning Center, and or referred for expulsion.

This code is subject to change due to circumstances that may arise which are detrimental to school environment. (Notice will be given)

**The Middle School discipline policy applies to the conduct at school, at extracurricular and/or any school related activity. If students fail to follow the guidelines of the discipline code, they may be subject to the discretion and/or recommendation of the administration in determining the consequences.**

#### **Academic Code of Conduct**

Students at James E. Bazzell Middle School are expected to uphold a level of dedication and responsibility in relation to academics. Failure to complete assignments is unacceptable behavior. Students exhibiting this behavior will be subject to the following discipline actions:

**1st Offense:** (Four or more incomplete assignments) One day of extended after school detention to complete work.

**2nd Offense:** (An additional four or more incomplete assignments) Two days of extended after school detention to complete work.

**3rd Offense:** (An additional four or more incomplete assignments) Student may be placed on the Academic Plan for twenty-one (21) school days and or placed in after school detention for an increased number of days, and or recommended for short term placement in alternative school to successfully complete work.

**4th Offense:** (An additional four or more incomplete assignments) Students may be placed on the Academic Plan for twenty one (21) school days and or placed in after school detention for an increased number of days, and or recommended for short or long term placement in alternative school to successfully complete work. Student may be retained due to lack of academic performance.

\*\*Further problems may increase any of the above consequences and may lead to a student being placed full time in alternative school. Students who fall behind, may be referred to classes for extra assistance during the day.

### **Homework Policy**

JEBMS teachers will follow policy concerning student completion of homework.

\*Because homework is assigned to assist students in learning, it must be completed.

\*“Emergency” situations will be dealt with on a individual basis. Students will not be unduly penalized when unforeseen events occur as long as work is completed in a timely manner.

\*Teachers will distinguish between completion and effort. Students who do not understand their homework and complete it incorrectly will experience more difficulty in relearning the skill the correct way. However, perseverance is important, and students are not to give up at the first hint of trouble and should attempt to complete entire assignment. Students who cannot complete their homework due to lack of understanding must document all attempts they made to understand their homework. Documentation may include looking up examples in the text, calling other students, showing the work on paper, etc.

\*When students are absent with an excuse, their homework grade will not be penalized if the work is turned in on time. Students will be given one day to complete makeup work for each excused day missed. If students do not turn in their work within the guidelines, then the home learning policy will apply.

\*Students are expected to have their homework completed according to the teacher’s specified due date.

\*Students who do not have their homework completed by the due date will be subject to the following **Home Learning Policy:**

\*Student will miss all breaks until assignments are completed.

\*After three missed assignments in each class, parent will be contacted.

\*After four missed assignments, student will be in violation of Academic Code of Conduct.

### **Control of Head Lice in Schools**

School personnel shall actively pursue the prevention and control of head lice in the District’s schools by developing a consistent screening and follow-up program for all students.

1. When students are observed/reported to have head lice at any time during the school year:
  - a. The entire class will be checked for lice infestation as soon as possible.
  - b. Parents of students with an active case of head lice will be notified to pick the student up from school.
2. Principals of school personnel shall offer parents of infected students:
  - a. Visual evidence of lice and/or nits in the student’s hair
  - b. Verbal and/or pamphlet information/direction for treatment and household disinfection.
3. Students may return to school when:
  - a. First occurrence: they have been treated and all nits removed. They will be rechecked by school nurse/school designated personnel upon return to school.

- b. Second occurrence and any thereafter during that school year: Students may return to school after receiving “All clear of nits and lice” from either their family physician, the Health Department, or they may make an appointment with school nurse/school designated personnel to be rechecked for re-admittance to school.
4. The Superintendent/designee shall:
- a. Establish education/information programs on head lice control methods for school personnel, students, and parents
  - b. Provide each school with written material on head lice control and prevention
- Students will be excused for three (3) days maximum per year for head lice – any days over three will be unexcused. A physician’s statement will not be needed or accepted.

**Absences Due to Head Lice**

Allen County Schools operate under a NO NIT policy.

- 1. First occurrence – the parents will receive a letter outlining steps for correcting the situation.
- 2. Second occurrence – the family will receive another copy of the letter outlining steps for correcting the situation. They will also receive a note letting them know how their child/children can return to school once “NIT FREE”. They will be reminded that information and assistance is available through the Family Resource Center.
- 3. Three days maximum excused per year – any days over 3 days will be unexcused.

After a student has missed six (6) days of unexcused absences, we are required to notify Director of Pupil Personnel for further action with regards to truancy.

Examples:

Three (3) unexcused absences = Simple Truancy

Three (3) occurrences of Simple Truancy (9 days unexcused) = Habitual Truancy

After the eighth (8<sup>th</sup>) unexcused absence, the student’s name will be referred to the Director of Pupil Personnel for further action.

Tardies:

Three (3) unexcused tardies will be counted as Simple Truancy.

Three (3) occurrences of Simple Truancy (9 unexcused tardies) = Habitual Truancy

After the sixth (6<sup>th</sup>) unexcused tardy, the student’s name will be referred to the Director of Pupil Personnel for further action.

**Bullying Prevention**

Allen County Schools are committed to providing all students with a safe learning environment. Our Safe School Committee firmly believes that we must address the problem of bullying.

\*Definition – Bullying is when a person or individuals inflict verbal, physical, or emotional abuse on another.

\*It includes threat of bodily harm, intimidation, a weapon, extortion, civil rights violation, gang activity, etc...

\*It is an abusive act perpetrated toward an individual or group over a period of time.

\*JEBMS is proactive in dealing with bullying.

**Assaults and Threats of Violence**

**Pupils**

Any pupil who threatens, assaults, batters, or abuses another pupil shall be subject to appropriate disciplinary action, including suspension and or expulsion. Law enforcement notified. Charges may be filed.

### **School Personnel**

Any pupil who threatens, assaults, batters, or physically or verbally abuses a teacher or other school personnel shall be subject to appropriate disciplinary action up to and including expulsion from school and/or legal action.

### **Continuous Additional Offenses**

**This category deals with students that go past the allotted number of offenses under any category within the Code of Discipline.**

Students that continually defy administration will be dealt with by use of additional days at Allen County Learning Center, suspension, and or referral for long time placement in Allen County Learning Center. In certain situations expulsion will be recommended.

### **School Functions/Property**

Incidents that occur on school property and or during school sponsored events will be dealt with according to the Code of Conduct for James E. Bazzell Middle School.

### **Harassment/Discrimination**

#### ***Definition***

Harassment/Discrimination is behavior based on race, color, national origin, age, religion, sex or disability that is sufficiently severe, pervasive, or objectively offensive that it adversely affects a student's education or creates a hostile or abusive educational environment. It is intimidation by threats of or actual physical violence; the creation by whatever means, of a climate of hostility or intimidation, or the use of language, conduct, or symbols in such a manner as to be commonly understood to convey hatred, contempt, or prejudices to have the effect of insulting or stigmatizing an individual.

#### ***Prohibition***

Harassment/Discrimination is prohibited at all times on school property and off school grounds during school-sponsored activities. This prohibition also applies to visitors to the school who may come into contact with employees and students. (Acts of harassment/discrimination based on sex may be committed by persons of the same or opposite sex.) District staff shall provide for prompt and equitable resolution of complaints concerning harassment/discrimination.

#### ***Disciplinary Action***

Students who engage in harassment/discrimination of an employee or another student on the basis of the areas mentioned above shall be subject to disciplinary action, including but not limited to suspension and expulsion.

#### ***Guidelines***

Students who believe they have been a victim of an act of harassment/discrimination or who have observed incidents that they believe to be an act of harassment/discrimination shall, as soon as reasonably practical, report said behavior. In each school building, the Principal is the person responsible for receiving reports of harassment/discrimination at the building level. Otherwise, reports of harassment/discrimination may be made directly to the Superintendent. If an employee is not assigned to a particular school, a report of harassment/discrimination may be

made to the employee's immediate supervisor or to the Superintendent. Additionally, if sexual discrimination or harassment is being alleged, reports may be made directly to the District Title IX coordinator. Without a report being made to the Principal, Superintendent or Title IX/Equity Coordinator, the District shall not be deemed to have received a complaint of harassment/discrimination.

Employees who observe prohibited behaviors or with whom students share a complaint shall notify the principal or their immediate supervisor, who shall immediately forward the information to the Superintendent.

