

MIDDLE  
SCHOOL  
HANDBOOK



**CLARK COUNTY  
PUBLIC SCHOOLS  
2011-2012**

**[www.clarkschools.net](http://www.clarkschools.net)**

**ELAINE FARRIS**  
Superintendent

**PAT ROSENTHAL**  
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**BJ SWOPE**  
Board of Education

August 2011

Dear Parents and Guardians:

Welcome to the 2011-2012 school year. Our goal is to provide a world class education to all our students and to prepare them for college and or a career. We invite you to be part of our team as we provide educational opportunities and multiple pathways for success and excellence for each and every child!

On behalf of the Clark County Board of Education and the administrative staff, please accept this handbook that includes policies, information, and services provided in our middle schools. We encourage you to become familiar with the handbook and discuss it with your child. If there is a topic or area that you need clarified, please call your principal, a member of the school council, or a representative of the central office staff.

This handbook is a continuation of the efforts of the board and the school council to communicate more effectively with you regarding your schools. Effective communication is imperative in creating a culture of excellence for our schools and community.

Ms. Elaine Farris  
Superintendent

An  
Equal Opportunity  
Employer

One Community. One Vision.  
**EXCELLENCE.**

1600 W. Lexington Ave.  
Winchester, KY 40391  
859.744.4545

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Josh Mounts, Assistant Principal

## **CONKWRIGHT MIDDLE SCHOOL**

Patrice Thompson, Principal  
Michael Menchen, Assistant Principal

The Clark County School System does not discriminate on the basis of race, color, national origin (Civil Rights Act of 1964), age, religion, marital status, sex (The Educational Amendment of 1972), or handicap (Section 504, Rehabilitation of the Handicap Act of 1973).

## NOTICE OF FAMILY EDUCATION RIGHTS AND PRIVACY ACT

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

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

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

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

Parents or eligible students may ask the district to amend a record that they believe is inaccurate, misleading, or in violation of privacy or other rights. They should write the principal, clearly identify the part of the record they want changed, and specify why it is inaccurate, misleading, or in violation of privacy or other rights. If the district decides not to amend the record as requested, then the district will notify the parent or eligible student of the decision and advise of the right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided when notified of the right to a hearing.<sup>24</sup>

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

One exception that permits disclosure without consent is disclosure to school officials with legitimate educational interests. A “school official” is a person employed by the district as an administrator, supervisor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the school board; a person or company with whom the district has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official performing tasks. A school official has a legitimate educational interest if the official needs to review an educational record in order to fulfill professional responsibility. Upon request the district shall disclose education records without consent to officials of another school district in which a student seeks or intends to enroll or to other entities authorized by law.

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

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

**5. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the district to comply with the requirements of FERPA.**

The name and address of the office that administers FERPA is:  
Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Ave. SW  
Washington, D.C. 20202-4605

**VISION STATEMENT**

Clark County Public Schools: One Community, One Vision: EXCELLENCE

**MISSION STATEMENT**

Clark County Public Schools joins with the community to provide a safe, caring environment in a financially responsible manner for each student to achieve excellence.

**BELIEF STATEMENTS**

The Clark County Public School District Believes:

Excellence is achieved by meeting needs of all students.

Mutual cooperation between schools and community is necessary to meet the needs of all students.

The faculty can achieve quality instruction and academic excellence when they work together.

Poverty will not be an obstacle to excellence.

All children will develop a respect for themselves as well as others.

**FOREWORD**

It is a pleasure to welcome you as a student to the middle school. This handbook has been prepared to make it easier for you to become a part of the school. Please read it carefully and keep it in a place where you can refer back to it throughout the school year.

## **NONDISCRIMINATION**

The Clark County school system is committed to a policy of educating children for living by helping them to develop an awareness and appreciation for the achievements, problems, and aspirations of all people in our culturally diverse society. The Clark County Board of Education does not discriminate on the basis of race, color, national origin, sex, or disability.

The school system shall help children from all walks of life to gain the knowledge, skills, and determination that will enable them to reach their highest potential and to contribute to the welfare of all people.

The school system shall establish and maintain an atmosphere, in which all persons can develop attitudes and skills for effective, cooperative living, including:

- a. Respect for the individual regardless of economic status, disability, race, creed, color, religion, sex, or age;
- b. Respect for cultural differences;
- c. Respect for economic, political, and social rights of others; and
- d. Respect for the right of others to seek and maintain their own identities.

The school system shall continue to promote good human relations by removing all vestiges of prejudice and discrimination in employment, assignment, and promotion of personnel; in location and use of facilities; in curriculum development and instructional materials; and in the availability of programs to children.

## **PARENTS CAN HELP BY**

1. Encourage your children and stress to them the importance of an education.
2. Encourage your children to attend school regularly and to arrive on time. School hours are 8:45 A.M - 3:45 P.M.
3. When your child is absent, write a note explaining the absence. Your child will need to make arrangements to make up the missed work if the absence is excused.
4. Keep in touch with the teachers regarding your child's progress.
5. Contact the school when you have concerns.
6. Have your child set aside a period of time each night for study. The following suggestions will be helpful:
  - a. Have a study area
  - b. Have a consistent study time
  - c. Keep supplies available (pencil, paper, dictionary, etc.)
  - d. Area should be quiet (no TV, radio, tape player, etc.)
7. Get involved with school groups, school council, PTSO, and other activities.
8. Instruct your child as to the importance of self discipline.

## **KENTUCKY'S SIX LEARNING GOALS OF EDUCATION**

1. Develop students' abilities to use basic communication and mathematics skills for purposes and situations they will encounter throughout their lives.

2. Develop students' abilities to apply core concepts and principles from the arts, mathematics, the sciences, the humanities, social studies, and practical living studies to situations they will encounter throughout their lives.
3. Develop students' abilities to become a self-sufficient individual.
4. Develop students' abilities to become responsible members of a family, work group, or community including demonstrating effectiveness in community service.
5. Develop students' abilities to think and solve problems in school situations and in a variety of situations they will encounter in life.
6. Develop students' abilities to connect and integrate experiences and new knowledge from all subject matter fields with what they have previously learned and build on past learning experiences to acquire new information through various media sources.

## **INSTRUCTIONAL GOALS AND OBJECTIVES**

The focus of the Clark County Schools is on the learner, the student. His/her educational development toward the schools' goals is the central concern of the Board of Education's policies.

The teacher is a key figure in carrying out the school's responsibility in the educational process. However, the teacher alone cannot effectively achieve all the objectives of education. The purpose of the various administrative departments is to provide conditions in the schools which permit teachers to work with maximum effectiveness and to provide them with a variety of tools and specialized assistance in developing and carrying out a program which will meet the needs of the student in the world in which we live. The Board of Education will seek to provide the facilities, personnel, equipment, and materials necessary for the education of all students for whom it is responsible.

The following opportunities shall be provided to each student to the maximum of their capacity:

1. To learn to think critically and act effectively through the mastery of the basic skills and knowledge.
2. To gain knowledge of and to develop and cherish a commitment to their national and spiritual heritage and culture, as well as that of other people.
3. To develop intellectually, emotionally, morally, and socially, so that problems of everyday living can be successfully solved.
4. To develop a purpose for living with standards and values which embody honesty, life-long learning, integrity, self-reliance, self-determination, respect for authority, pride and ambition.
5. To strive for optimum physical and mental health and realize that good health improves their ability to meet the responsibilities of life.
6. To develop intellectual curiosity and creativity.
7. To acquire the basic preparation culminating in skills for various vocations, professions, or careers in society.

## **FAMILY RIGHTS AND PRIVACY REQUIREMENTS**

The Family Rights and Privacy Act of 1974 prohibits access to student records by anyone other than authorized school personnel and the parents/guardian of the student. Upon reaching the age of eighteen (18) the student has sole access to the records except for authorized school personnel. Written permission must be obtained from the parents/guardian or the student if aged eighteen (18) has been reached before the student's records may be released to anyone. All parents/guardian have the right of access to their child's records unless the school has been provided with evidence of a court order prohibiting such access.

A student's records may be released without written consent of the parent/guardian of the student if the disclosure is:

1. to other school officials within the system
2. to officials of another school system in which the student seeks to enroll
3. to comply with a judicial order or lawfully issued subpoena
4. to State and local officials or authorities to whom information is specifically required to be reported or disclosed pursuant to State Statute adopted prior to November 19, 1974
5. to State educational authorities.

## **TEACHER RIGHTS**

Teachers have the right:

1. to expect the support of their fellow teachers and administrators;
2. to work in a positive school climate with minimum disruptions;
3. to expect all student assignments to be completed as requested;
4. to remove and temporarily transfer responsibility for any student whose behavior significantly disrupts the positive school climate;
5. to be safe from physical harm;
6. to be free from verbal abuse;
7. to provide input to committees designed with the responsibility of drafting policies that relate to their relationships with students and school personnel;
8. to take action necessary in emergencies pertaining to the protection of persons or property.

## **PARENT/GUARDIAN RIGHTS**

Parents/Guardians have the right:

1. to send their student to a school with a positive educational climate;
2. to expect all disruptive behavior to be dealt with fairly, firmly, and quickly;
3. to enroll their student in regularly scheduled classes with minimal interruptions;
4. to expect their school to maintain high academic and accreditation standards;

5. to examine their student's personal school record;
6. to address grievances to proper school authorities concerning their student and to receive a prompt reply pertaining to the specific grievances.

## **PRINCIPAL RIGHTS**

Principals have the right:

1. to the support of students, parents, and teachers in carrying out the educational programs and policies established by the school system;
2. to provide input for the establishment of procedures and regulations that relate to the school;
3. to safety from physical harm and verbal abuse;
4. to take necessary action in emergencies to protect their own person or property, or the persons or property of those in their care;
5. to suspend any student whose conduct disrupts the educational process;
6. to administer the school environment to provide the proper learning atmosphere.

## **STUDENT RIGHTS AND RESPONSIBILITIES**

Students have the right:

1. to attend school and benefit from all educational opportunities provided;
2. to be informed of all school rules and regulations and consequences of breaking the rules and regulations;
3. to due process in all disciplinary actions;
4. to receive an appropriate education and the opportunity for success in achieving this education;
5. to know in advance how their grades in class will be determined;
6. to use school facilities, properties and materials;
7. to express their point of view;
8. to receive personal, academic, and vocational counseling;
9. to be shown personal respect by other students and school personnel;
10. to decide whether or not they wish to participate in symbolic or religious activities;
11. to participate in extra-curricular activities for which they are eligible;
12. to dress and groom in such a way as to express their personal preferences within the guidelines of the school dress code;
13. to enjoy reasonable degrees of personal privacy. In the events of a search of their person or property, a student will be informed and present at such a search. Exceptions will be made in case of an emergency.

Students have the responsibility:

1. to attend school and all classes on a regular basis as specified by the absentee policy;
2. to know and observe all school rules and accept the consequences of acceptable and unacceptable behavior;
3. to cooperate with school personnel in cases of involving disciplinary action and accept final decisions and punishments;
5. to participate in educational opportunities and complete classroom assignments and homework to the best of their abilities;
6. to understand the teacher's grading system and keep up with their own progress in each class;
7. to respect and protect school facilities, properties and materials;
8. to consider and respect the point of view of others;
9. to seek personal, academic, and vocational counseling;
10. to show respect to all other students and school personnel;
11. to respect the rights of others to participate in symbolic or religious activities;
12. to abide by the rules and guidelines of extra-curricular activities;
13. to know and observe school rules of dress and appearance;
14. to keep their person and property free of dangerous or illegal objects and materials.
15. to abstain from unwanted sexual comments, suggestions, or physical contact that is objectionable, offensive and causes discomfort.

