



2022 – 2023

Estill County Public Schools

Student Discipline Code
of Acceptable Behavior & Discipline
with Individual School Supplement

Estill County Middle School

Estill County Middle School

“Home of the Engineers”

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ESTILL COUNTY MIDDLE SCHOOL STUDENT HANDBOOK

Supplement to: Estill County Public Schools Student Discipline Code of Acceptable Behavior & Discipline

WELCOME FROM THE PRINCIPAL AND FACULTY

Attending Estill County Middle School will be one of the most memorable events in your life. We sincerely hope that each of you will find it to be an exciting, profitable and enjoyable experience. At ECMS we strive to create an environment where courtesy and kindness prevail. Students at Estill County Middle School take pride in their efforts to follow our **Guidelines for Success, "Be On Time and Prepared, Search for Good Choices, Follow Directions & Be Respectful."** It is our hope that you help our student body develop fine traditions and standards by attending school regularly, studying well, and participating in school activities. Let's work together to make our school one in which we can all be proud!

THE MISSION STATEMENT

"Hard Work Will Lead Us to Proficiency"

TO THE PARENT/GUARDIAN

Estill County Middle School solicits your support in our endeavors to give your child the best possible education that we are capable of giving. There are several ways that you as parents can help in the educational process:

1. Expect and encourage your child to attend school every day unless there is a legitimate reason for his/her being absent. Send a doctor's excuse or other note when he/she returns to school from any health related illness.
2. Expect and encourage your child to do his/her best in all classroom activities and assignments and provide help at home when appropriate.
3. Expect and insist on acceptable behavior from your child while at school. Behavior that conforms to the school rules and policies as well as good common sense and manners is the expectation for every ECMS student.
4. If the school needs to use disciplinary action with your child, please try to show support for the school if at all possible. When a parent requires good school behavior from a child, there are generally very few instances where disciplinary action is required. Support from home and communication about concerns and interventions will build the respect between home and school that is vital to a student's personal and emotional growth.
5. We welcome and encourage you to visit at any time to confer with us about any problem or disagreement that might arise. We would also like to make parents aware of our monthly school council meetings. They are normally held on the second Tuesday of each month at 4:00 p.m. in the conference room at the middle school.
6. Middle school students have entered a time in their lives when they need to explore interests and develop their talents. Please encourage and support involvement in extra-curricular school sports, clubs, and other school-sponsored activities. This exploration will enhance their school experience and personal development well beyond the middle school years as well as developing confidence and life skills.
7. Last, but not least, keep in touch with the school and your child's teachers. We encourage your involvement throughout your student's academic development beginning with Open House. Instructions and guidance on how to log into our Infinite Campus website can be provided to stay connected with the academic and personal progress of your child. Other suggestions in order to stay involved include:
 - A. Attend the Student-Parent-Teacher conference(s).
 - B. Come to school or call ahead for an appointment to confer with your child's teacher.
 - C. Check and discuss your child's academic performance with him/her daily.
 - D. In addition to report cards, which are sent home at the end of each nine weeks grading period, we also provide progress reports every three weeks. Expect and use these tri-term reports to monitor your child's progress.
 - E. Read all of the school newsletters, which are sent home periodically

- F. You may contact staff using email – (firstname.lastname@estill.kyschools.us).
- G. Routinely visit the school website for up to date school information. This can be accessed at www.estill.kyschools.us/ECMS/
- H. Access your child's grades via the *Parent Portal of Infinite Campus*. Call the school to establish needed log-on information.

The staff of Estill County Middle School would like to thank you in advance for your support and assure you that our interest is the same as yours, the welfare of your child.

SCHOOL DAY

The school day begins at 8:00 a.m. and ends at 3:05 p.m. The building will be open at 7:35 a.m. for those students who provide their own transportation. Upon arrival at school, students may enter the cafeteria door before 8:00 am. After 8:00 am, students may enter the front door. If arriving before 8:00 am go to breakfast or wait in the cafeteria until they are dismissed to their first period. All students are required to be out of the building by 3:25 p.m., unless they are participating in a supervised activity.

SCHOOL CLOSINGS

If it becomes necessary to cancel school due to weather or road conditions notification will be made via the automated One Call Now Service. Announcements will also be made over social media, district webpage, the local radio stations and Lexington-based TV channels. When possible, announcements will be made before 6:30 a.m. Occasionally, inclement weather conditions occur while children are already at school. If school needs to be dismissed early, the announcements will be made over the local radio station and via the One Call Now Service as soon as the decision is made. Parents are requested to make arrangements to have someone available to meet the students when they arrive home early. The school and district websites, along with other social media will contain updated information.