The Superintendent shall provide for the following:

1. Investigation of allegations of harassment/discrimination to commence as soon as circumstances allow, but not later than three (3) working days of submission of the original written complaint. A written report of all findings of the investigation shall be completed within 30 calendar days, unless additional time is necessary due to the matter being investigated by a law enforcement or governmental agency.

The Superintendent/designee may take interim measures to protect complaints during the investigation.

2. A process to be developed and implemented to communicate requirements of this policy to all students, which may include, but not be limited to, the following:

- \*written notice provided in publication such as handbooks, codes, and/or pamphlets; and/or

- \*such other measures as determined by the Superintendent/designee

Method(s) used shall provide a summary of this policy, along with information concerning how individuals can access the District's complete policy/procedures and obtain assistance in reporting and responding to alleged incidents. Students will be directed to sign an acknowledgement form verifying receipt of this information concerning this policy as part of the Board-approved code of acceptable behavior and discipline.

3. As appropriate training the first month of school to include an explanation of prohibited behavior and the necessity for prompt reporting of alleged harassment/discrimination; and

4. Development of alternative methods of filing complaints for individuals with disabilities and others who may need accommodation.

When sexual harassment is alleged, the District's Title IX Coordinator, as designed in the student handbook/code shall be notified.

### ***Notification of Parents***

Within twenty-four (24) hours of receiving a serious allegation of harassment/discrimination, District personnel shall attempt to notify parents of both student victims and students who have been accused of harassment/discrimination.

### ***Prohibited Conduct***

Depending on the circumstances and facts of the situation, and within the definition of harassment/discrimination contained in this policy, examples of conduct and/or actions that could be considered a violation of this policy, but are not limited to:

1. Any nicknames, slurs, stories, jokes, written materials, or pictures that are lewd, vulgar or profane and relating to any of the protected categories listed in the definition of harassment/discrimination contained in this policy.
2. Unwanted touching, sexual advances, requests for sexual favors, and spreading sexual rumors;



3. Causing a student to believe that he/she must submit to unwelcome sexual conduct in order to participate in a school program or activity or that an educational decision will be based on whether or not the student submits to unwelcome sexual conduct;
4. Implied or overt threats of physical violence or acts of aggression or assault based on any of the protected categories;
5. Seeking to involve students with disabilities in antisocial, dangerous or criminal activity where the students, because of disability, are unable to comprehend fully or consent to the activity; and
6. Destroying or damaging an individual's property based on any of the protected categories.

### ***Confidentiality***

District employees involved in the investigation of complaints shall respect, as much as possible, the privacy and anonymity of both victims and persons accused of violations.

### ***Appeal***

Upon the completion of the investigation and correction of the conditions leading to the harassment/discrimination, any party may appeal in writing any part of the findings and corrective actions to the Superintendent.

If a supervisor is an alleged party in the harassment/discrimination complaint, procedures shall also provide for addressing the complaint to a higher level of authority.

Failure by an employee, immediate supervisor, Principal, and/or Superintendent to report, notify, and/or initiate an investigation of alleged harassment/discrimination as required by this policy, or to take corrective action shall be cause for disciplinary action.

### ***Retaliation Prohibited***

No one shall retaliate against an employee or student because he/she files a written grievance, assists or participates in an investigation, proceeding or hearing regarding the charge of harassment/discrimination of an individual or because he/she has opposed the language or conduct that violates this policy. Upon the resolution of allegations, the Superintendent shall take steps to protect employees and students against retaliation.

### ***False Complaints***

False or malicious complaints of harassment/discrimination may result in disciplinary action taken against the complainant.

### ***Other Claims***

When a complaint is received and that does not appear to be covered by this policy, administrators shall review other policies that may govern the allegations, including, but not limited to: 09.422, and/or 09.0426.

### **References:**

42 USC 2000e, Civil Rights Act of 1964, Title VII

Racial Incidents and Harassment Against Students at Educational Institutions; Investigative Guidance (U.S. Department of Education)

U.S. Supreme Court – Franklin vs. Gwinnett County

29 C.F.R. 1604.11, Equal Employment Opportunity Commission (EEOC)  
Regulations implementing Title VII  
20 U.S.C. 1681, Education Amendments of 1972, Title IX  
34 C.F.R. 106.1-106.71, U.S. Department of Education Office for Civil Rights Regulations  
Implementing Title IX  
Gebser vs. Lago Vista Independent School Dist., 118 S. Ct. 1989 (1998)  
Davis vs. Monroe County Board of Education, 119 S. Ct. 1661 (1999) **Related Policies:**  
03.162, 03.262, 09.13, 09.227, 09.422, 09.426

**Notice to Individuals Complaining of Harassment/Discrimination**

The District prohibits all forms of improper conduct, including sexual harassment and discrimination. A copy of the District’s policy is attached for your information. If you have any questions pertaining to sexual harassment or sexual discrimination, you may contact the Title IX Coordinators as follows:

<u>570 Oliver Street, Scottsville, KY 42164</u>	<u>(270) 618-3181</u>
Address	Telephone Number

The District will investigate the allegations of harassment/discrimination that you have brought to its attention. The investigation will be conducted by approved central office staff.. If you have any questions of the District’s investigator, you may contact him/her as follows:

<u>570 Oliver Street, Scottsville, KY 42164</u>	<u>(270) 618-3181</u>
Address	Telephone Number

During the investigation, you have the right to: (a) provide the District with information and documentation concerning the alleged improper conduct; (b) advise the District of the identity and location of any possible witness(es); and (c) exercise all other rights set forth in law or in District policy.

The District is interested in knowing what actions you are seeking in response to your complaint. Although law does not require the District to comply with all requested actions in order to eliminate harassment/discrimination, a collaborative dialogue may be a useful tool in insuring that it is eliminated.

The District will take reasonable steps to preserve confidentiality and will make every effort to prevent public disclosure of the names of the parties involved, except to the extent necessary to carry out the investigation. The District is interested in knowing your views about confidentiality issues and will try to accommodate them, subject to the District being able to fulfill its commitment to eliminate harassment/discrimination.

District employees and students who are alleged perpetrators of harassment/discrimination misconduct may be entitled to due process and may be protected by certain confidentiality rights. Subject to the rights of students or employees, the District will make an effort to keep you advised of the progress of the investigation and of any decisions it reaches concerning the situation. If you have any questions concerning the progress of the investigation or the actions taken by the District to remediate any harassment/discrimination that may have occurred, please feel free to contact the Title IX Coordinator or the Investigator

identified previously.

If you are dissatisfied with the progress of the investigation, the progress of rendering a decision, or the decision itself, you have the right to appeal to the Board.

If it is concluded following the investigation that the allegations have merit and that action will be taken to remediate the situation, the District may follow up with you to make sure that there is not a recurrence of the improper conduct. If there is any repeat of any improper conduct, we ask you to immediately notify the Title IX Coordinator and/or the Investigator.

The District will make every effort to correct the effects of any improper conduct on the complainant and others. Please advise us of the actions you believe the District should take to correct the discriminatory effects of the improper conduct.

Retaliation by anyone against an individual who has reported improper conduct, including harassment/discrimination, is strictly forbidden. If you believe that anyone is retaliating against you in any way, please notify the Title IX Coordinator and/or the Investigator immediately.

**Allen County School System Weapons or Dangerous Instrument Policy**  
**This policy applies to students, staff members, and visitors to the school.**

Students are never allowed to bring a weapon or look-alike to school. The Board urges parents and other citizens to make sure that students do not have inappropriate access to weapons. Both Board policy and the law prohibit the carrying, bringing, using, or possessing of any weapons or dangerous instrument in any school building, on school grounds, in any school vehicle or at any school sponsored activity. When a student violates the prohibition on weapons the Principal shall immediately make a report to the Superintendent, who shall determine if charges for expulsion are to be brought before the Board. Unless the Board chooses to consider charges on a case-by-case basis, the penalty for students bringing a firearm or other deadly weapon, destructive device, or booby trap device to school or onto the school campus/property under jurisdiction of the district **shall be at the discretion of the administration behavior committee.** (The Gun-Free Schools Act)

**Weapons Prohibited**

Carrying, bringing, using, or possessing any weapon or dangerous instrument in any school building, on school grounds, in any school vehicle or at any school-sponsored activity is prohibited. Except for authorized law enforcement officials, the Board specifically prohibits the carrying of concealed weapons on school property.