## **GRIEVANCES AND COMPLAINTS**

Students and/or parents with complaints or grievances should seek remedy for these with the school official nearest the source of the problem. Resolution of complaints or grievances should be handled through the following sequence of channels:

1. Student/Parent
2. Teacher
3. Principal
4. School Council, where applicable
5. Superintendent
6. School Board

The grievance coordinator is:

Donald Stump  
1600 West Lexington Avenue  
Winchester, Kentucky 40391  
Telephone (859) 744-4545.

## **ACCREDITATION**

All Clark County schools are fully accredited by the Kentucky Department of Education and by the Southern Association of Colleges and Schools.

## **SCHOOL DISTRICTS**

All students must attend the school in the district in which their legal residence is located unless enrolled in Clark Middle's S.O.A.R. program or Conkwright's Magnet program. Legal residence is defined as the domicile of the parents or legal guardians.

## **NON-RESIDENT STUDENT**

A thorough check will be made to determine if all students are residents of Clark County.

## **LENGTH OF SCHOOL YEAR**

The school term for students is 176 days.

## **LENGTH OF SCHOOL DAY**

The minimum school day for students is seven hours (to include lunch). The middle school student day is from 8:45 A.M. until 3:45 P.M.

## **THE INSTRUCTIONAL DAY**

The instructional day consists of the following content areas:

Language Arts	English / Reading
Science	Social Studies
Math	Humanities

Students may also receive instruction in the following related arts areas:

Art	Computer Lab
Band	Chorus
Physical Education	
Technology 2000	Health
Music/Keyboarding	Orchestra

These courses are taught at various grade levels.

## **SCHOOL CANCELLATIONS**

If the weather is unusually severe and school must be canceled for the day, notice will be broadcast on radio stations WMJR(1380) in Winchester, K93 (92.9), WLAP (630) and WKQQ

(100.1) in Lexington, between 5:30 and 7:00 a.m. It will also be announced on T.V. Stations Channel 18, 27, 36 and 56. In the event school is delayed one or two hours, all schedules including arrival of staff, opening of buildings, bus schedules and start of school will be postponed according to the announced time. However, school will be dismissed at the regularly scheduled time at the end of the day.

## **EMERGENCY SNOW PLAN**

During periods of extended school closings caused by snow and ice, the following plan may be used when main roads are open but side roads or dead end roads are not negotiable. Buses will run the main roads in the county excluding those listed below. Families living on the roads that will not be run should bring their children out to the main roads where they can catch the bus or they may take them directly to school. The return route in the afternoon will be the same as in the morning. Parents must meet their children at the main road where they caught the bus in the morning. Buses will run approximately the same time as they do on the regular schedule.

Parents and students should listen to the local radio stations each morning between 5:30 and 7:00 a.m. for specific information. If school is not canceled or if the use of the "Emergency Snow Plan" is not announced, it should be assumed that schools will be in session and that buses will run their regular routes and schedules.

Plan A – One (1) or (2) hour delay for entire school system. In the event of a one (1) or two (2) hour delay students will report to school one (1) or two (2) hours later than the original starting times. Depending on the length of the delay, students that ride the bus to school should be at their assigned bus stops one (1) or two (2) hours later than their normal pick up times. On days in which a delay has been called schools will dismiss at the normally scheduled dismissal time.

Plan B – The following roads will not be run and the "Emergency Snow Plan" is announced:

- Agawam Road
- Amster Grove Road
- Athens-Boonesboro from Grimes Mill to Fayette Co. line
- Bybee Road last house on right going over hill
- Calloway-White Road
- Crowe Ridge Road
- Cunningham Lane
- Dry Fork Road from Muddy Creek to Red River
- Dry Fork Creek Road from White-Conkwright
- Elkin Station Road
- Epperson Road
- Ford-Hampton from Telephone Building to Ford
- Four Mile Road
- Fox-Quisenberry Lane
- Goose Creek Road
- Grimes Mill from Athens-Boonesboro to Fayette Co. line including  
Booneridge Lane, Sidwell Lane and Munch's Corner

Jackson Ferry from Red River to Kentucky River  
 Judy Lane  
 Lillys Ferry Road  
 Logan Lick Road  
 Midway Road  
 Mina Station Road  
 Nest Egg Road  
 Oil Springs Road  
 Old Log Lick Road  
 Old Ruckerville Road from Logan Lick to 89  
 Pilot View-Ruckerville Road from 89 to foot of hill  
 Pine Ridge Road  
 Pintail Lane  
 Rabbittown Road  
 Red River Road  
 Renick Road  
 Right Angle Road  
 Rolling Hills Road  
 Royal Oaks Estates  
 Sie Shearer Road  
 Vienna Road  
 White-Conkwright Road  
 Wills Rupard Road

**TEXTBOOKS**

<u>Curriculum</u>	<u>Adoption Period</u>
Language Arts (Clark Middle) McGraw Hill Prentice Hall McDougal-Littell	2006-2012  Grades 6, 7, and 8
Language Arts (Conkwright) Prentice Hall Elements of Writing -	2006-2012  Grades 6, 7, and 8
Math Connected Mathematics (Prentice Hall)	2009-2015
Reading/Literature (Clark Middle) McGraw Hill Prentice Hall McDougal-Littell	2006-2012  Grades 6, 7, and 8

Reading/Literature (Conkwright)			
Prentice Hall			2006-2012
Elements of Writing -	Grades 6, 7, and 8		
Science			
McMillan/McGraw Hill	Grade 6		2008-2012
Glencoe/McGraw Hill	Grades 7 and 8		2008-2012
Social Studies (Glencoe)			
The World and Its People	Grade 6		2007-2013
World History: Journey Across Time, The Early Ages	Grade 7		2007-2013
The American Republic To 1877	Grade 8		2007-2013
Health			
Teen Health:	Grade 6-8		2004-2010
Art			
A World of Images			2005-2010
Introducing Art			2005-2010
Exploring Art			2005-2010
Scott Foresman Art	Grade 6		2005-2010
Music			
Spotlight on Music	Grade 6-8		2005-2010
Vocational Education			
Young Living			2004-2011
Skills for Life			2004-2011
Experience Technology			2004-2011

Textbooks for students may be issued on the basis of one book per student for each basic subject or may be used as a reference material in the classroom. Assignment records are kept on all state owned books. Teachers check each book thoroughly before issuing them to students and again when books are returned.

The students will be charged as follows for textbooks lost or damaged beyond use:

- 100% for one and two year old books
- 75% for three and four year old books
- 25% for five and six year old books

## **HOMEWORK**

Daily homework assignments in a subject should not average more than 30 minutes each day. However, there may be exceptions on occasion. All written homework will be graded and returned to the students in a reasonable length of time.

Homework will not be assigned during major holidays. Tests will not be scheduled immediately following major holidays.

## **HONOR ROLL AND PRINCIPAL'S LIST**

Criteria for Principal's List: Students must have an "A" in all subjects, both related arts and academics.

Criteria for Honor Roll: Students must have a "B" or better in all subjects, both related arts and academics.

## **PROMOTION/RETENTION**

### **CLARK MIDDLE SCHOOL'S RETENTION POLICY STATEMENT**

Nine-week and final grades in each class shall reflect the student's mastery level of state-required capacities as aligned with the Kentucky Core Content for Assessment, in accordance with the federal guidelines of the NCLB act.

Students must pass all language arts, math, and Read 180 classes.

If a student fails 50% or more of the remaining academic classes, he/she will be retained in his/her present grade subject to the following:

1. Students will be required to attend and successfully complete summer school.
2. Students will not spend more than four years at Clark Middle School.
3. Students will repeat a particular grade only once.
4. Eighth grade students who will be 16 years of age the next school year will be promoted to the ninth grade.
5. Grading of Special Education students must be based on students meeting their IEP goals in addition to mastering their core content using accommodations and modifications.

Teams will be required to provide the proper documentation to justify their decision on promotion/retention.

Principal and/or superintendent may grant exceptions to this policy in the event of unusual, extenuating circumstances per board policy.

### **CONKWRIGHT MIDDLE SCHOOL'S RETENTION POLICY STATEMENT**

To be considered for promotion to the next grade, students at Conkwright Middle School must pass 5 of 6, or 4 of 5 (depending on team) academic classes. The related arts classes offered for varying lengths throughout the year will have an amalgamated grade and count as one course for consideration in promotion to the next grade. Grades will be looked at by the Team leaders at mid-term of the 4<sup>th</sup> nine weeks and recommended to the Academic Review Team at that time. The Review Committee will consist of the Principal/Assistant Principal, grade level Team Leader, Counselor, Related Arts Team teacher, and one other teacher from the students team. Students not successful in passing academic classes shall be reviewed by the Academic

Review Committee to determine status at Conkwright Middle School. Students referred to their team leaders will be recommended to one of the following by the Academic Review committee;

- \*retained

- \*promoted

- \*Summer School (based on academic success)

- \*ESS (based on academic review)

Final determination on student status at Conkwright Middle School will be determined by the Administration with input from the Academic Review Team.

## **REPORT CARDS**

Report cards are sent to parents of students in grades 6<sup>th</sup>, 7<sup>th</sup>, and 8<sup>th</sup> every nine weeks. Mid-term grade progress reports will be sent home every 4 ½ weeks. Teachers prepare information sheets describing grade scale percentages and hand out to students at the beginning of the year. In addition to the report card, parent-teacher conferences are scheduled. Parents are urged to call the school for a conference when they have a concern about their child's performance.

Parents will also be able to monitor their student's grades, attendance, behaviors using the iCampus Parent Portal. The Parent Portal is accessible from any computer that has internet access.

Information regarding access to the Parent Portal may be obtained from the Registrar at Central Office located at 1600 West Lexington Avenue, 859-744-4545. They will verify that your household information is accurate inside Infinite Campus and provide you with the activation code you'll need to log into the Portal for the first time.

## **TESTING PROGRAM**

In September, the Explore test will be administered to all 8<sup>th</sup> grade students. Sixth, seventh and eighth grade students will participate in the CATS continuous assessment program required by the Kentucky Education Reform Act. Sixth grade will be assessed in reading and mathematics. Seventh grade students will be administered tests in reading, math, science, practical living/vocational skills, and writing with the writing portfolio as part of their assessment. Eighth grade will be assessed in mathematics, reading, social studies, arts and humanities, and on-demand writing. Test results are made available to parents by sending results home and conducting programs to interpret test results to parents.

## **CUMULATIVE RECORD**

Records are maintained for each student in the school. The records conform to federal and state regulations, the Family Education Rights and Privacy Act, and school board policy. The following information outlines the basic nature of these records:

- a. identifying information
- b. school enrollment information

- c. physical health information
- d. attendance information
- e. subject performance information
- f. assessment information

A student's records may also include other information relevant to recognized educational objectives. Examples of such data include reading test scores and transcripts from other schools.

## **FEDERAL PROGRAMS**

Migrant - This program provides services through a Migrant Student Advocate to students whose families move into the county for agricultural purposes. The Advocate addresses family needs that have an impact on education.

Idea Basic, Education of the Handicapped Act - This program provides compensatory services to districts having handicapped children who have been placed and/or recommended for special education classes.