Harassment and Discrimination

Harassment/Discrimination is behavior based on race, color, national origin, age, religion, sex, sexual orientation or gender identity, or disability that is sufficiently severe, pervasive, or objectively offensive that adversely affects a student's education or creates a hostile or abusive educational environment. The Estill County Board of Education has adopted policies where students are not denied equal education opportunities and do not suffer harassment. The Estill County Board of Education hereby declares its intention to fully comply with provisions of the Rehabilitation Act of 1973, as amended (commonly referred to as Section 504) and the Americans with Disabilities Act (ADA), as amended. In accordance with the mentioned acts, no programs, policies or practices of this agency will discriminate on the basis of a disability.

Examples of conduct and/or actions prohibited include but are not limited to the following:

Any nicknames, slurs, stories, jokes, written or electronic materials or pictures that are lewd, vulgar, demeaning, or profane and relate to any of the protected categories listed in the definition of harassment/discrimination contained in this policy.

Unwanted touching, sexual advances, requests for sexual favors, and spreading sexual rumors. Causing a student to believe that he or she must submit to unwelcome sexual conduct in order to participate in a school activity or that an educational decision will be based on whether or not the student submits to unwelcome sexual conduct.

Implied or overt threats of physical violence or acts of aggression or assault based on any of the protected categories.

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.

Destroying or damaging an individual's property based on any of the protected categories.

When a student or parent believes the student has been harassed or discriminated against, a complaint may be filed using the following procedure:

The student or parent makes a written complaint to a counselor or principal (or to the superintendent's designee if the principal is an alleged party to the harassment or discrimination). The written complaint shall be forwarded to the principal or superintendent's designee.

The principal (or superintendent's designee) shall promptly investigate the allegation, may attempt to resolve the issues presented, shall keep the superintendent advised, and may take corrective measures if warranted.

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

The Estill County Board of Education intends that the program shall be in full compliance with the Title IX Federal provisions and with the provisions of all Disability Education Acts. Related Policies: 03.162, 03.262, 09.13, 09.227, 09.422, 09.426, 09.42811

District Title IX Coordinator

Amanda Bryant, Director of Special Education, 504s, and RTI
253 Main St., Irvine, KY 40336
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ECMS Title IX Coordinator

Mickey Tucker, Assistant Principal
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ACADEMICS

All students have access to a common academic core. This core includes Language Arts, Math, Science, and Social Studies. Exploratory classes are offered and rotate each grading period. The Exploratory classes may include: PE/Health, Music, Business/Computer Ed, Library Skills/Media, etc. Students may choose to participate in band (6th, 7th, & 8th grades) which is a year-long class.

PROMOTION & RETENTION

The criteria to be promoted in grades 6-8 will be: Student must pass 3 of 4 core classes. This combination must include math AND language arts and either science or social studies. Light's Retention Scale, a research-based tool, will aid school administrators in making the decision about whether to promote or retain a student. This provides an understanding of the advantages and disadvantages of grade retention for a given child because it is based on the needs of the child in the specific setting.

GRADING SYSTEM

Students will receive academic progress reports at the end of each nine weeks along with mid-term reports. These reports will be sent home with each student. The grading scale is as follows:

A	90 – 100
B	80 – 89
C	70 – 79
D	60 – 69
F	59 or below

SPORTS AND EXTRACURRICULAR ACTIVITIES

Football	Beta club	Girls' basketball	Boys' basketball
Softball	Baseball	Yearbook / Media	Bass Fishing
Boys' soccer	Cheerleading	Band	
Girls' soccer	Volleyball	Yearbook/ Media	
Academic Team	High School sports (golf, tennis, track)		
Student Council	VERB	Softball	

School dances and special events may be held periodically during the school year. These will provide an opportunity for students to be involved socially as the normal school day provides little time for social activity. The dances will **be limited to Estill County Middle School students only** and will be well supervised. We do not want these dances to be a financial burden to parents / guardians; thus we require only that students dress neatly but not formally. Dance tickets must be purchased at school. **Participation in the above listed activities is dependent upon good academic standing and socially acceptable behavior. Special Event tickets may be purchased if library books or fines have been cleared by the librarian. Attendance at school is required the day of the special event. Students who leave school early will need to provide a doctor's statement in order to attend the event.**