Violation of this policy by staff members shall constitute reason for disciplinary action, including possible termination.

Violation of this policy by students shall require that the Principal immediately make a report to the Superintendent, who shall determine if charges for expulsion from the District schools should be filed under policy 09.435. In addition, when they have reasonable belief that violation has taken place, principals shall immediately report to law officials when an act has occurred on school property or at a school-sponsored function that involves student possession of a firearm in violation of the law or assault involving the use of a weapon. Violations by visitors shall be reported to a law enforcement agency.

**Federal Requirements**

The penalty for students bringing a firearm or other deadly weapon, destructive device, or booby trap device to school or onto the school campus/property under jurisdiction of the District shall be expulsion for a minimum of twelve (12) months under policy 09.435. However, the Board may modify such expulsions on a case-by-case basis.

Any student who brings to school a firearm or other deadly weapon, destructive device, or booby trap device shall be referred to the criminal justice or juvenile delinquency system.

### **Exceptions**

An exception may be made for students participating in an authorized curricular or extracurricular activity or team involving the use of firearms and those persons listed in KRS 527.

Law enforcement officials are authorized to bring weapons onto school property in performance of their duties.

### **State Reporting Requirements**

Employees of the District shall promptly make a report to the local police department, sheriff, or Kentucky State Police, by telephone or otherwise, if they know or have reasonable cause to believe that conduct has occurred which constitutes the carrying, possession, or use of a deadly weapon on the school premises or within one thousand (1,000) feet of school premises, on a school bus, or at a school-sponsored or sanctioned event.

For state reporting purposes, a deadly weapon shall be defined as:

1. Any weapon from which a shot, readily capable of producing death or serious physical injury, may be discharged;
2. any knife other than an ordinary pocket knife or hunting knife;
3. billy, nightstick, or club;
4. blackjack or slapjack;
5. nunchaku karate sticks;
6. shuriken or death star; or
7. artificial knuckles made from metal, plastic, or other similar hard material.

Employees who receive information from a student or other person regarding conduct required to be reported shall report the conduct in the same manner state above.

### **Enforcement**

In the enforcement of this policy, principals may authorize, if they have reasonable suspicion, searches in compliance with applicable Board policies.

**References:** KRS 527.020, KRS 527.070, KRS 500.080, KRS 158.150, KRS 158.155, KRS 160.290, KRS 160.340, KRS 161.790, KRS 237.110, The Gun-Free Schools Act of 1994, as modified by the reauthorization of the Elementary and Secondary Education Act.

### **Prevention Program**

The Superintendent shall establish a comprehensive and on-going drug-free/alcohol-free prevention program for all students which shall include notice to students and parents of the following:

1. The dangers of drug/alcohol abuse in the schools;
2. The District's policies and related procedures on drug-free/alcohol-free schools;
3. The requirement for mandatory compliance with the District's established standards of conduct, including those that prohibit use of alcohol, drugs, and other controlled substances;
4. Information about available drug/alcohol counseling programs and available rehabilitation/student assistance programs; and
5. Penalties that may be imposed upon students for drug/alcohol abuse violations.

### **District Goal**

The Allen County School District promotes healthy lifestyles of our students and encourages students, staff, parents, and the community to work in a coordinated, collaborative effort to accomplish this goal of drug free schools and communities.

**References:** OAG 82-633, OAG 93-32, KRS 160.290, KRS 161.180, KRS 218A.010, KRS 158.150, KRS 158.154, KRS 158.155, Clark County Board of Education vs. Jones, KY. App., 625 S. W. 2d 586 (1981), Improving America's Schools Act of 1994 (IASA), Title IV: Safe and Drug-Free Schools and Communities

### **Related Policy:**

09.2241

### **Information, Services, and Assistance**

Students and parents needing preventive information, services, counseling, and assistance may contact:

1. School personnel including the counselor and Family/Youth Resource personnel.
2. Life Skills Counseling Center is available for referral or request to do drug abuse, or drug alcohol counseling either by individual or groups. An assessment can be made and referred to Alcoholics Anonymous or in-patient treatment can be made. Law protects your confidentiality and Life Skills will guarantee it. You may call Life Skills Counseling Center at (622-8188) for more information. Life Skills Counseling Center is located at 521 Bowling Green Road, Scottsville, Kentucky.
3. Champions Against Drugs offers training in a variety of prevention areas. This program was initiated in September 1986. Regional Action Groups are working across the state to meet the training needs of people who want to be involved in preventing drug abuse in their families, schools, businesses, and communities. For more information about the Champions statewide or regional activities, contact the Drug Information Service for Kentucky (DISK) at 1-800-432-9337.
4. Division of Substance Abuse  
Department for Mental Health and Mental Retardation Services  
275 East Main Street  
Frankfort, KY 40621  
(502) 564-2880

### **Parent Notification on teacher professional qualifications**

Parents may request information on the professional qualifications of their children's teachers and whether the student is being provided services by a paraprofessional. Any parent desiring this information may contact the school principal to receive this information.

### **Youth Services Center**

The Youth Services Center intent is to enhance students' abilities to succeed in school by assisting youth and families in meeting some of their basic needs. This is done by providing community services in linking families to agencies in their community. These services are available to all students and their families in the James E. Bazzell Middle School and Allen County Scottsville High School. Services will be especially beneficial for those students who are at risk of not performing well in school. There are times when studying and paying attention at school can get hard and this happens many times when a student has another problem or question that is bothering him/her. If the Youth Services Center can help with these problems the student or family is experiencing, then school can be a lot more enjoyable. These services include, but

are not limited to: health services or referral to health services, referral to social services, employment counseling, training, and placement for youth, summer and part-time job development for youth, substance abuse services or referral to substance abuse services, and family crisis and mental health services or referral to mental health services.

Angel Thompson, Youth Services Program Specialist, will be in the middle school to assist students with any concerns or problems they may have. Parents can contact her at the Middle School.

There is no charge for the services at the Community Resource Center. This Center is a part on the Allen County School system team that is staffed with professionals that are ready to confidentially serve your child and your family.

### **Bus Policy Regulations**

The privilege of any pupil to ride a school bus is conditioned upon his/her good behavior and observance of the following rules and regulations. Any pupil who violates any of these rules or regulations will be reported to the principal of the school which the pupil attends for necessary corrective action.

1. The driver is in charge of the bus and pupils and may assign seats. Obey the driver promptly and cheerfully.
2. Be on time. The bus driver cannot wait for you. Be at the bus stop five minutes before the scheduled arrival time.
3. Pupils shall ride their assigned bus and no other bus.
4. Report promptly to the driver any damage done to the bus. Persons causing damage shall be expected to repay the full cost of repairs before riding privileges are restored.
5. Always cross in front of the bus and at a safe distance in front of the bus in order to be seen by the bus driver (minimum 10-12 feet). Cross only on the driver's signal.
6. Do not run toward or run across the street in front of a school bus while it is in motion.
7. Never stand in the road while waiting for the bus. Wait in an orderly line off the highway or street.
8. Pupils shall board the bus and immediately take a seat without disturbing others; ride three in a seat, do not exchange seats unless given permission by the driver. If all seats are taken, stand to the rear of the bus and not in the doorway.
9. Pupils shall not try to get on or off the bus or move about within the bus while it's in motion.
10. Pupils shall not engage in any activity which might divert the driver's attention away from driving the bus and cause an accident, such as:
  - (A) Loud talking or laughing or unnecessary confusion
  - (B) Unnecessary conversation with the driver
  - (C) Extending any part of the body out of bus windows or doors
11. Pupils shall not engage in activity which might damage or cause excessive wear to the bus or other property.
12. No persons other than those assigned to the bus shall be allowed to ride a school bus. Pupils shall ride their assigned bus and no other bus.
13. The following activities are prohibited at all times:
  - (A) Improper behavior to include: insolence, disobedience, vulgarity, foul language, fighting, pushing, shoving, and similar offensive acts
  - (B) Smoking on the bus
  - (C) Eating or drinking on the bus

- (D) Possessing knives or sharp objects
  - (E) Bringing animals on the bus
  - (F) Throwing articles or objects in or from the bus
  - (G) Tampering with mechanical equipment, accessories, or controls of the bus
  - (H) Placing musical instruments or other articles at the door by the driver
  - (I) Obstructing the aisle in any manner
  - (J) Occupying more space in a seat than required (All items which students bring on a bus must be held by the student and will not be placed on seats or in aisle.)
  - (K) Tracking mud and dirt onto bus
  - (L) Littering the bus
  - (M) No inflated balloons on the bus
  - (N) Opening or closing windows without permission of the driver
  - (O) No glass containers or objects on the bus
14. No persons other than those assigned to the bus shall be allowed to ride a school bus. Your parents must write the Principal a note explaining why you need to ride another bus.
15. Any pupil who persists in violating any of these rules or regulations shall be reported to the Principal of the school which they attend for disciplinary action. After due warning has been given, the Principal shall withdraw the privilege of riding for a specified period. Once the privilege of riding a school bus has been withdrawn for the second time, riding privileges can only be restored after the pupil has presented evidence that his/her behavior will improve.