The Clark County Schools maintain several different types of classes for handicapped children:

- Speech Classes for those students who have disorders in language and/or speech.
- Learning Disability Classes for students who have severe discrepancy between their ability and their performance in the classroom.
- Emotional Behavioral Disability classes for those students with severe behavior and emotional problems.
- Mild Mental Disability and Functional Mental Disability Classes for students who differ from the average or normal child in mental ability to such a degree that they need special education services.
- Multiple Disability Classes for students who differ in more than one respect from average or normal children in physical, mental, learning, emotional or social characteristics and abilities to such a degree that they need special education services.

For more information about special education programs call the Director of Special Services, Donald Stump at 859-744-2762 (Learning Resource Center) or your child's school.

Learning Resources Center - The Learning Resources Center, located at Clark Extended Education Center, offers the services of the Special Education Director, a psychologist and a psychometrist.

Center programs place emphasis on prevention, diagnosis, and treatment. Planned programs are:

1. Psychological testing
  - a. Diagnostic purposes - by referral
  - b. Special education identification - by referral
2. Hearing - by referral

## **INSTRUCTIONAL MEDIA CENTER**

Each middle school has an instructional media center, with a media center specialist in charge, to provide students and teachers materials and equipment to support, complement, and expand classroom experiences. Instructional media includes all educational material in the center. Besides books and printed material it may contain audio-visual materials such as maps, charts, games, globes, pictures, exhibits, film loops, filmstrips, slides, records, cassettes, tapes, transparencies, programmed instructional materials, micro computer software, video tapes, VCR, television sets, and television cameras.

Students may visit the center before school and immediately after school. During the day teachers will schedule their classes into the media center as needed.

Students are encouraged to check out library books. The responsibility of taking proper care of the library books is placed with the students. If a book is damaged or lost, the student will be expected to pay for the cost of replacing the book.

## **COUNSELING AND GUIDANCE**

Counseling is the primary guidance service and is available to all students in the school. Its purpose is to assist the student to understand himself by focusing attention on his interests, abilities, and needs in relation to his home, school, and environment. Counseling assists the students in developing decision-making competence, examining alternatives, and in formulating future plans.

The school counselor is the person who has special professional training for assessing the specific needs of each student and for planning an appropriate guidance program in the educational and personal social domains. The counselor believes that most students, given the experience of an accepting, non-evaluating, non-judgmental professional relationship, will make intelligent decisions.

Parents are also encouraged to schedule conferences with the counselor during the school day or after school as needs arise.

Certified school counselors in Kentucky are protected by law (KRS 421.216) against being forced to reveal information given them in confidence.

## **GIFTED EDUCATION**

Clark Middle School offers its students a challenging academic program known as SOAR, which is an acronym for "Success Obtained at an Accelerated Rate." This program not only provides the students with supplementary and thought-provoking instructional materials, but also promotes independent projects which are research-based.

The students are grouped homogeneously for their five academic classes and then are grouped heterogeneously for the enrichment and related arts classes. Students will be moved in and out of the SOAR program during the school year depending on the student's work ethic and dedication. The teachers, students, and parents must agree to the SOAR placement or any change of placement. Students will be identified for this program by criteria defined by the school and by state guidelines.

Conkwright Middle School operates a Magnet school- within-a-school program geared toward accelerated learners. The Magnet School offers a full comprehensive accelerated curriculum. Students also complete studies in French. Students are accepted into the school based on multiple criteria including three standardized tests, teacher evaluations, previous report cards, a writing sample, and CATS scores (if available). Students are tested in the spring of their fifth grade year for enrollment beginning with the sixth grade. Once students are accepted and show success, they continue with the Magnet School throughout their middle school experience. Students will be identified for this program by criteria defined by the school and by state guidelines.

## **FOOD SERVICES**

All students must eat lunch. Hot lunches are served daily in all Clark County schools or students may bring a lunch from home. Breakfast is served at both schools. Take out deliveries from fast food establishments are prohibited, as are carbonated beverages during the lunch period. Free or reduced meals are available for eligible students. Students applying for free or reduced lunch should complete the application and return it during the first week of school.

The sale or serving of any food or beverage item to students in competition with the School Breakfast Program or the National School Lunch Program shall be prohibited on the school campus during the school day until one-half (1/2) hour after the close of the last lunch serving period. There shall be no delivery of commercially prepared foods to students at school before or during the designated lunch serving period. In addition, students shall not bring bottled or canned carbonated beverages to school to be consumed during the lunch period.

Although supervision will be provided through lunch periods, self management is expected to be practiced by students. Courtesy and consideration, rather than rules, should prohibit line breaking, loud talking or other forms of rudeness. Students are expected to clean up immediately if they spill food or milk. Food is not to be taken outside of the cafeteria.

Student lunch	\$ 2.25
Adult lunch	3.25
Visitor lunch	4.25
Extra milk	.45
Student breakfast	1.40
Adult breakfast	1.85
Visitor breakfast	2.50

Meal charges are for emergency use only and are designed to cover situations when parents or students forget to bring or provide funds for breakfast/lunch. Unpaid meal charges are carried over to the next school year. When a student enrolls for a new school year and has an unpaid balance from the previous year, no additional charges will be allowed until all previous balances are paid.

Charges which amount between the totals of \$5 to \$10 will warrant a written notification from the cafeteria manager to the parent/guardian. This notification will inform the parents/guardians of the amount due, and inform that an alternate lunch will be provided for their child until the charges are paid.

Charges over \$10 will result in written notification from the Food Service Director to the parent/guardian warning that if parents/guardians have not contacted the Food Service Director

or submitted the amount indicated within (10) working days from the date of the second notice, the food service department will direct the county attorney to pursue appropriate action.

## **ATTENDANCE**

There is a direct relationship between poor attendance and lack of achievement. Students with good attendance generally achieve better grades, enjoy school more and have fewer discipline problems. State law requires all students between the ages of 6 and 18 to be enrolled in school.

All students should follow the rule of three B's. Be in school. Be responsible. Be on time.

## **ABSENCES AND EXCUSES**

Upon a written request from a parent or guardian, the following areas will be considered for a maximum of six excused absences:

1. Death or severe illness in the pupil's immediate family
2. Illness of the pupil
3. Medical appointment for the student
4. Court appearances when the student's presence is required
5. Religious holidays and practices
6. Driver's license test or examination (only that portion of the day required)
7. One (1) day for attendance at the Kentucky State Fair
8. Documented military leave
9. One (1) day prior to departure of parent/guardian called to active military duty
10. One (1) day upon the return of parent/guardian from active military duty
11. Other valid reasons as determined by the Principal, including trips qualifying as educational enhancement opportunities

Parents/guardians must write an explanation to the principal each time that a student is absent. This information must be presented within (3) three days after the student returns to school. After six days of parent notes verifying illness or reason, future absences will be unexcused unless a note is obtained from a doctor verifying treatment.

School should be the first concern of the student and the student should make every effort to be in each assigned class every day. Doctor or dental appointments, vacations, work, etc. should not be scheduled during school hours. Parents are requested not to pick up their child prior to the end of the school day as a matter of convenience. Students picked up prior to the end of the school day will be counted as a half-day absence or tardy.

## **TRUANCY AND HABITUAL TRUANCY PROCEDURES**

Each middle school has policies and procedures regarding truancy. Parents/guardians will be contacted, either personally (phone call, conference, home visit) or by mail regarding the number of days absent. Excessive unexcused absences and /or tardies, may cause school officials to seek legal recourse for resolution of the problem.

## **RESPONSIBILITIES OF PARENTS**

### **Definition of Truancy**

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 two (2) or more times is a habitual truant. A student who is absent for less than 35% of the regularly scheduled school day is considered to be tardy.

## **TARDINESS**

A student who is not in his/her Startime/Peacetime, classroom or other assigned area on time will be marked tardy. Students who arrive at school during or after Startime/Peacetime must report to the attendance clerk and receive an admit slip. Excessive tardies will not be tolerated. Unexcused tardies accumulate and count toward truancy.

## **DISMISSALS**

If a student must leave school early, the student must bring a note from their parents to the Startime/Peacetime teacher. The parent/guardian must come to the reception desk. After the student is signed out on the appropriate form, he/she may be dismissed. If a student becomes ill at school, only administrators or the school nurse may grant permission to call home for pick up. Students are **not** to use the phone to call parents to pick them up.

School work missed due to early dismissal is the student's responsibility (see policy on make-up work). Parents are requested not to pick up their child prior to the end of the school day.

## **STUDENTS OUT OF CLASS**

Students are to be in assigned areas at all times unless they have special permission by a teacher. There is to be no loitering or playing in the hallways or restrooms.

Students are not to randomly drop into the office or health room. Students needing to go to the office should be given written permission by their teacher. When the office needs to see a student, he or she will be notified.

Students should always be where they are supposed to be, when they are supposed to be, and doing what they are supposed to be doing.

## **MAKE-UP WORK**

Students with an excused absence must, within three days upon returning to school, make up work that has been missed or make arrangements with his/her teachers for completion dates. Failure to do so will result in the student receiving a zero for all work missed.

The following are clarifications on make-up work:

- a. Make-up work will not be allowed for unexcused absences.
- b. Clark Middle parents desiring to pick up assignments while the student is absent should call the school by 9:30 a.m. to allow teachers time to get work together. The request should not come at the end of the school day. Requested work may be picked up between 3:00 and 4:30 and must be completed.  
Conkwright Middle parents may request assignments for students on their second day of absence. Requests must be made by 9:30 a.m. to allow teachers time to get the make-up work together. Requested work may be picked up between 3:00 and 4:30 and must be completed.
- c. A test or a project will not take the place of make-up work.
- d. If a student is absent only on the day of a test or when major assignments are due but has had the same opportunity to prepare as the other students, that student must be prepared to complete the work on the day he/she returns. If a conflict arises, this work may be completed at the discretion of the teacher.
- e. Students on school sponsored trips, vacations, or family emergency situations should make prior arrangements with each teacher regarding work that will be missed.

## **PUPIL PERSONNEL SERVICES**

If a student is experiencing significant adjustment problems, such as poor school attendance or misbehavior problems, the principal or assistant principal deals with the problem. The principal/assistant principal contacts the student, parent/guardians, and the appropriate public agencies to solve the problem.

The principal/assistant principal's responsibilities include liaison with juvenile courts and the Department of Human Resources in the investigation of truancy, suspension, or expulsion.

Efforts of the principal/assistant principal are designed to insure that students attend school regularly and behave while there.

## **GENERAL DISCIPLINE PROCEDURES**

If a student does not live up to his/her responsibility, after discipline by the teacher, the student will be referred to the principal/assistant principal for appropriate disciplinary action. The principal/assistant principal will investigate the case thoroughly and discipline the student according to prescribed guidelines. If a student becomes a habitual discipline problem, the student may be recommended for expulsion.

The following procedures will be used in dealing with students who break school rules:

1. The student will be disciplined by the teacher for most violations.
2. The student will be referred to the principal/assistant principal.
3. The case will be investigated by the principal/assistant principal.
4. The student will have the right of due process.
5. The principal/assistant principal will determine the action to be taken.
6. If disciplinary action is taken, the student may be:

- a. assigned detention - for up to one and one-half hours after school has been dismissed.
- b. assigned Saturday School - 8:30 a.m. to 11:30 a.m.
- c. assigned to the PASS Program (as available)
- d. suspended - for a period of one to ten days. The student is not allowed to attend school or school sponsored events.
- e. required to make restitution - for damages to school or an individual's property.
- f. recommended for counseling.
- g. recommended for expulsion - the Board of Education will prohibit the student from attending school for the remainder of the school year.
- h. placed on probation.
- i. administered any other appropriate action.