STUDENT SERVICES

Students are provided with individual, classroom guidance, and group counseling services. Our guidance program includes the following: student orientation, testing, referrals, information services, personal, emotional and academic intervention and support, study skills, test anxiety, social skills, organizational tactics, stress management and career exploration are all school appropriate for intervention. Issues that may be of a personal nature, about disagreements with other students or teachers, family problems or academic worries are also provided. Students are encouraged to visit the career library located in the counseling waiting area as well as leave requests for individual sessions with the guidance secretary. Students may also receive passes from their teacher, the guidance office or the main office before seeing the counselor. If the counselor is not available, the secretary will inform the counselor to call the student at a later time. Parents may also call the counselor to address concerns about their child or set up a conference to talk with teacher(s) about specific concerns. ECMS also provides students with a Youth Service Center (YSC). This center coordinates many activities for the entire student population as well as meeting individual student needs.

CHECK OUT PROCEDURES

Students should never leave school grounds without permission from a principal. If it is necessary for a student to leave school during school hours with anyone other than the parents, that person must be listed on the "Student General Information Sheet" and the student must have a statement signed by a parent or a guardian. Anyone leaving during school hours must report to the principal's office. Anyone permitted to pick a student up at school must do so at the main office, not from the classroom. Requests for early dismissals should be limited to emergency situations or those activities and obligations that cannot be fulfilled except during the school day.

SCHOOL SUPPLIES

Each grade level team has generated a supplies list that will be handed out at our school open house. This list is available on the school website. Students are expected to take paper and pencil to each class unless the teacher grants an exception.

LOCKERS

A locker will be provided for each student. Students are expected to use the locker, as each is responsible for the school property assigned to him/her as well as his/her own personal property. All personal property must be kept in the locker (e.g. coats, backpacks, purses, etc.) with the exception of needed classroom supplies. All lockers are assigned in working order. **It is considered an act of vandalism to jam the locking mechanism on a locker** (see disciplinary code). If the locker should malfunction, then this should be reported to the office immediately for repair or reassignment. The lockers are school property and may be searched by the school administration if it is deemed necessary. Students should not place any item (i.e. stickers) that cannot be removed. **STUDENTS SHOULD NOT USE OTHER STUDENT'S LOCKERS OR TELL OTHERS THEIR COMBINATION.** It is permissible for students to bring items such as locker shelves, mirrors, magnets, etc. to personalize their locker as long as there is no permanent damage to the interior/exterior of the metal. Students are also permitted to decorate lockers for school events, sporting events, birthdays, as long as they are in good taste. Do not cover a neighboring locker. Any violation of this or tampering with another student's locker will result in an immediate office referral.

ESTILL COUNTY MIDDLE SCHOOL DISCIPLINARY POLICY

It is the belief of the ECMS staff and school council that an effective school must have an orderly environment for academic growth to be achieved. For the purpose of this policy, conduct in the school environment means within the school building, school grounds, to and from school, and /or school sponsored events.

1. Lunch/Break Detention – a student is required to eat at a special location during his/her normal lunch time OR is not allowed to participate in a regularly scheduled break.
2. After School Detention – a student is assigned to 60 minutes after school for a specified number of days. The student is given one day of advanced notice to inform parents/guardians and arrange for transportation.
3. Alternative Education Room (AER) – a student is placed in a classroom where they do not have social contact with other students. The student must complete all assignments given by the AER teacher. This may be used in minor offenses in lieu of suspension.
4. Suspension – this is the most serious type of disciplinary action handed out by the middle school. Suspension assignments can be up to ten days in length. No classwork can be made up from a suspended absence.
5. Expulsion – this is a disciplinary action taken by the Estill County Board of Education, which denies the student the opportunity to continue his/her educational process.

Discipline Offenses and Actions

Level I: warnings by teachers, lunch/break detention, student conferences, parent conferences.

- a. Minor disruptions in the classroom
- b. Unprepared for class
- c. Sleeping in class
- d. Tardies to class
- e. Lack of participation in class work
- f. General rules violation.

Level II: counselor conference, lunch/break detention, administrator conference, student-parent conference, after school detention, alternative education room.