### **Emergency Procedures**

In a school bus accident or emergency situation, the school bus driver must use his/her best judgment in deciding what action the circumstance warrants. The primary responsibility is the students. A school bus driver knows the proper accident and emergency procedures to enable fast, intelligent decisions to be executed.

### **Emergency Bus Evacuation Drills**

In an emergency, students may jam the doors by trying to get out all at the same time. To avoid panic, drills should be planned according to the age of the students. They should be organized in advance and conducted a minimum of twice a year. Students should be told about the drills, including those who do not ride on a regular bus. Brief students on drill procedures – making sure understand what is expected of them.

There are four evacuation plans. Front-door evacuation beginning with the seat on the right, emptying the right and left seats alternately. When the bus is empty, walk to the front of the bus checking that each seat is vacated.

Rear-door evacuation operates in reverse. Students should be instructed in operating the emergency door in the rear of the bus, but they should not open it until told to do so by the bus driver. Extra care should be taken with the small children when using the rear door. They should lower themselves to a sitting position, with feet outside the door, and then drop easily to the ground. Some padding can be placed under the door during the drill.

Front-rear evacuation is a combination of the two. Point out the dividing line between the front and rear of the bus, so that there is no confusion as to what door each student is to use. Note that when the school bus is involved in a severe accident or has overturned, both doors may be unusable and an evacuation will have to take place out the emergency windows on either side of the bus.

### **Student Surveys**

In keeping with federal law (20 U.S.C. 1232h), no student shall be required to submit, without prior consent of the student's parent/guardian, to a survey, analysis, or evaluation administered as part of any school program or curriculum that receives funds from the United States Department of Education when the instrument would reveal personally identifiable student/family specific information concerning:

1. political affiliations;
2. mental and psychological problems potentially embarrassing to the student or his/her family;
3. sex behavior and attitudes;
4. illegal, anti-social, self-incriminating, and demeaning behavior;
5. critical appraisals of other individuals with whom respondents have close family relationships;
6. legally recognized privileged and analogous relationships, such as those of lawyers, physicians, and ministers; or
7. income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).

The Superintendent/designee, in conjunction with the Principal, shall provide oversight and direction regarding implementation of this procedure.

### **Right to Inspect**

The parent/guardian of a child enrolled in the District shall be entitled to inspect those materials that will be used in connection with any survey, analysis, or evaluation as part of any school program or curriculum.

### **Notice**

The District shall provide parents and students effective notice of these rights under law in the student handbook, the local Code of Acceptable Behavior and Discipline, or some other avenue designated by the Superintendent/designee.

### **Visitors**

Students are not permitted to bring children to school to visit. Parents are encouraged to schedule conferences with teachers. **All** visitors to the building **must** check in through the main office, sign in, and receive a visitor's badge. Parents who would like to sit in on a class should contact the principal at least one day in advance to receive authorization.

### **Telephone Usage**

We will allow students to use the telephone for **emergency calls only** during their lunch period. Lunch period and prior to school starting is the only designated time for students to use the phone. Student **MUST** have permission for staff to use the phone at ANY time. If there is an emergency at home, parents may call the office, and we will get the message to the child. Unless there is a severe emergency, we prefer not to disturb the child during class.

### **Lockers**

School lockers may be obtained for a \$4.00 fee.

### **Student Searches**

School officials have the right to search students or their property if the officials have reasonable



suspicion that the student may be in possession of something that violates school rules or endangers others. The lockers in the schools shall be under joint control of the student to whom the locker is assigned and the building principal or his/her designee. The building principal shall have the combination key to all lockers and may search any locker at any time when reasonable suspicion warrants such a search. The purpose of searching students, their belongings, lockers, desks, and automobiles is to protect the property and safety of others and/or to maintain the ongoing educational process of the school. Students have the protection, as do all citizens, against unreasonable search and seizure of their property. Searches will be used when other techniques to remedy the situation have been exhausted or when there is an immediate danger to life or safety.

#### **Students Not Riding a Bus**

Students who are picked up after school must follow procedures set forth by administration at James E. Bazzell Middle School. Students may not walk to the high school and then board a bus. All middle school students must board buses at the middle school. Students may not ride any bus other than their regular bus unless they bring a note from their parent or guardian to be signed by the principal. Students may not roam the building or wait in other locations in the building.

#### **Walkers**

Any student walking to or from school needs to have a signed permission form filled out and on file in order for the student to walk home.

#### **Care of School Property**

Students marking or damaging school equipment or property in any way will be financially responsible for the replacement of that article if they can not clean/repair the school's property to the satisfaction of the administration.

#### **Assemblies**

At all times the student's behavior should be refined and courteous. The conduct of the student body is a reflection on your school and yourself. Whether guests are present or not, each student is personally responsible for the impression made by the school as a whole. Unacceptable conduct such as boisterousness, booing, and talking during a program is not permissible.

#### **Class Tardies**

At every change of classes, there will be large numbers of pupils going from one room to another. In order to keep the noise and confusion at a minimum, you are asked to be especially quiet and courteous. Show respect for your fellow students and make the change as quickly and quietly as possible. The time allotted for changing classes is adequate if it is not wasted. Students must make it to their next class on time. A student is to be considered tardy if he/she is not in the classroom on time with textbooks and required materials with which to work. Habitual tardiness on the part of the student will require discipline. Classroom tardies accumulate separately and are not a part of the attendance policy.

#### **Grading Periods**

##### **2018-2019 School Year**

\*Not all days are instructional per each nine weeks.

**First Nine Weeks: 8/10-10/13**

**Second Nine Weeks: 10/16-12/15**

**Third Nine Weeks: 1/2-3/9**

**Fourth Nine Weeks: 3/12-5/23**

### **Grading Scale**

100-90 = A      89-80 = B      79-70 = C      69-60 = D      59 and BELOW = F

### **Retention**

Students who fail two (2) or more core subjects may be retained for the following year. Students must successfully complete required course work.

### **Entrance Age**

Principals are responsible for administering the following entrance requirements:

\*Proof of age – Each pupil entering any elementary or secondary school for the first time shall present evidence of age by means of a birth certificate or other reliable proof of the student's identity and age. If a birth certificate is not presented, an affidavit of the inability to produce a copy of the birth certificate must be given.

\* Social Security number – Upon enrollment in elementary school, a child may present for school records a social security number.

\* Proof of immunization – Upon enrollment, each pupil entering kindergarten or first grade for the first time shall present evidence of immunization by means of a doctor's certificate or a certificate from the Public Health Service.

\* Preventive health care and vision examinations – Within one (1) year prior to initial admission to school, each three (3), four (4), five (5), or six (6) year old student shall undergo a preventative health care examination, which shall be documented on the state-required form. Also upon enrollment, each student entering the first year of public school, public pre-school, or Head Start must undergo a vision examination as required by applicable state statute and regulation and provide the school with required form by January 1 of the first year of enrollment.

### **Principals to Report**

Principals are to report to the Superintendent/designee the names of those children who do not present acceptable evidence of age and required immunizations and examinations.

### **Failure to Provide**

Except for vision examination forms, which are due by January 1 of the first year of enrollment, failure to provide the remaining required documentation within thirty (30) days after enrollment may constitute reason for appropriate action.

### **Extracurricular Activities**

Selection of extracurricular programs shall follow board policies. Policies relating to student participation based on academic qualifications and attendance requirements shall follow the student handbook and district Code of Conduct.