Any student breaking school rules will be disciplined by the principal in the prescribed manner. Both Conkwright and Clark Middle schools have discipline plans that have been designed to fit the discipline needs of their school. Copies of Conkwright and Clark Middle schools discipline guidelines and procedures will be sent home to parents and can be obtained at each respective school.

The following acts are federal and/or state offenses. School authorities will contact the proper authorities concerning these offenses and recommend the appropriate action based on board policy:

1. Possession, distribution, or use of alcohol or drugs.
2. Threatening or assault of any school personnel.
3. Threatening or assault of any person with a weapon.
4. Unlawful interference with school personnel by force or violence.
5. Arson, burglary, or robbery on or against school property.
6. Possession of explosives, bomb threat, or false fire alarms on or against school property.
7. Possession of weapons or facsimile.

The following are examples that call for disciplinary action: excessive tardies; smoking; skipping school; skipping class; leaving school without permission; fighting; vandalism; defiance of authority; using profane, obscene, offensive or abusive language; lying to school personnel; cheating; being in an unauthorized area of building; careless or malicious action causing injury or damage; disruption of the educational process; violation of any school bus rule; violation of school dress code; chewing gum; refusal to accept disciplinary action; unacceptable conduct between boys and girls; sexual harassment; improper behavior and actions in the lunchroom; forgery; petty theft; the possession of any instruments, such as knives, clubs, guns, chains and the like that can be used to inflict bodily injury to another person. (See KRS 158.150, 4363-9)

### **POSITIVE ALTERNATIVE TO SCHOOL SUSPENSION (PASS)**

Positive Alternative to School Suspension (PASS) is a classroom operation within the hours of the Clark-Bourbon Day Treatment Program and is located in the Clark Extended Educational Center. PASS is used to serve as an alternative for Out of School Suspension. Students from George Rogers Clark High School, Clark Middle School, Conkwright Middle School, and the

Clark County Day Treatment Program who are assigned to PASS in lieu of Out of School Suspension will be required to complete all assigned work and maintain appropriate behavior while attending PASS. A student will not be permitted to participate in or attend any extracurricular events on the day or days they are assigned to PASS. PASS is monitored by a certified teacher and an instructional assistant and is designed to accompany 20 students. Appropriate referrals to PASS should be students who would have otherwise been suspended and sent home for the duration of the suspension. Admittance into PASS is subject to available space and the discretion of the referring principal and the Clark-Bourbon Day Treatment.

## **DISCIPLINE PROCEDURES FOR SPECIAL EDUCATION**

Students who create a dangerous or disruptive situation may be suspended from school. The due process procedures that should be followed for short-term suspension (generally no longer than 10 days) are the same for all students and are outlined in KRS 158.150 (Appendix C, page 41).

The behavior of exceptional (special education) students and students who have been referred for evaluation for possible special education placement and/or related services should be considered during the initial Admissions and Release Committee (ARC) meetings. Behavioral interventions, treatment and consequences should become a part of the Individual Education Plan for that student. Should these interventions prove unsuccessful, as evidenced by misconduct of the student, the issue should be brought to the appropriate ARC to make changes in the student's program, which might result in more appropriate behaviors.

1. If suspension is essential to protect persons or property or to avoid disruption of the ongoing educational process, then;
  - a. the student must first be granted an informal hearing and then may be suspended;
  - b. as soon as practicable, the Admissions and Release Committee (ARC) must be convened to determine whether the discipline problem is related to the student's handicapping condition;
  - c. if the discipline problem is determined to be related to the handicapping condition
    - (1) the suspension is immediately lifted, and
    - (2) the ARC must consider the appropriateness of the placement and/or the Individual Education Plan (IEP); and
  - d. If the problem is determined to be unrelated to the handicapping condition, then the student will be disciplined according to the Discipline Code.
2. If a discipline problem does not require immediate suspension, the student remains in his/her current school placement and the principal must convene a School Based Admissions and Release Committee (SBARC). The SBARC determines whether the discipline problem is related to the handicapping condition. If the behavior is related to the handicapping condition, the SBARC considers the appropriateness of the placement and/or the IEP. If it is unrelated to the handicapping condition, then the student will be disciplined according to the Discipline Code.

3. In cases where exceptional students are expelled from school because of behavior unrelated to the handicapping condition, an appropriate educational program must still be provided the student.

In deciding *Kaelin v. Grubbs*, (June 9, 1982), the Sixth Circuit Court of Appeals has outlined general standards governing the suspension and expulsion of handicapped children in Kentucky, Ohio and Michigan. These standards should be followed when local districts develop disciplinary measures for handicapped children:

1. A child with a disability may be suspended temporarily without the special education change of placement procedures. (KRS 158.150 and OAG 78-637 outlines due process requirements which must be followed in suspension of all children.)
2. A child with a disability may be expelled as long as appropriate Admission and Release Committee procedures are followed with a committee determination that the child's disruptive behavior was not a result of the disabling condition.
3. A child with a disability may not be expelled if the committee determines that the child's disruptive behavior was a result of the disabling condition.
4. Even if the child is expelled through the appropriate procedures, there must not be a complete cessation of educational services. Therefore, if a child with a disability is expelled, alternative services such as homebound instruction must be provided.

## **DRESS CODE**

Each middle school has adopted its own dress code. A copy of the respective dress code will be distributed to each student. Non-compliance will result in disciplinary actions.

## **BOOK BAGS**

To promote the safety of students and staff, middle and high school students shall be permitted to bring book bags, back packs, and other containers of similar size onto school property or to any location of a school-sponsored activity, including buses, only when they are constructed of "see through" materials, such as mesh or clear plastic. The only standing exception to this requirement shall be student musical instrument cases, and approved team duffel bags.

Should special circumstances arise when students need to transport items (science projects, etc.) in a large, non-transparent container, they shall first obtain permission from the Principal/designee.

Students who violate this restriction shall be subject to appropriate disciplinary action, including suspension or expulsion.

This policy adopted July 20, 1998, Board Order #150.

## **PERSONAL ITEMS**

Students shall not bring to school personal items such as tape/CD players, laser pointers, radios, skate boards, sports cards, pogs, yo-yos, game boys, mp3 players, iPods, pda's, yugi-oh cards, etc.

Students shall not be permitted to use personal telecommunications devices on school property during the school day or while attending school-sponsored trips associated with the regular school day schedule, unless approved by certified staff and under the direction of administrative staff.

“Personal telecommunication device” means a device that emits an audible signal, vibrates, displays a message, photo, or otherwise summons or delivers a communication to the possessor, including, but not limited to, a paging device and a cellular telephone.

DEVICES SHALL BE KEPT IN THE “OFF” POSITION, AND IN THE STUDENT’S LOCKER, unless special permission to carry the device is given by a school administrator. Conkwright and Clark Middle schools (pg. 53) each have policies and procedures as a part of their discipline plans to deal with students that violate the telecommunications use policy. THE SCHOOL ASSUMES NO RESPONSIBILITY FOR LOSS OR DAMAGE TO ANY PERSONAL ITEMS, NOR WILL THE SCHOOL ASSUME RESPONSIBILITY FOR CONFISCATED ITEMS. ADMINISTRATION WILL NOT INVESTIGATE THE LOSS OF SUCH ITEMS.

## **PARENTS RESPONSIBLE FOR CHILDREN’S VIOLATIONS**

KRS 159.180 (4434-17) Every parent, guardian, or custodian of a child residing in any school district in this state is legally responsible for any violation of KRS 159.010 To KRS 159.170 or KRS 339.040 by the child.

## **AUP PROCEDURES**

Acceptable Use Policy guidelines for students and staff members can be found at [www.clarkschools.net](http://www.clarkschools.net)

## **TRANSPORTATION**

Transportation is provided free for students residing one mile or more from school. Transportation is also provided for students participating in field trips or extracurricular activities to another location.

## **BUS CONDUCT**

Transportation by school bus is a privilege provided by the Clark County Board of Education. In order to insure the safety of students being transported, the following rider rules have been adopted:

### At the Bus Stop

- Arrive at the assigned bus stop five to ten minutes before the bus time. The driver is not permitted to wait for students.
- Keep all articles off the roadway and remain well clear of traffic.
- Do not damage private property.
- Do not disturb residents by making excessive noise.
- Fighting or damage to property may be subject to action by local police as well as from school officials.
- Wait until the bus stops and then walk to the bus.
- Students living on the opposite side of the street from the bus stop should wait on the opposite side of the street until the bus arrives and the driver signals them to cross.
- Students may only use the bus stop closest to their home, unless written permission is obtained from the principal and provided to the bus driver at the time of boarding.

### On the Bus

- The bus driver may assign seats as necessary.
- Bus riders will share seats as directed by the bus driver.
- Neither the driver/monitor nor student is permitted to use tobacco products while on the school bus.
- Weapons (real or ceremonial), explosives or any other dangerous articles are absolutely prohibited from school buses.
- No animal, live or stuffed, or other items that might frighten other riders are permitted on a school bus.
- No items of any kind are to be placed in the aisle of the bus, or any other place where it might interfere with bus evacuation in case of emergency.
- Profanity and obscene gestures are prohibited on the bus.
- Excessive noise as determined by the driver is prohibited.
- Riders are not to extend any part of their body outside the bus.
- Riders are not to use the rear emergency exit except upon directions from the driver, or competent authority.
- Riders will refrain from language, or any action that might tend to embarrass or intimidate other students.
- Riders are not to mark on seats or deface any part of the bus, inside or out.
- Balloons, skateboards, loose basketballs or any such items are not to be transported on a school bus.

### Bus Evacuations

Evacuation drills will be conducted four times each school year. The drill is designed to keep students familiar with proper procedures to follow in case of an emergency.

### Removal from Bus

Whenever the bus driver determines the existence of an unsafe condition, the bus must be stopped until the unsafe condition no longer exists. Assistance may be obtained by contacting the Transportation Division when the unsafe condition is beyond the capability of the driver to correct. If needed, the student(s) will be removed and transported by separate bus to the Transportation Division or school. Information may be obtained by calling 744-5620 and the parent of guardian may pick up the student anytime.

### Unsafe Condition

Any condition, which could result in an injury to a student, is considered unsafe. Some examples are:

- Throwing items inside or outside the bus.
- Failure to remain properly seated; back to the back, bottom on the seat.
- Improperly exiting the bus.
- Extending body parts out of the bus.
- Damaging any part of the bus inside or outside.
- Acts designed to intimidate or otherwise embarrass other students.
- Failure to carry out instructions of the driver.

### Video Cameras

All Clark County buses are equipped with video camera boxes. Videotapes are in color and contain audio. Tapes may be used to document action on the bus.

### Special Instructions

- Leave the bus only at your authorized stop unless school principal has granted permission in writing to the bus driver.
- Never cross the street behind the bus.
- Wait until the driver signals you to cross the street.
- Cross the street at least 10-15 feet in front of the bus.
- When getting on and off the bus, students should never stop to pick up dropped items, unless they have first notified and gotten the approval from the driver to pick up the item.