- a. Repeated Level I behaviors
- b. Classroom disruptions
- c. Disrespect to other student
- d. Conflict with other student
- e. Being in unauthorized area
- f. Public display of affection (PDA) “see note at the bottom
- g. Profanity/obscene gestures (not directed at anyone)
- h. Minor internet violations
- i. Tobacco use/possession of and lighters/matches/Vape products

- j. Dress code violations
- k. Possession of pocket knife
- l. Safety /health violations
- m. Minor vandalism*
- n. Gambling
- o. Other violations – administrator’s discretion
- p. Cheating on school work
- q. Plagiarism

Level III: suspension (1-5 days)

- a. Repeated Level II behaviors
- b. Leaving class without permission**
- c. Profanity used in a hostile manner
- d. Harassment (including sexual harassment)
- e. Disrespectful to school personnel
- f. Forgery
- g. Failure to honor punishment
- h. Computer hacking or major internet violations
- i. Fighting**
- j. Instigating a fight
- k. Impeding the break-up of a fight
- l. Defiance of authority
- m. Skipping class/school***
- n. Other violations – administrator’s discretion

Level IV: suspension (3-10 days)

- a. Repeated Level III behaviors
- b. Refusal to honor punishment
- c. Theft and related offenses
- d. Assault
- e. Disorderly conduct
- f. Receiving stolen goods**
- g. Leaving school grounds without permission
- h. Use or possession of fireworks
- i. Other violations – administrator’s discretion

Level V: recommendation of expulsion (10 day suspension, this may be amended with counseling services)

- a. Repeated Level IV violations
- b. Arson
- c. Bomb threat
- d. False fire alarm
- e. Indecent exposure/improper conduct
- f. Possession of illegal weapons
- g. Drug/alcohol violations

- *Students will be assessed for damages incurred.
- **Students may be recommended for expulsion.
- ***Students may be recommended for multiple days in AER in lieu of suspension for this offense.
- #Authorities will be contacted in most cases.
- “PDA is defined as no kissing of any sort. Hugs must be brief and no students shall be “pinned” against the locker/wall. Students should be side to side.

Minor Infraction	1st Offense	2nd Offense	3rd Offense	4th Offense	5th Offense
PDA	Verbal Warning	Student Conference	Parent Contact	After-School Detention	Office Referral
Unprepared for class/missing work	Verbal Warning	Student conference	Parent Contact	After-School Detention	Office Referral
Sleeping in class	Verbal Warning	Student conference	Parent Contact	After-School Detention	Office Referral
Off-task	Verbal Warning	Student conference	Parent Contact	After-School Detention	Office Referral
Talking/blurt ing	Verbal Warning	Student conference	Parent Contact	After-School Detention	Office Referral
Disrespect classmate/teacher	Verbal Warning	Student conference	Parent Contact	After-School Detention	Office Referral
Tardy (classroom)	Verbal Warning	Student Conference	Parent Contact	After-School Detention	Office Referral
Horseplay/throwing objects	Verbal Warning	Student conference	Parent Contact	After-School Detention	Office Referral
Improper use of materials	Verbal Warning	Student conference	Parent Contact	After-School Detention	Office Referral
Inappropriate language not directed toward anyone	Verbal Warning	Student conference	Parent Contact	After-School Detention	Office Referral
Unauthorized use of cellphone	Verbal Warning	Student conference	Parent Contact	After-School Detention	Office Referral

STUDENTS UNDER SUSPENSION OR EXPULSION

Any student who is serving a suspension or has been expelled from school shall not enter school grounds unless a prearranged conference with an administrator has been scheduled. The student shall not attend any school sponsored function or ride upon a school bus during the term of suspension. The student will receive a zero for all classroom work that is completed during the term of suspension/expulsion.

Due Process for KRS 158.150

A student shall not be suspended from school until the following due process procedures have been provided:

1. The student has been given oral or written statement(s) of the charge(s) against him/her which gives cause for suspension.
2. The student has been given an explanation of the evidence of the charge(s).

3. The student has been given the opportunity to present his/her version of the facts relating to the charges(s).

*Alternative School Placement Policy is available on the district website <http://www.estill.kyschools.us> or available upon request at the school. *Substance abuse and other related offenses will be subject to the Estill County School District Disciplinary Policy. The following is an abbreviated version of this policy.

ESTILL COUNTY DISTRICT DRUG POLICY (Abbreviated Form)

No pupil shall purchase, possess, attempt to possess, use, be under the influence of, sell or transfer any of the following on or about school property, at any location of a school-sponsored activity, or en route to or from school or a school sponsored activity:

1. Alcoholic beverages;
2. Controlled drug substances and drug paraphernalia;
3. Substances that “look like” a controlled substance or alcoholic beverage. In instances involving look-alike substances, there must be evidence of the student’s intent to pass off the item as a controlled substance or alcoholic beverage.
4. Any prescription or non-prescription medication for the purpose of sale, distribution, or use (unless otherwise permitted by Board policy).

In addition, students shall not possess prescription drugs for the purpose of sale or distribution.