### **Withdrawing From School**

If you and your family are going to be moving out of our area, please notify the school office as soon as possible. This will help us gather all necessary records and information for you and will make entering your new school much easier. Your records will be mailed to your new school. Make sure you have checked in all textbooks and library books, as well as paid fines, before you leave.

### **Enrolling After Being Suspended or Expelled From Another District**

Any student who has been suspended or expelled from another school district will not be allowed

to enroll in our school during their period of suspension or expulsion and/or until such time as they would be able to return to their own school. Students who are coming from an alternative school setting, may be placed in Allen County Learning Center Learning Center upon enrollment.

### **Leaving School Grounds**

Students will not be permitted to leave the school grounds during the school day unless a parent or authorized person comes to the office and signs them out. If your child needs to ride a bus other than their usual bus, he/she must have a note from home. All bus notes **must be signed** by the principal or designee. This is for the protection of your child. Students must never leave the building without checking out in the office.

### **Emergency Information Cards**

Each student will be required to have an emergency information card on file in the office. This information gives us the authority to make necessary arrangements in the event of accident or illness. If there is a medical problem that might require special attention, be sure to identify and specify on the card. **Notification must be given to the school regarding change of address, phone number, and other emergency or work numbers.**

### **Dispensing Medication**

#### **Dispensing**

1. Medication should be given at home when possible. If school personnel are giving medications they should receive appropriate training and monitoring. Training can be provided by personnel such as, but not limited to registered nurses, physicians, pharmacists, and/or dentists.
2. Parents and health care providers shall complete the required forms before any person administers medication to a student or before a student self-medicates. The form shall include the following information: student's name, physician's name, address and phone number, type of medicine, dosage, time of day for dosage, reason medication is to be administered, possible reactions or side effects of medicine, release from liability, and parent's telephone numbers at home and work, as well as an emergency contact and numbers, as appropriate.
3. Provided an authorization form has been completed by the parent/guardian, school nurse who dispense medications shall keep the medication in a safe place and arrange for the child to take the medication at the proper time.
4. Unless otherwise approved, students are to be supervised by a qualified individual with training in first aid when taking medication. The person supervising the administration of medication must keep a written record.

### **Self-Medication**

A student may be responsible for taking his/her own medication (prescription or non – prescription) provided the parent/guardian has written approval on file with school personnel. Such approval shall assure school personnel that the child has been properly instructed in self administering the medication.

Under procedures developed by the Superintendent, a student may be permitted to carry medication that has been prescribed or ordered by a physician to stay on or with the pupil due to pressing medical need. The parent/guardian and physician must file the written statement/authorization each year as required by law, a student under treatment for asthma shall be permitted to self-administer medication.

Students shall not share any prescription or over the counter medication with another

student. Each year, the District shall notify students in writing of this prohibition and that violations shall result in appropriate disciplinary action, including but not limited to suspension, long or short term Allen County Learning Center placement, or expulsion.

### **Prescription Medications**

Prescription medications shall be administered only as prescribed on the physician's or dentist's written authorization. Prescription medications shall be sent to school in one (1) week increments unless otherwise approved by the Principal or designee. Parents shall have the ultimate responsibility to provide the school with an adequate supply of medication to enable the physician's orders to be followed.

All prescription medication, original or refill, should be sent to school in a pharmacy labeled container that includes the student's name, date, medication, dosage, strength, and directions for use including frequency, duration, mode of administration, prescriber's name, pharmacy name, address and telephone number. Labels that have been altered in any way will not be accepted. Per KRS 218A.210, "A person to whom or for whose use any controlled substance has been presented, sold, or dispensed by a practitioner or other persons authorized under this chapter, may lawfully possess it only in the container in which it was delivered to him by the person selling or dispensing the same." Changes in the dosage and /or times of administration must be received in the form of a written order from the physician OR a new prescription bottle from the pharmacy indicating the change and a note from the student's parent/guardian.

### **Nonprescription Medications**

Nonprescription (over-the-counter) medications may be accepted on an individual basis as provided by the parent/guardian when a completed authorization to give medication form is on file. The medication should be in the original container, dated upon receipt, and given no more than three (3) consecutive days without a physician's order. The approval of a physician or health care provider is recommended for use of nonprescription medication.

### **Emergency Medication**

Emergency medication must be administered as per written directions approved and signed by a physician or local health care provider and the student's parent/guardian. Individual directions are needed to address those students with a history of systematic reaction to known allergens (anaphylaxis).

### **Storage of Medication**

All medications must be stored in secure, locked, clean containers or a cabinet accessible only to the responsible authorized school personnel.

### **Documentation of Administration**

Except for medications approved for self-administration, all medication given must be documented on a medication log. Records must contain signature(s) of person(s) administering medication and dosage administered and kept on file in the student's cumulative folder. Documentation should be complete, reflecting beginning and ending dates and notations of missed doses and absences. Subject to confidentiality requirements in policy 09.14 and accompanying procedures, medication recording sheets shall be filed in the student's cumulative folder when completed or when the medication is changed/discontinued.

### **Medication Refusal**

If a child refuses to take medication or is uncooperative during medication administration, the parent/guardian will be contacted and medication administration may be omitted. If necessary, a conference may be scheduled with the parent to resolve the conflict.

**\*\*\*NO EXCEPTIONS WILL BE MADE TO MEDICINE POLICY**

**Related Policy:**09.2241 **Related Procedures:** 09.2441 AP.20, 09.2241 AP.22

**References:** New section of KRS 158, OAG 73-768, OAG 77-530, OAG 83-115

### **School Pictures**

Individual colored pictures are made each year. Parents and students will be notified as to the date in advance. Purchase of these pictures is optional, and either pictures or payment of must be returned to the school.

### **Field Trips**

Field trips away from campus for educational purposes are taken during the school year. The students are supervised by teachers or other authorized personnel. Before a student can go, he/she must have a permission slip signed by the parent or guardian and a long form physical filled out, signed, and on file in the office.

### **Library**

Students are provided the opportunity to borrow books from our library on a biweekly basis. A maximum of three books, with only one of them to be an accelerated reader book, may be checked out for a 2-week time period. Books may be renewed until requested by other students. The student who borrowed them from the library must pay for damaged, lost, or missing books. Students are also given many opportunities to use the library resources to research school topics. There are many paper resources as well as computer research tools. Students who have signed acceptable use policies may use the Internet to do online research when monitored by a sponsoring teacher.

### **Reading at JEBMS**

Students are tested for reading ability. Using an educationally sound and recommended formula, all students are given a required reading assignment based on the student's reading ability with the understanding that all students in the middle school should practice their reading skills a minimum of 30 minutes a day.

### **Technology Use at JEBMS**

The use of all technology at JBMS is not a right it is a privilege. The school district and ultimately, your parents, the taxpayers, want you to have access to all materials that will give you a well-rounded education. Towards that end we have tried to supply the best technology our limited budget can purchase. In order to offer our programs of education we need every student's cooperation. Some of the rules dealing with our school's technology include:

1. You must learn your login. Login using only that ID. Do not attempt to login using another person's id. If ever you are required to have a password, keep that password to yourself. Always logout of any computer you have logged into. Erase your name from the login line. Print only with permission. Print only one time. Use color printing only with permission.
2. Access only programs you have permission to use. Using Accelerated Reader requires teacher permission and your teacher typing in a password. Attempting to use AR without permission can

cause you to lose technology privileges. Any student who accesses AR with the intent of cheating on a test will be dealt with in the same manner as if they were caught cheating on any other test. Accessing the Internet using any browser the school has requires both students and parents to have signed an Acceptable Use Policy and for it to be on file. In addition to this signed document, students must have an educational purpose, teacher permission, and supervision. Attempting to access software you do not have permission to use will be cause for disciplinary action.

3. All technology in this building must be taken care of. As part of our disciplinary code, any damage to school or personal property must be paid for. The disciplinary code and acceptable use policy cover, but are not limited to: all computer parts including the CPU, keyboard, mouse, and all of it's parts; any peripheral attached to the computer, the mouse pads, the furniture it sits on, the software installed on the computer, the configuration of the computer and network, and any cd or diskette that goes to a computer. This also means any camera, laser disk, television, video, music, etc. anywhere in this or any other school building or bus. Any such vandalizing will be punished by parental conference, fines paid for the damaged items and any other disciplinary action deemed necessary including suspension from use of all technology in the building, in-school suspension, suspension, long term Allen County Learning Center, expulsion, board of education hearing and legal action.