### Stopped School Buses

School buses stopped for the purpose of loading or unloading students will have the “stop arm” activated. Any time the stop arm is activated and the red overhead lights are flashing, all traffic must stop. When the stop arm is activated the bus cannot be passed, even on school property. The exception to any of the above is when the bus is on a road with four or more lanes, traffic going in the opposite direction, does not have to stop.

School bus drivers are encouraged to file complaints with the local police department when violation occurs.

## **EMERGENCY INFORMATION**

Emergency information is kept on each student in the principal's office. It is imperative that this information be accurate. The emergency information sheet must contain the signature of the parents/guardians. If information changes throughout the year it is the parent/guardian's responsibility to notify the school. Students will be dismissed **only** to persons listed on the student's emergency list.

## **STUDENT ACCIDENTS**

All serious injuries are to be reported to the Superintendent as soon as it is feasible after proper emergency measures are taken. When possible, the parents/guardians of the student should be called to make the decision on how the matter is to be handled.

In cases of serious injury when parents/guardians cannot be reached or the injury is so serious that there is no time to consult with parents, the principal or teacher should call an ambulance and have the student taken directly to the emergency room at the Clark Regional Hospital.

## **STUDENT ACCIDENT INSURANCE**

The Clark County Board of Education is providing a blanket coverage insurance policy for all students, but your own family health insurance plan will be your child's primary coverage.

All students participating in school athletic programs and all cheerleaders **MUST** have medical and hospital insurance. This requirement can be met through the family policy (primary) which the students' parents have or through the school policy supplied by the Clark County Board of Education (as stated above). Students are requested to furnish school officials with the name of their parent's insurance company and policy number on which the student is covered. This information will be carried by the coaches or cheerleader sponsors while away from home to insure that any injured or ill student can get medical or hospital treatment.

## **MEDICATION POLICY SUMMARY**

**Whenever possible, medications should be administered to a student at home.** However, the Clark County Board of Education will assist in maintaining medication schedules for any student who requires such medication to attend school.

**PRESCRIPTION MEDICATION** must be provided in pharmacy labeled bottles which includes the student's name, date, medication dosage, strength and directions for use. **\*Ask your pharmacist for two labeled bottles, one for home, and one for school.** Prescription medication will be administered only as prescribed on the pharmacy label. Changes in the student's dosage and/or time of administration must be documented by written order of the physician or with a new prescription bottle from the pharmacy indicating the change accompanied by a new Medication Consent Form (MP-1) completed by the parent. Labels that have been altered or

changed in any way will not be accepted. When the student's prescription bottle is empty, it will be sent home for refill. A Medication Administration (Refill) Form (MP-2) is to be completed and returned with the medication.

Medications, such as Tylenol, are not kept in stock at Clark County Schools. Any medication, prescriptions, or non-prescription, must be supplied by the parent and given to the proper school personnel (nurse where available).

## **COMMUNICABLE DISEASES**

Parents should be sure their child is free of communicable disease and is in good health as possible. Students with communicable diseases should not attend school until a doctor has indicated they are well.

When cases of communicable diseases or conditions occur in the school population the principal will follow an established procedure to determine the proper course of action.

## **IMMUNIZATION**

A student entering school **MUST** have a valid immunization certificate. By law, no student may enroll in school without proper immunization. KRS 158.035.

## **VISITORS IN SCHOOL**

All visitors in school must register at the front reception desk and secure permission before proceeding through the building, visiting classes, contacting teachers or students. Students may not bring friends to school. Visitors may be required to show identification.

## **GIFTS**

There shall be no planned exchanges of gifts between students at school. There shall be no exchange of gifts between students and teachers (or between parents of students and teachers) at school.

## **PARTIES**

There shall be no parties for students or teachers at school during school hours.

## **FLOWERS**

Flowers delivered to school for students will be accepted only if small enough to be transported in the student's lap while on the bus. No helium balloons will be allowed to be

transported. No glass containers or vases are permitted on the bus. Deliveries will be kept at the front desk until dismissal. If arrangements are too large to be transported, parents will be called.

## **CLUBS**

All student organizations must be approved by the principal of the school. No organization may exist without a faculty sponsor approved by the principal. All student clubs or organizations are subject to the fiscal regulations of school board policy.

No club may elect or reject persons for membership on the basis of race, creed, color, national origin, sex or handicap.

## **INITIATIONS**

School organizations shall not engage in initiation activities. Furthermore, they shall not engage in activities by any name which involves the use of embarrassment, harassment, threat, anxiety, fear, or ridicule, or in any way presents a physical or mental threat to a member or candidate for membership.

## **SCHOOL ORIENTED ORGANIZATION**

The school encourages parent and community involvement through support groups. Meetings and projects of these groups provide opportunities for adult to work as a team to benefit the students and, ultimately, our community.

## **FINANCIAL RESPONSIBILITIES**

Students will be held financially responsible for lost or damaged textbooks and library books. Lost or damaged school owned locks must be paid by the student using them. All fees and lunch charges must be paid on a timely basis. Money owed to school- related clubs by students must be turned in on time.

## **FEES**

All students in Clark County Schools will be charged a fee for instructional supplies; \$15.00 per student in grades six, seven and eight. Students who are eligible for free or reduced lunches are not required to pay instructional fees.

Fees may also be required for participation in some school sponsored activities such as athletic teams and clubs.

## **SCHOOL PICTURES - YEARBOOK**

Individual school pictures are taken in the fall. Students will be given advance notice of the dates. Yearbooks are composed each year. Purchase of school pictures and yearbooks is optional.

## **BOOKSTORE**

The bookstore is operated for the convenience of the students. Pencils, papers and other supplies may be purchased in the mornings.

## **LOCKERS**

Each student will be rented a locker for \$1.00 fee. Students are responsible for keeping their lockers clean. Lockers are to be accessed only during assigned periods.

## **LOST AND FOUND**

Personal property lost or found in the school should be reported to the principal's office. Found items not claimed within 30 days will be donated to charity or discarded.

## **DRILLS**

Tornado, earthquake, lock-down, and fire drills are conducted frequently in school so that students will learn what to do in an emergency.

## **TELEPHONE USE**

Students may use the school telephone only in emergencies, and then with the permission of the principal or written permission from a teacher. In-coming messages to students will be delivered on the same basis—emergency situations only. Use of the telephone will be strictly limited. Students may not call home when sick—only when the nurse or an administrator has given permission may they call home. Parents are asked to relay all messages to their children prior to coming to school except in emergency situations.

## **ELIGIBILITY FOR SPECIAL STUDENT EVENTS AND ACTIVITIES (CONKWRIGHT)**

During the school year there will be opportunities for Conkwright Middle School students to participate in a variety of school sponsored special student events and activities

including but not limited to: GROWL, Snowball Dance, Field Trips, Grade level reward trips etc. These events and activities serve as both reward and motivation for students. In order for students to participate in these special activities and events they must abide by specific academic, behavioral and attendance standards. These standards will vary for each special activity or event. Students and parents will be notified in advance as to the specific academic, behavioral and attendance standards required to participate in the special event or activity. Failure of students to follow the set academic, behavioral, and attendance guidelines for the event or activity may cause the student to be ineligible to participate in the activity. Administration reserves the right to make final determination regarding student eligibility for special events and activities.

## **STUDENT ACTIVITIES**

### *Academic Team Competition*

Team members will be chosen based on academic achievement, test results, teacher reference, and principal. The team will compete with other teams in the Bluegrass Conference.

### *Dance Team*

Open to any student with interest and ability. Try outs are conducted in the spring for the following year.

### *Math counts Team Competition*

Compete with other teams in Bluegrass Regional.

### *Band*

Band is open to any student with the interest and ability.

### *Chorus*

Chorus is open to any student with the interest and ability. Try-outs are conducted early in the year.

### *Orchestra*

Orchestra is open to any student with the interest and ability (contingent on teacher availability).

### *Student Council*

Council representatives are elected by their peers. In addition the principal or team may appoint one student from each team.

### *Black Achievers*

A college readiness initiative designed to help teens of color set and pursue high educational and career goals through academic support, career exploration and mentoring.

### *Talent Show-Variety Show*

Periodically students will organize and perform talent and variety shows. Any student with the interest and talent may participate.

### *Essays*

At various times during the year essay contests are conducted. Any student wishing to participate may do so. The following are some of the contests:

- a. Conservation essay
- b. DAR essay
- c. Writing contest

### *4-H*

The middle schools cooperate with the County Extension Agent for 4-H in organizing activities, project groups, and disseminating information about activities sponsored by 4-H. 4-H is open to all students.

### *Junior Beta Club*

This is an academic honors' organization. To be eligible, students must meet qualifying standards of the National Junior Beta Club.

### *Jr. Civitan Club*

Open to all students who show an interest. Dues will be required.

### *Y Club*

Open to all students who show an interest.

### *Audio Visual - Library Assistants*

Each year the librarian selects a group of students to assist in the areas of audio visual and library assistant. Selection is based on interests, self responsibility, and ability to perform the duties.

### *S.A.D.A.C.*

Students Against Drugs is an organization for students who wish to participate in activities to promote a drug free environment.

### *TSA (Technology Student Association)*

Open to all that show interest.

### *Radio Controlled Model Airplane Club (Conkwright)*

Open to all students that show interest in building and learning to fly radio controlled aircraft.

### *History Day (Clark Middle)*

Open to all that show interest.

### *Speech and Drama Club (Clark Middle)*

Open to any student with interest and ability. Try outs are conducted in the winter.

### *National Junior Honors Society (Clark Middle)*

This is an academic honors' organization. To be eligible, students must meet qualifying standards of the National Junior Honors Society.

### *Where Everyone Belongs (Clark Middle)*

WEB is a middle school transition program that welcomes 6th graders and makes them feel comfortable throughout the first year of their middle school experience. WEB is built on the belief that students want to and can help other students succeed. The WEB middle school transition program trains members of the 8th grade class to be WEB Leaders; as positive role models, WEB Leaders are motivators, leaders and teachers who guide 6th graders to discover what it takes to be successful in middle school.

### *Athletics*

The middle schools of Clark County are members of the Bluegrass Middle School Athletic Conference. The Clark County middle schools offer the following extracurricular sports for all students:

- a. Football
- b. Girls Basketball
- c. Boys Basketball
- d. Cheerleading
- e. Track and Cross Country
- f. Boys Soccer
- g. Girls Soccer
- h. Baseball
- i. Girls Softball
- j. Archery

## **STATEMENT OF HAZARDS IN PARTICIPATION IN ATHLETICS**

You should be aware that playing, practicing or participating in any manner in any sport can be a dangerous activity involving many risks of injury. Because of the dangers of participating in sports, the student should recognize the importance of following the coach's instructions regarding playing techniques, training and other team rules and obey such instruction.

## **RULES AND REGULATIONS**

Middle school athletics are governed by the by-laws of the Bluegrass Middle School Athletic Conference and the Kentucky High School Athletic Association when applicable to middle schools.

## **ELIGIBILITY FOR ATHLETICS**

### Maximum Number of Semesters

No student enrolled in the fourth (4th) grade or in any grade through twelfth (12th) shall be eligible for inter-scholastic athletics for more than a total of one (1) year in each grade. Students repeating a grade for any reason are eligible to participate in inter-scholastic athletics during the second year in that grade, if age eligible and meet academic requirements set by Site-Based Decision Making Council. Students enrolling in grade nine (9) shall have eight (8) consecutive semesters of eligibility from the date of first such enrollment provided the student is eligible according to all other bylaws.