PENALTY

Violation of this policy, as described in procedures outlined in the student handbook, shall constitute reason for disciplinary action including suspension, assignment to the Alternative Education Program, suspension or dismissal from athletic teams and/or other school-sponsored activities. In addition, when they have reasonable belief that a violation has taken place, Principals shall immediately report to law enforcement officials when an act has occurred on school property or at a school-sponsored function that involves student possession of a controlled substance on school property in violation of the law.

TESTING PROGRAM

In order to protect district students from impairing their health, the ECBOE adopted a random drug testing policy for all student participants in extracurricular activities. Students will be informed of this policy at the start of the year.

MEDICATION

Students may not carry any type of medication with them during school – even a Tylenol. If medication is required during the school day a parent **must** bring the medication in the original container and complete the appropriate form. Designated personnel will dispense medication in the medical room.

SCHOOL PROPERTY

Parents or guardians will be held responsible for any damage (pursuant to the discipline policy – vandalism) that students do to the furniture, textbooks, library books, electronic equipment, bus seats, and other property of the school system. Students have the privilege of temporary use and care of school property and should respect and care for it as if it were his/her own. A penalty is assessed for defacing, marking, tearing, or otherwise abusing textbooks or library books. The penalty is dependent upon the degree of defacing or abuse. If a textbook or library book is lost, then the student will be expected to pay for the replacement cost. Parents are also subject to a fine of \$100 - \$500. KRS 157.140 & KRS 157.990.

BACKPACKS/BOOK BAGS /PURSES

In the interest of school safety, bags are not allowed in the classroom. Backpacks, sling bags, sports bags, and purses must be placed in the student’s locker upon arrival to school. These must remain in the locker until the end of the school day (3:05 PM). Girls carrying a wristlet or clutch no larger than 8” x 10” will be allowed in the classroom.

PROHIBITED ARTICLES

Students should only bring articles to school that will be used in classes for educational purposes. Items that distract from the educational process or well being of other students should be left at home such as fireworks, toys, lighters, radios, cell phones, pocket knives, sunglasses, large drink containers, laser pointers, rubber bands, permanent markers, and portable gaming devices (list is not inclusive). Staff members may take articles such as these, and parents may be required to pick them up. Exceptions to the list of prohibited articles may be granted if requested by a teacher for a particular class assignment. **NOTE: Cellular phones must remain turned off and are not to be used in the classroom. Teachers may store cell phones in a designated area for students or they may be kept in student lockers. If items are confiscated, parents / guardians may be required to come to school to pick up those items.**

We are not responsible for lost or stolen items. Students that choose to bring these items assume all responsibility. Encourage your child to leave these items at home.

HALL PASSES

Students are permitted in the halls during class periods only when accompanied by a staff member or when possessing a hall pass issued by a teacher.

CHANGE OF CLASS

Ample time has been allotted in the middle school schedule to allow students time to go to the locker and to the restroom and still be in class before the tardy bell rings. If students are consistently late to class, they may have to make up lost time in detention after school. It is advised that students carry their books for more than one class in order to avoid going to their locker between each period (grade level teams will help plan this schedule). 6th, 7th, and 8th grade students are expected to remain in their grade level hallway unless traveling to an exploratory class.

MAKEUP WORK

It is the student's responsibility to make up all required work that is missed because of an excused absence. Upon returning to school, he/she should meet with each teacher to obtain the necessary assignments. Work that is not made up within a reasonable length of time (ex. two days' absence – two days to make up the work) will be considered failing since no effort has been made to make up the work. If the student knows in advance of an absence that will be excused, he/she should attempt to get the assignments in advance. **Students with unexcused absences may not be provided the opportunity to make up work missed.**

DRESS/APPEARANCE

The emphasis of this dress policy is appropriate fitting clothing at all times, sitting, standing, or walking, and the reflection of a respectful and well groomed student. Student dress code and appearance should be neat, clean and not disrupt the learning and educational process. Due to the image of how a student chooses to dress as being a reflection of character, Estill County Middle School has amended the dress code to the following:

- A. No accessories or clothing which promotes the use of or advertises drugs, alcohol or illegal substances are permitted. No terroristic, derogatory or vulgar messages or depicting violence or questionable printing (i.e., sexual innuendos) will be allowed on clothing in any manner.
- B. No tops that are sheer, see through or mesh are permitted. Halter, tank, midriff, backless, spaghetti strapped, and undershirts are not permitted. Tank or spaghetti strapped shirts are permitted if covered by an outer layer. Tops must cover midriff and touch the top of pants when arms are raised above the head.
- C. Pajamas or sleepwear, including house shoes, are not permitted.