### **Athletics, Clubs, and Organizations**

Any student who participates on any school-sponsored team, club, or organization shall be bound by the bylaws and rules of that group as well as school and district rules and policies. This includes discipline code, grade requirements, duties, practice and meeting times, etc. Bazzell Middle School offers the following sports, clubs, and organizations:

Competitive teams are selected for seventh and eighth grade football, seventh and eighth grade boys' basketball, seventh and eighth grade girls' basketball, seventh and eighth grade baseball, seventh and eighth grade softball, and seventh and eighth grade cheerleading. Only seventh and eighth grade students may participate and KHSAA rules will be followed. Seventh and eighth graders also have a chance to join Jr. Beta. Seventh and eighth graders may join band, chorus, or run for Student Council office. Seventh and eighth graders may participate on the academic team.

### **Physical Education**

Physical education is an integral part of education concerned with the teaching of skills and attitudes in daily activities and related experiences. Schools recognize the importance of developing the mental and physical being as a whole rather than a separate part. There is a positive correlation between a sound body and a sound mind. Physical education at the middle school has four main functions: to provide students with an opportunity to develop physical fitness through physical exercise, to teach sportsmanship, to develop leadership ability and to develop a habit of participation in seasonal activities of a recreational nature. All students must have a signed permission form on file in the office stating consent to have physical education at the middle school. For the safety and well being of all students, appropriate athletic attire such as a t-shirt or sweat shirt, shorts or athletic pants, as well as tennis shoes must be worn at all times during physical education classes.

### **Tornado Warning**

All students will go to downstairs hallway, offices, and/or restrooms. Students should arrange themselves in pairs shoulder to shoulder on each side of the hall and assume the cover position. Practices will be held at specific times during the school year.

### **Fire Drill Exits**

Elevators are not to be used in case of fire.

Rooms 176,177,178,179,180,185,186,187,188,189 will exit by lobby to the faculty parking lot.

Rooms 181,190,193,204 will exit by the doors in the hallway going toward Allen County Learning Center.

Rooms 201,202,203,205,206,207 will exit by the doors at end of the building going toward the Bowling Green Rd.

Rooms 230,229,228,237 will exit in hallway to faculty parking lot.

Rooms 234,233,232,223,225,226,220,210,235,227,236 will exit through the downstairs lobby to back parking lot.

Choral (153) and band (154) will exit to the outside doors to the rear of room.

Gymnasium will exit to both front and back going outside to parking lots.

Cafeteria will exit at the doors to the back bus parking lot.

Library (210) to use exit door and steps to lower level to outside parking lot.

### **Bomb Threat Response Drills**

The Principal shall schedule bomb threat drills twice during each school year and shall complete procedure 05.41 AP.2.

#### **Responsibilities of Principal/Designee**

The Principal/designee shall:

1. Plan/coordinate all drills to minimize disruption of the educational process.
2. Provide a plan of pre-drill and pre-training instruction, including but not limited to, warning signals, assessment of threat protocol, and designation of safe areas for all staff and students.
3. Prepare and keep on file a report on all drills and forward a copy to the Superintendent, as required.
4. Put into action the following procedures when a bomb threat has been received:
  - A. Implement assessment process to determine whether to evacuate the building.
  - B. Evacuate building, if so indicated by the assessment process, and call 911/local emergency, fire department, and law enforcement personnel, as appropriate.
  - C. Notify Superintendent/designee
  - D. If the decision is made to evacuate the building, ascertain whether or not building is safe to re-enter in conjunction with law enforcement officials. Immediately notify Superintendent/designee if any damage occurs.
  - E. Notify Superintendent/designee if transportation or evacuation to another facility may be necessary
5. If an actual bomb is discovered on school grounds:
  - A. Immediately report the bomb by calling 911, local/state police and the fire department.
  - B. Evacuate the bombsite to at least 500 feet away; do not permit re-entry by employees or students until each device has been removed or disarmed by the bomb squad.
  - C. Remind all persons that cell phones or radios are not to be used as this may cause detonation.

Determine, in conjunction with the Superintendent, the need for school to be dismissed early.

#### **Faculty/Staff Responsibilities:**

The faculty and staff shall:

1. If a written bomb threat is received, the employee receiving it should preserve it for

investigation by the police for possible fingerprints by handling it as little as possible while placing it in a protective envelope.

2. Maintain order during the evacuation and arrange for the assistance of students with disabilities. Leave doors and windows open.
3. Direct students to take all personal items with them when an evacuation is ordered.
4. Scan the area noting any items that appear to be out of place and, and report same to Principal/designee. Do not touch or move any unusual items, but notify the head of the search team.
5. Take a roll book and check roll when the class is in its evacuation area. Other than adults authorized to check premises, no person is to remain in the building during a bomb threat or bomb threat drill.
6. Report to Principal any student who is missing.

**Related Procedures** 05.41 AP.2, 05.43 AP.2

### **Emergency Exit Plan**

In the event of a fire or other emergency during a non-routine assemble of people (occupant load of 300 or more) in the gym; the following procedures will be followed:

1. Prior to the start of each such activity, an audible announcement will be made notifying occupants of the location of the four exits to be used in case of fire or other emergency.
2. The audible announcement shall identify four exits from the gym: two exits (which are clearly labeled – EXIT) lead to the commons area from which occupants can exit to either the rear or front of the building; two exits (clearly labeled – EXIT) from the gym which lead directly outside the building – one of these exits being through the band hall leading directly to the outside of the building.

### **ALLEN COUNTY SCHOOLS ANNUAL NOTIFICATION TO PARENTS Family Educational Rights and Privacy Act (FERPA)**

In accordance with the Family Educational Rights and Privacy Act, written policies and procedures have been developed that describe the Allen County School District's requirements regarding the confidentiality of personally identifiable information. Stated in this notice is a summary of your rights under the act. These rights are passed on to the student at age 18. For the purpose of this notice, the student 18 years or older, and the students who are married, will be referred to as the "emancipated" or "eligible" student. Parents, guardians, and eligible students may review and inspect all education records relating to that student by making a request to the principal of the school where that student attends. Fees may be charged for copies of students' records.

The ACSD will presume that the parent has the authority to review and inspect records relating to their child unless the district has been advised in writing that the parent does not have legal authority under applicable state law governing such matters as guardianship, separation, and divorce.

Personally identifiable information is not related to another party unless there is written authorization from the parent or eligible student or there is a "Legitimate Educational Interest" as defined in the policies and procedures for confidentiality. A current list of employees' names and positions who have access to personally identifiable is on file in each school. The ASCD has described in its policies and procedures the conditions under which personally identifiable information is released to another person without written parental consent.

"Directory Information" is information contained on an educational record which would



not generally be considered harmful or an invasion of privacy if disclosed. This information may be released to news media, athletic organizations, scholarship or college entrance committees or official organizations whose need for data is connected with student help activities. In addition to the agencies listed above, "Directory Information" may be released to state and national armed services for recruitment purposed upon request. "Directory Information" includes, but is not limited to, the student's name, address, telephone listing, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees, and awards received and the most recent previous educational agency or institution attended. At some time during the school year, school/District personnel or other District-authorized persons may interview, audio tape, video tape, or photograph classroom activities or special events or projects in which your child participates during or after the school day. Such interviews, audio tapes, video tapes, or photographs may be used for staff/student evaluative, educational, or public awareness purposes and may be viewed by other students and faculty/administrators, and/or placed in the District's/school's internet web site(s). Please note that student information posted in the District/school's web site is available to the general public. The school/District assumes no responsibility for videotapes, audiotapes, photographs, etc. that may be made by parents or other non-school personnel at public events. The parent/guardian or eligible student currently enrolled, may request all or part of the directory information be withheld. The request must be in writing to the principal of your child's school, within thirty (30) calendar days after this notification has been distributed. The written request must specifically state what information may not be classified as directory information.

In accordance with federal regulations concerning the release or transfer of educational records, it is the policy of this school district to forward education records on request to a school in which a student seeks or intends to enroll. Parents may obtain upon request a copy of the records transferred.

The Allen County Schools keep child and youth records in a secure computer system and in locked files in each school and central office.

Any parent/guardian of a student or any eligible student, may challenge the content or accuracy of any material or entries in the student's education records on the grounds that it is inaccurate, misleading or otherwise in violation of the privacy or other rights of the student. Requests to amend the records are submitted to the principal of your child's school.