### Responsible Parties

Any public elementary or secondary school or school employee or official who knowingly allows participation of an ineligible player hereunder, or who, through reasonable diligence, should have known of such ineligibility, shall be considered in noncompliance with state accreditation standards or guilty of willful neglect of duty or breach of contract. Such shall apply not only to coaches, but also to personnel supervising coaches; such as, but not limited to an athletic director, an assistant principal, a principal, an assistant superintendent, a superintendent, or a school board member.

## **ATHLETICS**

Football - Football is open to all students who wish to participate. Students must have a physical examination, parent permission, and be covered by insurance to participate. All major equipment will be furnished by the school and the Board of Education. Personal equipment such as socks, mouth piece, etc., is the responsibility of the participant.

Girls Basketball - Tryouts are conducted for all girls who are interested. After try outs approximately fifteen (15) girls are selected for each team based on evaluation of the coach. Girls not making the team are referred to the Prep League. Physical examination and insurance coverage required.

Boys Basketball - Tryouts are conducted for all boys who are interested. After try outs approximately fifteen (15) boys are selected for each team based on evaluation of the coach. Boys not making the team are referred to the Prep League. Physical examination and insurance coverage required.

Cheerleading - Tryouts are conducted for all students interested in cheerleading. Those students making the squad are determined by a panel of judges from out of town. Physical examination and insurance coverage are required.

Track and Field – Conkwright: Track is open in the spring to all students who wish to participate. Clark Middle: Tryouts are conducted for students interested in Track and Field. Students must have a physical examination, parent permission, and be covered by insurance to participate.

Soccer – Tryouts are conducted in the spring for all students who wish to participate. After tryouts approximately 18 boys and 18 girls are selected for each team based on evaluation of the coach. Students must have a physical examination, parent permission, and be covered by insurance to participate.

Baseball - Tryouts are conducted in the spring for all students who wish to participate. After tryouts approximately thirty (30) are selected based on evaluation of the coach. Students must have a physical examination, parent permission, and be covered by insurance to participate.

Girls Softball - Tryouts are conducted in the spring for all students who wish to participate. After tryouts a to-be-determined number of students will be selected based on evaluation of the coach. Students must have a physical examination, parent permission, and be covered by insurance to participate.

Archery - Archery is open to all students who wish to participate. Students must have a physical examination and parent permission to participate. All major equipment will be furnished by the school and the Board of Education.

The value of belonging to a group of persons with a common interest cannot be under estimated. These activities give the students the opportunity to work with other students who have similar interests. The students gain knowledge and training, which cannot be pursued in the regular academic classes.

## **SENIOR HIGH AND MIDDLE SCHOOL ACADEMIC ELIGIBILITY FOR EXTRACURRICULAR ACTIVITIES**

The Board believes an extra-curricular activity is an opportunity for a student to participate and learn as a result of his/her own initiative and motivation. To enhance this belief, the Board recognizes and supports extra-curricular activities, including: athletics, music, academic organizations/activities conducted under the auspices of the school system. The Board encourages each student to become an active participant of an extra-curricular activity as part of his/her education experience.

The Board expects each sponsor and participant to adhere to those rules, regulations and bylaws, constitutions, charters and other criteria established for each activity. Additionally, each participant must meet the minimum academic requirements established by the Clark County Board of Education, including:

1. Any student who participates in extra curricular activities must maintain an overall grade point average of 2.0.
2. The average grade will be determined by combining the grades earned in all subjects in which a student is enrolled.
3. The first average will be taken at the end of the first grading period of the regular school year.
4. After the first grading period of the school year, all other determinations of ineligibility will be based upon the grades earned at the end of the regular grading periods.

5. Any student who is found to be ineligible shall not participate, other than practice, in any extra-curricular activities until they have earned at least a grade point average of 2.0. If at the midterm of the next grading period the ineligible student has earned a grade point average of 2.0, then full participation in extra curricular activities may continue.
6. Beginning each school year, eligibility for participation during the first grading period will be determined by the grades earned during the last grading period of the previous year.

Extra-curricular activities are defined as those activities where students are representing their organizations or school in local, state or national events/competitions.

Ineligibility under this policy does not preclude students' participation in routine club meetings or athletic practices.

D A - 08/14/89, AMENDED 11/15/89 BOARD POLICY # 208

## **Conkwright Middle School Extracurricular Participation Policy SBDM Approved 9-9-09**

### **Purpose of Extra-Curricular and Co-Curricular Participation**

The primary purpose of Extra-Curricular and Co-Curricular programs at Conkwright Middle School are to promote the academic, physical, mental, social, emotional and moral well being of the participants. It is the hope of the Conkwright Staff that Extra-Curricular and Co-Curricular activities in our school will be a positive force in preparing our young people for an enriching and vital role in our society.

The Extra-Curricular and Co-Curricular programs are considered an important and integral part of the total school program and are open to participation by all students. Through voluntary participation, the student gives time, energy and loyalty to the individual program. The student also accepts the rules, regulations and responsibilities that are unique to a program. In order to contribute to the good of the program, the student must assume these obligations as the role demands sacrifice not required of other students.

### **Co-Curricular Activities Philosophy**

Conkwright Middle School is committed to providing a balanced, inclusive, and diversified co-curricular program of activities as an important dimension of student learning.

We believe:

- that all students should be encouraged to participate in co-curricular activities.
- that student interests and talents come in many different forms and should be equally valued and supported.
- that activities should reflect a broad spectrum of interests, talents, and learning modalities.
- that equity in co-curricular learning opportunities is fundamental.

Co-curricular activities include any school-related activity that is offered outside of the academic class requirements and regular academic schedule; complementing but not part of the regular academic curriculum. Co-curricular activities are voluntary and not graded.

Students who participate in co-curricular activities benefit by making new friends, learning new skills, working with teachers outside of the normal academic setting and have fun doing something they enjoy. All students are strongly encouraged to participate in co-curricular activities.

Co-curricular activities offered at Conkwright Middle School may be, but are not limited to:

- Academic Team
- Art Club
- Chess Club
- Future Farmers of America (FFA)
- Fellowship of Christian Athletes (FCA)
- Junior BETA Club
- Jazz Band
- S.A.D.A.C.
- Technology Students of America (TSA)
- Student Technology Leadership Program (STLP)
- Yearbook
- 4H

### **Extra-Curricular Athletics Department Philosophy**

Athletic participation is an integral part of Conkwright Middle School. Athletic participation is a privilege, not a right. Student-athletes represent Conkwright's schools and therefore are obligated to follow district and department rules and regulations.

Middle school level shall reflect the belief that athletics is a participatory experience. Not all athletes may receive the same participation opportunities in games based on eligibility and coaches' discretion. Middle school sports are intended to teach fundamental skills and give students an opportunity to participate.

Finally, athletics is only a part of the entire school program. Academic achievement of the student-athlete shall be the foremost priority. All athletes are expected to adhere to the academic guidelines as established in the student code of conduct, this policy and by the Bluegrass Middle School Athletic Conference.

The role of interscholastic athletics is to provide educational experiences in the framework of competitive athletics. By focusing of educational outcomes and student learning, athletics can provide avenues for physical, emotional, social and intellectual growth. The educational outcomes for participation in athletics at Conkwright Middle School are as follows:

- A. Physical Growth
  1. Achieving personal fitness
  2. Learning to cope with stress
  3. Learning participation skills
  4. Learning good health habits
- B. Emotional Growth
  1. Gaining self-confidence, self-worth and self-discipline
  2. Learning to accept criticism
  3. Learning to accept success and failure
  4. Learning a sense of pride in achievement
- C. Social Growth
  1. Developing interpersonal relationship skills
  2. Developing a sense of responsibility to a group
  3. Learning to win and lose graciously
  4. Learning to work as a team
  5. Learning sportsmanship and fair play

6. Learning respect for teams, opponents, coaches and officials
  7. Representing yourself, your team and your school in a positive manner
- D. Intellectual Growth
1. Learning commitment to a goal
  2. Learning time management skills
  3. Developing skills and strategies to support academic and athletic achievement

The athletic programs will help enhance the students' education by teaching the following principles:  
Sportsmanship, Judgment, Teamwork, Decisiveness, Integrity, Initiative, Discipline

## **Extra-Curricular Athletics Offered at Conkwright Middle School**

### **Fall**

- Girls Basketball
- Football
- Cross Country
- Dance Team (Continues through winter)
- Cheerleading (Continues through winter)

### **Winter**

- Boys Basketball
- Archery

### **Spring**

- Soccer
- Track and Field
- Baseball
- Softball

Student athletes should consider time, interests, academic responsibilities, and team requirements before committing to a team. Some middle school sports are very competitive and team selection and playing time cannot be guaranteed.

## **Rules and Regulations for Students Participating in Co and Extra-Curricular Activities**

It is important to recognize that while participating in co-curricular and extra-curricular activities students are governed by all school, district, state, and, when applicable, conference rules and policies. Students may receive disciplinary action such as detention, suspension or expulsion for offenses committed during their participation.

### **A. Governing Rules for Extra-Curricular Athletics**

The rules of the Bluegrass Middle School Athletic Conference must be followed for all athletic activities as minimal regulation where more stringent district, school or team rules are not specified.

### **B. Duration of the Disciplinary Code**

The rules and regulations in this code shall apply to any violations from the time that a student becomes eligible for participation in any activity sponsored by the school until the student is promoted to high school. The code of conduct is in effect for all participants during scheduled activities while under supervision by school staff.

### **C. Supplemental Rules and Regulations**

Supplemental rules and regulations unique to a given activity may be implemented upon the approval of the principal provided that they are not in conflict with the athletic or student codes. These rules will be presented to participants in writing prior to the start of the season, except under special circumstances as approved by the principal.

Violation of these rules may be cause for disciplinary action by the coach, sponsor, or building administration.

### **D. Sportsmanship/Language/Conduct**

Participants must exhibit good sportsmanship both in and out of competition. They are to show respect for all opponents, officials, coaches and other people that they may come into contact with.

The use of vulgar or profane language is unacceptable anywhere and at anytime.

Fighting, taunting or otherwise provoking conflict with opponents or spectators will not be tolerated.

Any actions or behaviors by participants that are judged to be deemed inappropriate by coaches, sponsors, or school administration may also result in disciplinary action.

Any student who is ejected from a contest or activity will be ineligible for participation in the next contest or activity. Participants may be subject to additional discipline deemed appropriate by the school administration.

### **E. Alcohol, Drug and Tobacco Use**

The possession or use of alcoholic beverages, drugs, drug paraphernalia or tobacco products during school related activities shall fall under the following regulations which pertain to all students involved in co-curricular or extra-curricular activities.

In accordance with Clark County Board of Education policy 09.423, prior to trying out for participation in co-curricular and extra-curricular activities, students and his/her guardian must acknowledge, in writing, that they have read the policy and procedures, understand the policy and procedures and agree to be bound by the terms and conditions contained in the policy and procedures.

Participants will be disciplined according to Clark County Board of Education policy 09.423 and subject to additional discipline deemed appropriate by the school administration if violation of this section occurs.

### **F. Participant Conduct in School**

All participants in co-curricular and extra-curricular activities are expected to adhere to all school rules and regulations. Failure to comply with school and individual classroom rules may result in disciplinary action by the coach, sponsor, or building administration.

There will be an eight (8)-point system per season for discipline issues that result in the participant receiving detention, In-School Suspension (ISS), Positive Alternative to Student Suspension (PASS) and out-of-school suspension.