- D. Rips, holes, or tears in jeans or pants should be no higher than mid-thigh and should not show underpants. No temporary covering such as duct tape, etc. will be accepted on any clothing.
- E. No outerwear (winter coats) are allowed in the classroom. These items are to be placed in student lockers prior to the start of the school day and remain there until the end of the day. Light - weight jackets/windbreakers and hoodies may be worn. Hoods must be kept on shoulders throughout the school day.
- F. Caps and beanies may be worn but cannot promote the use of or advertise drugs, alcohol or illegal substances. Terroristic, derogatory or vulgar messages, and messages depicting violence or questionable printing (i.e., sexual innuendos) will NOT be allowed in any manner. If caps or beanies cause disruption or a distraction they may be confiscated.
- G. Leather adornments/accessories containing metal protrusions (i.e. spikes, studs) are prohibited. Wearing of chains, such as animal collars, leashes, billfolds with chains, etc., are prohibited.
- H. Shorts or skirts are to be a minimum of mid-thigh in length for all students.
- I. No sagging garments of any kind are allowed. All pants, shorts, and skirts must be worn at the natural waistline at all times.
- J. Shoes must be worn at all times.

Students in violation of the dress code will be required to contact parents / guardians for appropriate clothing to be brought to school. If this is not done, the student will be isolated from all other students for the remainder of the school day and appropriate disciplinary measures will be taken. Chronic violation of the dress code leads to disciplinary action. NOTE: The dress code will be enforced at all school functions. **The dress policy may be amended at any point during the school year as need arises, with SBDM council approval.**

LUNCH AND BREAKFAST

Lunch and breakfast are provided at no charge to students under the community eligibility provision (CEP). All students have the opportunity to participate in this service. Extra snacks and drinks are available at a modest price. The following rules apply to the food service program:

- A. If a student brings his/her lunch, milk or juice may be purchased or another beverage may be brought from home (no glass bottles will be permitted).
- B. **No charges can be made in the cafeteria.**
- C. Money can be deposited in a child's account and used as a debit service.
- D. Students are required to clean up their eating area and return unused food, paper, and dishes to their respective locations.
- E. All food and drink brought in the morning for breakfast must be eaten in the cafeteria. Food and drink in the classroom is at the teacher's discretion.
- F. Energy drinks, which are clearly labeled not for consumption by children, are prohibited on campus at all times.
- G. Water bottles in the classroom are allowed for any student.
- H. No food from restaurants is permitted to be brought in during the school day for students. Students may bring a packed lunch from home in a lunch bag.

ESTILL COUNTY MIDDLE SCHOOL ATTENDANCE POLICY

Attendance is essential to successful school years. Excessive absenteeism usually results in loss of interest and poor grades. Students should seek punctual attendance for the school year. Students will be advised of the attendance policy at the beginning of the school year. All absences will follow the attendance policy. **STUDENTS MAY NOT MAKE UP WORK IF THEIR ABSENCE IS UNEXCUSED.** Below follows an abbreviated summary of the school board policy on absences:

ABSENCES AND EXCUSES

(abbreviated board policy)

Students in Estill County Schools will be allowed up to six (6) absence events to be excused with a written parent note for the entire year. Parent notes are to be given three (3) per semester. A student is not allowed to carry over parent notes from first to second semester. If a student has used all parent notes (3) and becomes truant in the first semester, no parent notes will be given for the second semester. Estill County Schools will excuse up to ten (10) absence events with doctor/medical excuse/note. Any absence event due to medical reason in excess of ten (10)

will require the presentation of the Estill County Schools' Medical Excuse Form before the absence will be excused. The form will be available at each school, central office and some medical facilities upon parent request. **Doctor's notes will not be accepted 30 calendar days after the absence.**

TRUANCY DEFINED

Any student who has attained the age of six (6), but has not reached his/her eighteenth (18th) birthday, who has been absent from school without valid excuse for three (3) days or more, or tardy without valid excuse on three (3) days or more, is a truant. A student who has been reported as a truant two (2) or more times is a habitual truant.