For students who have been determined eligible for programs for children and youth with disabilities, educational records will be destroyed at the request of the parent when they are no longer needed to provide educational programs and services. The ACSD will destroy the educational records of a child or youth without a parent's request after the records have been maintained for a minimum period of seven years and are no longer needed to provide educational programs and services. Parents are advised that data contained in the records may be later needed for Social Security purposes. ACSD retains for an indefinite period of time, a record of the student's name, address, telephone number, grades, attendance record, classes attended, grades completed and year completed.

### **Notification of FERPA Rights**

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age (eligible students) certain rights with respect to the student's educational records. These rights apply to all education records equally and FERPA does not distinguish between the records of students with disabilities and the records of other students. The rights afforded to parents and eligible students are:

1. The right to inspect and review the student's education records within 45 days of the day the District receives a request for access.

Parents or eligible students should submit to the school principal 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 records may be inspected.

The District will presume that a parent has the authority to review and inspect records relating to his/her children unless the District has been provided with a court order which provides that the parent does not have legal authority.

2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading.

Parents or eligible students may ask the district to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identifying the part of the record they want changed and specify why it is inaccurate or misleading.

If the district decides not to amend the record as requested by the parent or eligible student, they will inform you of the decision and advise you of your 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 authorized disclosure without consent.

One exception which permits disclosure without consent is disclosure to school officials with legitimate education 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 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 discloses education records without consent to officials of another school district in which a student seeks or intends to enroll. Parents may obtain upon receipt a copy of the records transferred. Directory information may be released by the schools or individual students unless specific instruction not to do so are presented to the principal or superintendent in writing by the parents of a student on or before September 30<sup>th</sup> of each year. Directory information includes, but is not limited to, the student's name, address, telephone number, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received and the most recent education institution attended by the student.

4. 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  
600 Independence Avenue, SW  
Washington, DC 20202-4605

The following rules and procedures shall be complied with relative to disclosure of student records:

1. The District shall annually notify parents of students currently in attendance, or eligible students currently in attendance, of their right under the Family Educational Rights and Privacy Act (FERPA).
2. If the District provides access to its campus or its student directory information concerning occupational or educational options, the Board shall provide access on the same basis to official recruiting representatives of the U.S. Armed Forces and its service academies, the Kentucky Air National Guard, and the Kentucky Army National Guard.
3. Parents or eligible students who wish to review educational records shall make a request on the appropriate form. Forms are available at each school and in the Central Office. The request shall be reviewed and responded to within three (3) working days of receipt by the District and a date assigned to view the records. Until any questions are resolved, no student records held by the District shall be discarded when the record is under and outstanding request to inspect or review.
4. When student records are to be transferred to an authorized person or organization as specified in statute, a transfer of records form is required. In this case, the parent's or eligible student's signature is not required. However, school authorities shall make a documented effort to notify the parent or eligible student prior to complying with a court order or subpoena that directs the disclosure of information concerning the student.
5. The parent or eligible student must sign a request and consent form before a student's records are to be transferred to an agency or individual not listed in statute.
6. A *Log of Inspection of Records* shall be completed on student records that are assessed; i.e. viewed, copied, or inspected.
7. The Superintendent/designee shall, within fifteen (15) working days from receipt of the request for a hearing, arrange for the hearing and notify the challenger in writing, giving the time, place, and date for the hearing. The hearing shall be before the Superintendent/designee, and the findings of the hearing shall be disclosed in writing within fifteen (15) working days.
8. The decision and findings from the hearing may be appealed to the Board. The decision of the Board shall be final.

**Related Procedures:**

09.14AP.111, 09.14 AP.21, 09.14 AP.22, 09.14 AP.23, 09.14 AP.231, 09.14 AP.232, 09.14 AP.24

Kentucky Education Technology System (KETS)

PL 107-110, Section 9528

**Related Policies:**

09.111, 09.12311, 09.43

**Retention Policy**

Beginning with the 2002-2003 school year, the following promotion and retention policy will be in effect for James E. Bazzell Middle School.

According to the Allen County Board of Education Policy 08.22, the Superintendent shall develop procedures defining criteria for promotion and retention. Such criteria shall provide that promotion and retention decisions be made based on success or failure as measure by any two (2) of the following three (3) factors:

1. Teacher evaluation of the pupil;

2. Acceptable ability-related achievement of a pupil on a standardized test, or
  3. Pupil progression in the District's continuous assessment program.
- No student may be retained without prior consultation with the parents and approval of the Principal.

**Related Policy**

09.31

**Athletics**

**Participation**

All interscholastic and intramural athletic competition shall be in compliance with the constitution, by laws, and tournament rules of the Kentucky High School Athletic Association and all local regulations applied by the Principal of the Board.

According to Bylaw 4, of the KHSAA:

(b) No student enrolled in the fourth (4<sup>th</sup>) grade or in any grade through twelfth (12<sup>th</sup>) shall be eligible for the interscholastic athletics for more than a total of one (1) year in each grade. Students repeating a grade for any reason are ineligible to participate in interscholastic athletics during the second year in that grade. Red shirting or holding a student back for the purpose of athletics is strictly prohibited. Also, according to OAH82-473 opinion, the promotion and retention of students in all grades are the direct and sole responsibility of the policy developed by the local board of education.

According to OAH82-473 opinion, the promotion and retention of students in all grades are the direct and sole responsibility of the policy developed by the local Board of Education. Students may not be retained in grades 4-8 by parents, according to OAH82-473 opinion.

**Athletics Academic Policy**

\*Any student, in order to tryout for or participate on any school-sponsored team, shall not be failing more than one class. Team member is ineligible to play until grade average is raised to passing.

\*Three violations of the James E. Bazzell Middle School Discipline Code or Athletics Academic Policy will result in suspension from the team. Severe violations of discipline code may result in immediate suspension.

\*Allen County Learning Center students will not practice or play if they are in Allen County Learning Center on that day.

**ALLEN COUNTY LEARNING CENTER Full Time and ISS Students Shall Adhere to the Following Guidelines  
2018-2019**

1. No facial jewelry including tongue rings (Earrings may be acceptable if worn in the ear).
2. Pants shall be worn no lower than hip level. All shirts must have sleeves. Neck lines must be appropriate.
3. Shirts shall be tucked into pants (including sweatshirts). The shirts must be long enough to be tucked in while seated.
4. Jackets and coats may not be worn in classroom without principal's permission.
5. Student in possession of tobacco products:
  - 1<sup>st</sup> Offense: Tobacco will be confiscated.
  - 2<sup>nd</sup> Offense: Student will be placed in isolation.

3<sup>rd</sup> Offensive & More: Student will be suspended for 1 or more days.

Students using tobacco products while at White Plain

1st offense: 3 days of isolation.

2nd offense: 5 days of isolation

3rd offense & more: Student may be suspended.

ISS students possessing or using tobacco products will be referred back to home school for appropriate discipline.

7. Random, thorough searches of students may be made daily.
8. ISS students assigned to Allen County Learning Center must spend the school day at this building. ISS students may not leave for other school activities.
9. Cell phones brought to Allen County Learning Center Learning Center MUST BE left with the secretary when you arrive at school. If the cell phone is taken to class it will be confiscated and will only be returned to a parent. Students will not be allowed to bring a cell phone to Allen County Learning Center Learning Center. If a cell phone is brought to school after the first offense the student will be placed in isolation or may be suspended.
10. Full time students MAY NOT arrive at Allen County Learning Center School before 7:30 a.m.
11. All purses and backpacks must be left with the school secretary when entering the school. The purses will be locked in a cabinet for the day.
12. Students may not wear flip flops to Allen County Learning Center Learning Center. Shoes must have enclosed toes. All shoes must be tied or fastened.
13. Any violations not mentioned above will be referred to the James E. Bazzell Middle School handbook for appropriate discipline action.
14. NO hats or caps brought to Allen County Learning Center Learning Center.