A season is defined as activities from August 1 to October 31, November 1 to February 28 and March 1 to the end of school. Due to the complex nature of defining seasons for co-curricular and extra-curricular activities that last the entire school year, this policy does not define the exact loss of eligibility for those activities. In the event of a violation of this policy, the building administration or designee will determine the appropriate loss of eligibility and participation in accordance with the intentions of this policy.

The points will be accumulated as follows:

- 1 point for After School Detention (ASD)
- 2 points for In School Suspension (ISS)
- 3 points for Positive Alternative to Student Suspension (PASS)

- 4 points for out-of-school suspension (up to 5 days)
- 6 points for out-of-school suspension (6 days or more)

Should a participant reach 4 points during a season, he/she will be automatically suspended from participating in the next scheduled event. In the case of the next event being a multi-game tournament/event, the suspension covers the entire event. If a participant reaches eight points during a season, he/she will be dismissed from the team.

Detention assignments must be served before participating in practice, games, or activities (i.e., Participants may not skip a detention assignment to attend practice or games. However, building administration reserves the right to reschedule detention assignments as needed)

A student-athlete who is assigned to PASS may not participate in practice, games, or activities on the day(s) he/she has been assigned and/or served.

A suspended participant cannot participate in extracurricular activities from the time suspension occurs until all suspension requirements are met. This includes practices, games, and activities at any facility, home or away, for the duration.

### **G. School Attendance**

Students must be in attendance the day of and the day after any scheduled school activity, contest or game. A doctor's note is required to maintain eligibility for participation in the next activity, contest, or game. Additionally, any student who is absent on the day of a practice or normal meeting may not participate in the activity scheduled for the date of the absence but is still eligible for the next subsequent activity, contest, or game.

Should the participant be tardy or absent the day following an activity, game, or contest, he/she will be ineligible to participate in the next activity, game, or contest unless the absence is excused by a doctor's note.

### **H. Attendance at Mandatory Activities**

All policies and the enforcement thereof regarding attendance at mandatory practices or scheduled meetings will be developed and administered by the coach or sponsor of said activities.

### **I. School Equipment**

It is the responsibility of the participant to return all school issued equipment to the appropriate coach or sponsor at the end of the activity period. The coach or sponsor is responsible for determining the time and or method of said equipment return. All equipment should be returned clean and any needed repairs noted at the time of return. Any lost, stolen, damaged or non-returned equipment and uniforms are the financial responsibility of the student at the cost to replace the equipment today. He/she will not be permitted to participate in any other extra-curricular activity until equipment is returned or reimbursement is made.

### **J. Physical Examinations**

All student-athletes must have a current physical on file in the school office or with the school nurse as well as with the coach and or sponsor prior to competing in any athletic practice or contest. **There are no exceptions to this rule.** Physical examinations for athletes shall be the responsibility of the parents/guardians. A physical is only valid for one-year from the signature date of the medical doctor.

### **K. Academic Eligibility**

Conkwright Middle School takes great pride in emphasizing the academic accomplishments of the students in our schools. The participants of all co-curricular and extra-curricular programs must meet minimum requirements in order to participate in any activity.

To remain eligible a participant must maintain a 2.0 grade point average with no more than one non-passing grade. Grade point average will be determined by the standard method for determining grade point average per the district Middle School Handbook.

Eligibility will be checked on Monday of each week for all students involved in co-curricular and extra-curricular activities. Students who are determined to be ineligible cannot participate in any co-curricular or extra-curricular activities that week.

It is the responsibility of the coaches and sponsors to check eligibility and inform the students as to his/her status. Coaches and sponsors should share the results of eligibility checks with each other for students who participate in multiple co-curricular and extra-curricular activities at the same time.

A student-athlete who is academically ineligible may continue to practice but will not be permitted to dress or travel to away contests with the team.

As per Conkwright Middle School Site-Based Decision Making Council policy 2.a.4:

“Teachers at Conkwright Middle School must load grades in the I-Campus system by the end of the school day on Friday of each week. Long term projects should be loaded at the time the grades are returned to the students. In the event of a long term substitute, where appropriate, the substitute will be given a guest account to be able to load grades for the absent teacher. If a substitute teacher is not given a guest account, the team leader for the absent teacher will assume the responsibility of making sure the students’ grades are loaded into the I-Campus system.”

It is the responsibility of the administration to supervise the implementation of the aforementioned SBDM grade input policy.

#### **L. Administration Responsibility**

It is the responsibility of the school administration to supervise the implementation and adherence to the Conkwright Middle School Co-Curricular and Extra-Curricular Participation Policy and as such the administration has the final say over all matters of eligibility and participation.

## **DRUG TESTING POLICY**

### **Use of Alcohol, Drugs and Other Prohibited Substances**

#### **DRUGS, ALCOHOL AND OTHER PROHIBITED SUBSTANCES**

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 substances, prohibited drugs and substances and drug paraphernalia; and
3. Substances that "look like" a controlled substance. In instances involving look-alike substances, there must be evidence of the student's intent to pass off the item as a controlled substance.

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

## **DEFINITIONS**

Controlled substance means any substance or immediate precursor listed in Chapter 218A of the Kentucky Revised Statutes or any other substance added by regulation under KRS 218A.010.

Prohibited drugs include, but are not limited to, any substance that an individual may not sell, possess, use, distribute or purchase under Federal or Kentucky law.

Prohibited substances include:

1. All prescription drugs obtained without authorization, and
2. All substances however taken or used, including but not limited to, inhaling, ingesting, and/or injecting. These include, but are not limited to, prescribed and over-the-counter drugs and prohibited volatile substances as defined in KRS 217.900 that are used or intended for use for an abusive and/or intoxicating purpose.

## **AUTHORIZED MEDICATION**

Use of a drug authorized by and administered in accordance with a prescription from a physician or dentist shall not be considered in violation of this policy.

## **PENALTY**

Violation of this policy shall constitute reason for disciplinary action including suspension or expulsion from school and suspension or dismissal from athletic teams and/or other school-sponsored activities.

## **Use of Alcohol, Drugs and Other Prohibited Substances**

### **REPORTING**

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 use, possession, or sale of controlled substances 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. 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.

### **DRUG-TESTING PROGRAM PURPOSE**

In this day and time, alcohol and other forms of drug abuse have grown to major proportions in our society. School settings are not exempt from this phenomenon. Therefore, it is critical that educators and parents continually look for ways to institute programs that encourage a drug-free lifestyle for their students/children. It is to that end that this program is created to provide the appropriate action plan to address and foster a drug-free environment for grades 6-12.

The program consists of two components:

1. Education and Prevention Plan
2. Drug-Testing Policy

## EDUCATION AND PREVENTION PLAN

**Educational Seminars.** Each semester at least one (1) educational seminar on alcohol and drug abuse shall be conducted by qualified substance abuse educators. These seminars shall be accessible to all students in grades six through twelve (6-12) but shall be required for all students in grades six (6) through twelve (12) participating in extracurricular/cocurricular activities and for students who will be driving or parking on school property. Each seminar participant shall be administered an assessment over the content of the seminar upon completion.

**Training in Drug Awareness.** Teachers of grades six through twelve (6-12) will be given an opportunity to receive training in drug awareness. Part of the training will enable each teacher to incorporate drug awareness information into his/her current curriculum. A keener teacher awareness of drug abuse signs and symptoms, as well as methods of referral, will be a direct result of the training. Instructional units on drug abuse, such as those currently taught in our health courses, will be enhanced by this teacher education component.

**Seminars for Parents/Guardians.** Educational seminars for parents/guardians that will address alcohol and other forms of drug abuse will be established in conjunction with other school programming. The central purpose of these sessions will be to provide parents/guardians with necessary information to parent toward drug prevention.

## Use of Alcohol, Drugs and Other Prohibited Substances

### ALCOHOL AND DRUG SAFETY POLICY

All student athletes/extracurricular participant/drivers and their parents/guardians must read this policy and accompanying procedures and must acknowledge, in writing, that they have read the policy and procedures, understand the policy and procedures, and agree to be bound by the terms and conditions contained in the policy and procedures.

**Statement of Need.** All extracurricular/cocurricular team coaches/sponsors and the administration of grades six (6) through twelve (12) recognize that the unlawful use of alcohol and other drugs seriously impairs the health, safety, education, and future success of students in grades six through twelve (6-12) engaged in that use. It is also recognized that the unlawful use of alcohol and other drugs is a potential problem for sixth through twelfth (6-12) grade students.

Activities covered by this policy shall apply to all sixth through twelfth (6-12) grade students participating in all extracurricular and cocurricular activities. The subsequent addition of any extracurricular/cocurricular activity shall immediately be subject to this policy.

**Statement of Purpose.** This policy is intended to support the comprehensive educational policies and programs of the District in educating students and their parents/guardians as to the dangers inherent in the unlawful use of drugs. The policy is further intended to provide encouragement to sixth through twelfth (6-12) grade students who voluntarily choose to participate in extracurricular/cocurricular activities, and/or to drive and park on school property to avoid such use and to strive to benefit from effective rehabilitation when such use has occurred.

Administrators shall not use information obtained in the course of administering this policy for disciplinary purposes other than those set forth herein. This policy is not designed to be used, nor shall it voluntarily be used in any manner, to provide a source of information for law-

enforcement agencies or for the prosecution of the student or to limit the student's participation in the school activities, other than the limitations imposed by this policy. Without a specific written authorization from the tested student or parent/guardian, if the student is under eighteen (18) years of age, the administrator shall not release any student's test results to any person other than those described within this policy or as required by law or a lawfully issued subpoena or court order.

In order to accomplish its purposes, this policy establishes a program for procedures to deter the unlawful use of drugs and alcohol and to provide for suspension and termination of participation on the teams when deterrence is unsuccessful. To determine compliance with the policy, it provides a testing program to identify students in grades six (6) through twelve (12) who participate in any extracurricular/cocurricular activity or drive and park on school property who are unlawfully using drugs. For these students this policy provides incentives for rehabilitation through possible reinstatement to the specific extracurricular/cocurricular activity and driving and parking privileges involved.

## Use of Alcohol, Drugs and Other Prohibited Substances

### ALCOHOL AND DRUG SAFETY POLICY (CONTINUED)

Consistent with its purposes, this policy also seeks to achieve the following objectives:

1. To protect District students from impairing their health, safety, education, and future success through the unlawful use of alcohol and other drugs;
2. To protect District students and their opponents from potential injury during competition resulting from the unlawful use of alcohol and other drugs;
3. To protect District students from the potential stigma of unsubstantiated allegations of unlawful use of alcohol and other drugs; and
4. To assure students, parents, teachers, and the community that the health, safety, education, and future success of student are the primary concerns of the District.

***Implementation, Review, and Evaluation.*** All students in grades six (6) through twelve (12) who participate in any extracurricular/cocurricular activity or drives and parks on school property and their parents/guardians must sign the "Student and Parent/Guardian Consent to Perform Urinalysis for Drug Testing" form before the student shall be permitted to try out for, or become a member of an extracurricular/cocurricular activity at the sixth through twelfth (6-12) grade level, or be authorized to drive and park on school property. A Substance Abuse Prevention Committee (Committee) shall be established and shall establish procedures as needed to implement the policy fairly and efficiently. The Committee may consist of the school Principals, Head Coaches of the athletic teams, designated sponsors of extracurricular activities, Athletic Director, Title IV Coordinator, School Health Coordinator, Counselor, Superintendent, and Clark County Board of Education Members.