VALID ABSENCES FOR MIDDLE SCHOOL AND ELEMENTARY STUDENTS

1. Death or severe illness in the pupil's immediate family. The number of days excused for a death will be determined by the circumstances involved and will be kept to the minimum necessary as determined by the principal or designee.
2. Illness of the pupil. Medical and dental appointments will be excused only for the time required to complete the appointment, unless specified by the doctor.
3. Religious holidays and practices.
4. Court appearance when the student's presence is required by subpoena or citation.
5. Driver's permit/license test, which will be excused for a portion of the day.
6. One (1) day for attendance at the Kentucky State Fair.
7. Documented military leave.
8. One (1) day prior to departure of parent/guardian from active military duty.
9. One (1) day upon the return of parent/guardian called to military duty.
10. Visitation for up to ten (10) days with the student's parent/guardian who, while on active military duty stationed outside of the country, is granted rest and recuperation leave.

*Doctor's excuses do not count toward the six (6) days of excused absences. Excuses from the doctor shall specify the date of the student's absence. Doctor's notes that indicate that the student was not seen by a physician/physician's assistant will not be accepted. After the tenth (10th) physician's note, the parent/guardian must have a Medical Excuse Form completed by the physician.

**Students are not permitted to apply for Educational Enhancement Opportunities (EHO) if they are truant (3 or more unexcused absences as documented in Infinite Campus).

TARDY POLICY

The school day begins at 8:05 AM. Students will be counted tardy at 8:06 AM. Three unexcused tardies may result in after school detention. Each tardy following will result in after school detention being assigned. Habitual tardiness to school may result in AER being assigned. Tardies are cumulative for the school year.

PHONE CALLS

Messages and deliveries from home should be left in the office. Students will be called out of class only in an emergency. In general, the office phones are to be used for conducting school business, but in the case the student needs to reach a parent for an unforeseen reason, phones are available in the office for use on an as needed basis.

Messages received after 2:00 P.M. may not be deliverable.

SELLING

Selling of any items in the Estill County Middle School is strictly prohibited unless it is a school project or has otherwise been cleared by the principal (i.e. charity benefit, etc.). Such action could result in disciplinary action.

FIELD TRIP GUIDELINES

The following criteria may be used to determine eligibility to attend field trips:

- A. Bus/office referrals. Time period will be specified for each field trip. (Ex. 1 or less bus/office referrals For 14 days)
- B. Suspensions for specified time period.
- C. Unexcused absences. Time period specified (ex. Might be 1 unexcused).

D. Grades (ex 1. – failing one subject, ex. 2 – no failing grade in math)

Other criteria (example - #of missing assignments) must be approved by SBDM. Denial of field trip privilege may be appealed in writing by the parent and student prior to the field trip. Appeal forms are available in the office and must be returned to the team teachers. A principal will be present for the appeal.

Specific guidelines for field trips need to be submitted to the principal.

VISITORS

The visitor policy is as follows:

- *Office personnel will maintain a sign-in log.
- *All visitors must sign in and identify their intent.
- *All visitors will be required to wear a visitor's pass provided by office staff.
- *All visitors will be required to sign out in the office.
- *Students are not allowed to bring visitors to school.

The visitor policy will be posted on all entrance doors. Staff personnel will monitor visitor arrivals each day. Parents are encouraged and are always welcome to visit our school.

ACCIDENT INSURANCE

Accident insurance is provided to all students during the time they are at school. This is provided by the board of education.

IMMUNIZATION CERTIFICATES

Kentucky State Law KRS214.036 requires that before enrolling in middle school all students have a current immunization certificate and a sixth-grade physical on file with the school. Any student who does not have the necessary documents to comply with this requirement will be notified immediately and given adequate time to comply. If these requirements are not fulfilled forthwith, appropriate actions will be taken to insure compliance.

GRIEVANCE PROCEDURE

The staff and administration of the Estill County Middle School realizes that situations will arise that will necessitate school contact. The school principal should be contacted to set up a conference of all involved parties if it is deemed necessary. If the matter is not resolved to the satisfaction of all involved, the principal will set up another meeting between said parties and the district Superintendent or other appropriate central office personnel. Appeal to a district committee established by the superintendent will be the final option after the aforementioned steps. This procedure has been established for students and parents.

*The Estill County Board of Education does not discriminate on the basis of sex in the education programs or activities that it operates, and is required by Title IX of the Education Amendments of 1972 (p. 192 – 318) not to discriminate on the basis of handicap in treatment, admission to, access to, or employment in its programs or activities as required by the Rehabilitation Act of 1973 (P.L. 93-11) as amended, Section 504; nor does the Board of Education, discriminate on the basis of race, color, national origin, religion, creed, or marital status in the educational programs or activities it operates.

*Special Note: Estill County Middle School Administration may enforce or remove anything in this handbook based on Site Based Council discretion.