#### **Non-resident contract for the 2018-2019 school year.**

The Allen County Board of Education will sign a non-resident contract with districts for any and all students on a reciprocating basis according to the following:

1. The non-resident pupil does not create a situation where cap sizes are exceeded. This will apply only to students that have not previously been enrolled in the District.  
\*The children of a district employee will be exempt.
2. The non-resident student does not create a discipline problem. No more than two (2) offenses per semester of Level III, IV as outlined in the student discipline handbook.
3. The non-resident student maintains good attendance. K-12 students do not violate the State guidelines that define a habitual truant.
4. The non-resident student will make satisfactory academic progress. Pass  $\frac{3}{4}$  of course attempted per semester.
5. The non-resident student will cooperate with school officials and participate fully in all state and county mandated testing programs.
6. The non-resident student is in good standing and has not been suspended or expelled from another District.
7. When the number of non-resident students must be limited refer to Administrative Procedures 09.12 AP.22.

#### **Inclement Weather Plan**

The Superintendent or designee has the authority to close schools when weather or other emergency conditions would make operating the school bus fleet unsafe.

When weather conditions are such that cancellation of school might be necessary, parents, students, teachers, and other employees are requested to listen to one of the following radio or television stations. Weather permitting, our goal is to make our decision no later than 5:30 a.m. School closing, delayed openings, or early dismissal announcements will be made through the following local media:

**Scottsville**

WVLE (FM 99.3)      WLCK (AM 1250)

**Bowling Green**

WBKO Channel 13

**Nashville**

WTVF      Channel 5

WSMV      Channel 4

WKRN      Channel 2

WZTV      Channel 17

**ALLEN COUNTY SCHOOL DISTRICT  
RANDOM DRUG AND ALCOHOL TESTING PROGRAM  
CONSENT TO TEST**

The student and his/her parent(s) or guardian acknowledge that the Allen County School District (“District”) has the right to perform random drug and alcohol testing on students who wish to exercise the privilege of participating in extracurricular activities.

The student and his/her parent(s) or guardian understand that as a condition of the student being allowed to participate in extracurricular activities in the District, the student may be required to undergo and successfully pass a random screening for alcohol, illegal drugs or other banned substances, as set forth in the District’s Use of Alcohol, Drugs, and Controlled Substances Policy and Student Random Drug Testing Procedures (09.423 and 09.423 AP.1). The student and his/her parent(s) or guardian acknowledge that they have read and understand this policy and procedure and that they agree to all terms and conditions contained in the policy and procedure.

The student and his/her parent(s) or guardian hereby consent to participate in the random drug and alcohol testing program and to the disclosure of testing results to designated District personnel and parent(s) and guardians. The student and his/her parent(s) or guardian further understand that the student’s refusal to submit to a drug screening will be treated in the same manner as if the student had tested positive for banned substances.

No student shall be penalized academically for testing positive for banned substances during random drug testing.

The privilege of being allowed to participate in extracurricular activities in the Allen County School District is contingent on the signing of the consent form pertaining to Drug and Alcohol Testing.

This consent form shall remain in effect for the entire eligibility period (grades 7 – 12) of the student from the date it is executed. Any revocation of this consent form shall disqualify the student from participating in extracurricular activities or driving to and from school for the entire eligibility period (grades 7 – 12) of the student.

#### **NOTICE TO PARTICIPANTS**

Prior to participation for any team or organization, the District shall provide all participating students and their parent or legal guardian with a written copy of District Policy 09.432 and Procedure 09.432 AP.1. Each student who chooses to participate and a parent or legal guardian of that student shall be required to sign a statement indicating that the student and the student's parent or legal guardian have read, understand and agree to be bound by the terms and conditions of the policy and procedure.

James E. Bazzell Middle School Students are expected to adhere to C.H.A.M.P.S. and/or PBIS guidelines within the school setting. This is expected of students here at JEBMS.

#### **PBIS VOICE LEVELS**

**Voice Level 0:** This level is no talking. This level is used during tests, during emergency drills, teacher directed instruction, detention, phone/intercom time, and while walking down halls while class is in session.

**Voice Level 1:** This level is talking at a whisper. It is used while in the library, before assemblies, small group work, while asking questions during work time in class, in the hallways between classes, and during locker time.

**Voice Level 2:** This level is normal conversation volume. It is used at lunch, morning gym, restroom time, bus time, morning and afternoon dismissal, and during break time.

**Voice Level 3:** This level is classroom discussion volume. It is used giving presentations, teaching, classroom discussion, free time during gym, outside play time, and during dances.

**Voice Level 4:** This level is considered your outside voice. This level is used at ballgames, pep rallies, and in emergencies to get help.

#### **Hallway Rules**

- \*Always walk single file on the blue lines on the right side.
- \*Line up single file on the wall outside the classroom you are entering (if the door is shut).
- \*Walk straight into the classroom if the room is ready.
- \*Go to your locker at the appropriate time.
- \*Go to the locker room or the band room when given permission.
- \*Voices are level 0 when traveling during class time (library, office, etc).
- \*Voices are level 1 when changing classes.

\*Voices are level 2 at dismissal.

### **Morning Gym**

- \*Talking at level 2. Talking goes to level 0 for a speaker.
- \*Ask teacher permission to leave gym.
- \*Enter gym and be seated in appropriate section.
- \*Read, talk at level 2, work on homework.
- \*Walk single file and follow dismissal procedures.
- \*Eat before coming to gym, if eating.

### **Afternoon Dismissal**

- \*Walk out in line.
- \*Walk down the side of the hallway your class is on.
- \*Go directly to your bus.
- \*Go directly to the gym if involved in athletics or other activities.
- \*Leave class two (2) minutes early when given teacher permission to get band instrument or athletic gear.

### **Cafeteria Behavior**

- \*Single file lines to get your tray.
- \*Walk.
- \*Talk at voice level 2.
- \*Clean up your table when finished eating.
- \*Sit in your section/table.

### **Extended School Services**

James E. Bazzell Middle School provides Extended School Services for students needing additional time or remediation to achieve expected academic learning goals. These services include classes during the school day and after school classes from 2:45 – 4:00.

It is our desire for every child to be challenged and successful while attending JEBMS.

If you feel your child could benefit from these services please contact the school at 622-4170 or 622-7155. (Note: Appeals Process Procedure as required by law: Allen County will address any concerns about inclusions/exclusion of students in ESS. Each school encourages participation in ESS, but if needed, the building principal, the parent, the referring teacher, the ESS teacher and the ESS coordinator will meet to mediate the decision on inclusions/exclusion.

### **PASS PROGRAM**

PASS stands for Positive Approach to Student Success. The PASS Program is non-punitive. It is a behavior modification program aimed at improving target behaviors through positive interaction with the PASS coach. Our PASS coach, Mr. Jeremy Simmons, will orient students, monitor behavior, provide correction, and re-teach replacement behaviors when needed. Once a student transitions out of the PASS program, Mr. Simmons will provide aftercare and assume a mentoring role in the student's educational process.

### **Mentoring Program**

The mentoring program is set up to positively reinforce attendance. A student, one that has had attendance issues, will be paired with a teacher and/or staff member. This teacher and/or staff



member will serve as a positive contact for the student. Interaction with the student and the student's family shall include: conversations at school, phone calls when the student is absent, and a reciprocal relationship for the parent and student to do the same.

The educators in the Allen County School District are committed to providing a quality instructional program for your child. This is just one way of keeping you informed of the educational commitment of our schools and our district.

### **Title I**

Our district receives federal funds for Title I programs as a part of No Child Left Behind (NCLB). Under NCLB, you have the right to request information regarding the professional qualifications of your child's teacher(s). If you request this information, the district will provide you with the following:

- Whether the teacher had met the state requirements for licensure and certification or the grade levels and subject matters in which the teacher provides instruction; Whether the teacher is teaching under emergency or other provisional status through which state qualification or licensing criteria have been waived;
- The college major and any other graduate certification or degree held by the teacher, and the field of discipline of the certification or degree; and
- Whether your child is provided services by paraeducators, and if so, their qualifications.

If you would like to request this information, please contact Chad Cooper by phone at 618-3181 or by email at [Chad.Cooper@Allen.kyschools.us](mailto:Chad.Cooper@Allen.kyschools.us). Please include your child's name, the school they attend, the names of your child's teacher(s) and an address or phone number. Thank you for your interest and involvement in your child's education.

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Parents/Guardians,

Please read/review the handbook and discuss it with your child/children. This form must be signed and will be collected during his/her homeroom time during the first week of school.

### **CONFIRMATION OF HANDBOOK REVIEW**

By signing this, I am confirming that I have read the student handbook and discussed it with my child.

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(parent signature)

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(student signature)