ECMS GUIDELINES FOR SUCCESS

- ❖ *Be On Time and Prepared*
- ❖ *Search for Good Choices*
 - ❖ *Follow Directions*
 - ❖ *Be Respectful*

PARENT INVOLVEMENT POLICY

It is the policy of the Estill County Middle School to follow the tenets listed below for an effective parent involvement policy.

- 1). The school will provide multi-opportunities for parents to visit the school and be provided information about their child and school programs. These opportunities include but are not limited to the following:
 - ❖ Open House
 - ❖ Infinite Campus Parent Portal
 - ❖ Parent Report Card Pick up Night
 - ❖ Career Fair
 - ❖ Reality Store Day
 - ❖ Parent/Teacher Conferences
 - ❖ Parent Newsletter - eNews
 - ❖ Parent Lending Library
 - ❖ District and School Websites
 - ❖ Weekly Student Progress Reports
- 2). The school will have an open-door policy for parent visitation and meetings. Transportation and childcare obstacles will be eliminated.
- 3). The school will have a standing parent-involvement committee supported by the site-based council.
- 4). The school will invite parents to participate in all school committees and in school planning processes.
- 5). The school will conduct school effectiveness parent surveys. These results will be reviewed and considered for future school programs.
- 6). The school will continue teacher training in conducting effective parent-teacher conferences.
- 7). The school will provide services and activities for families through the Youth Service Center.

PARENT-SCHOOL LEARNING COMPACT

Effective schools are a result of families and school staff working together to ensure that children are successful in school. A learning compact is an agreement among groups that firmly unites them. This is an invitation to be involved in a partnership with your child's school.

PARENT/GUARDIAN

I want my child to achieve; therefore, I will encourage my child by doing the following:

- ◆ See that my child attends school regularly and is on time.
- ◆ Support school staff in maintaining proper discipline.
- ◆ Set aside a specific time for homework and review it regularly.
- ◆ Provide a quiet, well-lighted place for study.
- ◆ Encourage my child's efforts and be available for questions.
- ◆ Stay interested in and aware of what my child is learning.
- ◆ Read with my child and let my child see me read regularly.
- ◆ Communicate with my child's teacher on a regular basis (e-mail, voice mail, planner)
- ◆ Attend Parent/Teacher conferences.
- ◆ Volunteer to serve on committees and at school.

STUDENT

It is important that I work to the best of my ability; therefore, I will strive to do the following:

- ◆ Attend school regularly.
- ◆ Be prepared for school each day with completed assignments and supplies.
- ◆ Work cooperatively with my classmates
- ◆ Follow our ***Guidelines for Success: Be On Time and Prepared, Search for Good Choices, Follow Directions, and Be Respectful.***
- ◆ Follow all rules of student conduct.

TEACHER

It is important that students achieve; therefore, I will strive to do the following:

- ◆ Provide necessary assistance to parents so that they can help with homework assignments.
- ◆ Encourage students and parents by communicating regularly about student progress.
- ◆ Contact parents regularly to convey something positive about students.
- ◆ Provide high quality instruction in a supportive and non-threatening environment.
- ◆ Provide varied learning opportunities for students to enable them to meet academic expectations.
- ◆ Hold expectations high for all students, believing that all students can learn.
- ◆ Make myself and my classroom accessible to parents, encouraging them to visit the school, observe different classes, and speak with various staff members.
- ◆ Write a learning target/assignment on the board each day.

PRINCIPAL

I support this compact for parent involvement; therefore, I will strive to do the following:

- ◆ Provide an environment that allows for positive communication between the teacher, parent, and student.
- ◆ Encourage teachers to regularly assign homework that will reinforce classroom instruction.
- ◆ Promote current "Best Practices" for teachers.
- ◆ Provide a safe learning environment for all.



For More Information

Please contact:
Sharon Hensley
606-723-7187

PRESCRIPTION DRUG ABUSE IS...

- **mixing prescribed medication with over-the-counter medication without a doctor's orders**
- **taking medications prescribed for someone else**
 - **taking more than the prescribed dosage of a medication or taking it too often**
- **selling or giving prescription medications to other people**

Did you know that many youth think that taking prescription drugs not prescribed to them is safer than other drugs?

Did you know that prescription drugs are the drug of choice for the majority of 12 and 13 year olds?

Did you know that teens abuse prescription drugs more than any illicit street drug except marijuana?

Did you know that many youth think it is safe to take prescription drugs that were not prescribed to them just because they were prescribed by a doctor?

If the pills are not prescribed to you, they are not yours to take!

DON'T LET "LEGAL" BECOME "ILLEGAL"!