In addition, the Committee shall review and evaluate the effectiveness of the drug-testing policy on an annual basis. The evaluation shall include, but not be limited to, the effectiveness of the comprehensive educational and counseling program, substance testing program, procedural safeguards, and the list of drug substances tested. The Committee shall not have access to any of the test results. The Committee's purpose is limited to procedures and evaluation of this policy.

***Applicability and Participants.*** This policy applies to all students who drive and park on school property and students choosing to participate in any extracurricular or cocurricular team, club or organization with competes at or away from the District and/or is a member of a state or national sanctioning or parent organization to which dues or fees are paid for membership and/or competitive activities. A participant is any middle school or high school student participating as defined above in any extracurricular/cocurricular activity and students subject to the driving and parking activities governed by this policy and the administrative rules, regulations and applicable forms developed to ensure appropriate documentation thereof.

## Use of Alcohol, Drugs and Other Prohibited Substances

***Education.*** At least once each semester, all coaches/sponsors and appropriate certified staff shall require attendance at educational seminars on drug abuse for all students in grades six (6) through twelve (12) participating in any extracurricular/cocurricular activity and students who drive and park on school property (as outlined in the Education and Prevention Plan section of this policy). These seminars shall be open to attendance by students in grades six (6) through twelve (12) who participate in any extracurricular or cocurricular activity, drivers and their parents/guardians and shall be presented by qualified substance abuse educators. Those participating will be asked to demonstrate an understanding of the main components of the drug education seminar.

***Testing Program.*** Testing shall be accomplished by the analysis of urine specimen obtained from students in grades six (6) through twelve (12) who participate in any extracurricular/cocurricular activity and drivers. Collection and testing procedures shall be established, maintained, and administered to ensure:

1. Randomness of selection procedures;
2. Proper student identification;
3. Identification of each specimen with the appropriate student in grades six (6) through twelve (12) who participates in any extracurricular/cocurricular activity or drives and parks on school property;
4. Maintenance of the unadulterated integrity of the specimen; and
5. Integrity of the collection and testing process, as well as the confidentiality of test results.

The specific testing process shall be on file at the testing laboratory approved by the Clark County Board of Education.

***Substances Tested.*** Students in grades six (6) through twelve (12) who participate in any extracurricular/cocurricular activity or drive and park on school property shall have their urine specimen tested for the following, which include, but may not be limited to:

1. Amphetamines;
2. Marijuana (THC);
3. Cocaine and its derivatives;
4. Opiates;
5. Phencyclidine (PCP);

6. Benzodiazepine;
7. Propoxyphene; and
8. Other abused, illegal, or controlled substances as determined by the Committee.

## Use of Alcohol, Drugs and Other Prohibited Substances

### CONFIDENTIALITY

The Superintendent shall develop a process to reasonably ensure privacy during the taking of samples, security of samples once obtained, and designation of laboratory services that are accurate and reliable. Appropriate measures shall be taken to protect confidentiality throughout the testing process and in the handling of test results. Access to drug testing results shall be restricted on a need-to-know basis to those persons in positions designated by the Superintendent.

### REFERENCES:

OAG 82-633

KRS 160.290; KRS 161.180

KRS 218A.020; KRS 217.900

KRS 158.150

KRS 158.154

KRS 158.155

Clark County Board of Education vs. Jones, KY. App., 625 S. W. 2d 586 (1981).

Board of Ed. of Tecumseh Public School District, Independent School Dist. No. 92 of Pottawatomie Cty. v. Earls, \_\_\_ U.S. \_\_\_, 242 F.3d 1264 (2002).

Improving America's Schools Act of 1994 (IASA), Title IV: Safe and Drug-Free Schools and Communities

OAG 93-32

### RELATED POLICY:

09.2241

### AWARDS

Many opportunities for awards are offered to those students who want to excel in the classroom and in extra-curricular activities. All students are encouraged to set their goals high and strive for the awards they wish to obtain.

Honors and Academic Team Honors Night - Trophies are presented to the top student in each subject area per team in each grade. Students so honored are determined by the teachers based on achievement, effort, and grades earned.

A pin and certificate are presented to one eighth grade student per team or school for outstanding citizenship. This award is in cooperation with the Daughters of the American Revolution (DAR).

Honor Certificates - Each year in the closing assembly those students who have performed exceptionally are awarded a certificate. Teachers from each subject area determine the recipients.

Perfect Attendance - Each year in the closing assembly those students who have had perfect attendance all year are presented a certificate and letter of commendation. Any student missing two days or less will receive a certificate.

Honor Roll - Each grading period those students who have earned a "B" or better in all subjects are recognized. Names of honor roll students are posted.

Principal's List - Each grading period those students who have earned an "A" in all subjects are recognized. Names of principal's list students are posted.

Presidential Academic Fitness - The Presidential Academic Fitness award will be presented to those students who have attained an A- average (3.7 on a 4.0 GPA scale) accumulated in middle school, including the first semester of the exit grade at this level.

Academic/Athletic Award - At the athletic awards banquet, recognition is given to the outstanding scholar-athlete.

Essays - Those students with winning entries in the essay contests receive recognition through presentation of ribbons, trophies, savings bonds, or certificates.

Athletics - An athletic awards presentation is held each year to recognize those students who have participated in sports.

The awards listed in this handbook represent a combined listing from both middle schools and does not imply that all are awarded at each school.

## **One Call Notification System**

Clark County uses the School Messenger Notification System to provide timely communication to parents on matters such as attendance, special notices & school or district emergencies. Parents can log into the system at [www.clarkschools.net](http://www.clarkschools.net) to customize their preferences for how they are contacted and choose additional contact options such as text messaging and emails. The messenger system will override all preferences in the event of an emergency to reach all contacts immediately.

## **APPENDIX 1**

Title VI - Title IX - Section 504 Grievance Procedure Weapon Policy

### **TITLE VI – TITLE IX – SECTION 504**

#### **GRIEVANCE PROCEDURE**

Students, their parents, and employees of the Clark County School District are hereby notified that Title IX, Title VI, and Section 504 requires that the school district not discriminate on the basis of race, color, national origin, sex, handicap, age, religion, or marital status, in its educational programs, employment practices, and activities which it operates. It is the policy of the Clark County Board of Education to comply with this requirement.

Any person, who feels he/she has been discriminated against or denied an opportunity, has the right to file an informal and/or a formal complaint with the following person who has been designated to coordinate efforts to comply with Title IV, VI, and 504:

## **GRIEVANCE COORDINATOR**

Donald Stump  
Clark County Schools  
1600 West Lexington Avenue  
Winchester, Kentucky 40391  
Telephone: 744-4545

Inquiries may also be made to the Director for Office of Education for Civil Rights, 101 Marietta Tower, Atlanta, Ga. 30301.

## **INFORMAL GRIEVANCE PROCEDURE**

- Step 1. If a complainant feels that he/she has been discriminated against, the complainant must first bring the problem to the attention of the school official nearest the source of the problem within five (5) days of the knowledge or alleged cause for grievance occurs.
- Step 2. The complainant, school official, and other involved parties will work informally to negotiate a solution within five (5) school days.
- Step 3. If the grievance cannot be satisfactorily resolved working informally, the complainant may want to proceed to file a formal grievance within five (5) school days.
- Step 4. A formal grievance may be filed by completing the Formal Grievance Process form which is available from your Title VI/Title IX/Section 504 Coordinator.

## **FORMAL GRIEVANCE PROCEDURE**

- Step 1. The student will notify in writing the person designated as the Title VI/Title IX/Section 504 Coordinator to serve the School District within fifteen (15) school days of the alleged discrimination or denial of service. The written notice should identify the nature of the violations, the dates the violations occurred, and is signed by the person making the complaint. The designated Title VI/Title IX/Section 504 Coordinator shall notify the complainant in writing within five (5) school days from the date of the formal complaint as to the action taken.
- Step 2. If the complainant is not satisfied, the grievance coordinator shall inform the complainant of their right of written appeal to the Clark County Board of Education. This written appeal shall be made within five (5) working days of the date the response was delivered from the coordinator. Any decision reached by the Board of Education shall be considered final and shall be presented in written form to the aggrieved employee or student and filed in master file maintained in the Superintendent's office.

Before complaint procedures are initiated, persons against whom allegations of discrimination are made shall be notified.

Step 3. In the event that the complainant is still not satisfied with the action taken, the complainant may write to the Director for Office for Civil Rights, 101 Marietta Tower, Atlanta, Ga. 30301. If appeals are not made, it is assumed the decision at any level is accepted. A student at any point in the grievance process has the right to contact the Office for Civil Rights. If a student has a complaint other than discrimination based on the above items, you would follow the procedure identified above except for contacting the Office for Civil Rights.

## **WEAPONS**

Pupils shall not carry on their person or cause to be brought onto school property or to any location of a school-sponsored activity, firearms, illegal knives, any other object or facsimile which can be classified as a dangerous instrument or any instrument that looks like a dangerous weapon.

Violation of this policy, including those involving instruments that are not actual weapons, shall constitute reason for suspension or expulsion.

References    KRS 527.070  
                  C.C. Policy 9.424

## **APPENDIX 2**

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

All students who have cell phones in their possession are to place them in their lockers in the OFF position upon arriving to school during their locker break in STARTIME in the morning or when they arrive to school. It is highly recommended that the cell phones be placed in a backpack or purse inside the locker.

If a student has a cell phone out during the day on campus, the cell phone is to be taken by the staff member who is made aware of the possession. The cell phone will be labeled with the date, time, student's name, and staff member's name and then brought to the office. It is to be given to Principal, Assistant Principal, or Secretary to be placed in a locked box for safekeeping.

If this is the student's FIRST offense, the cell phone will be kept and returned to the STUDENT on the last working school day of that month. If this is the student's SECOND offense, the cell phone will be returned to the STUDENT'S PARENT/GUARDIAN on the last working school day of that month. If this is the student's THIRD offense, the cell phone will be returned to the STUDENT'S PARENT/GUARDIAN on the last working school day of that month AND the student will receive consequences for that offense. If there is another incident with the same student regarding inappropriate cell phone possession/usage, the Administration will decide upon the reasonable consequences.

## CONKWRIGHT MIDDLE SCHOOL CELL PHONE GUIDELINES

Conkwright Middle School students are permitted to carry their cell phones with them during the day. ***The cell phone MUST BE TURNED OFF AND OUT OF SIGHT.*** If the student is in violation of the cell phone policy the cell phone will be turned over to the staff member aware of the violation and turned in to the office. The cell phone will be labeled with the student's name, date, and the conditions on which the phone may be returned. Confiscated cell phones will be locked in the office. The following are the consequences for students that choose to violate the cell phone guidelines:

- 1<sup>st</sup> Offense- Cell phone will be turned in to the principal or designee. Student can pick up the phone at the end of the school day.
- 2<sup>nd</sup> Offense- Cell phone will be turned in to the Principal or designee. Parent may pick up the phone after three (3) school days at the end of the school day.
- 3<sup>rd</sup> Offense- Cell phone will be turned in to the Principal or designee. Parent may pick up the phone after thirty (30) school days at the end of the day.
- 4<sup>th</sup> Offense- Student will receive PASS/Suspension for two (2) days for each subsequent offense due to defiance. Parent may pick up the phone at the end of the school day.

Parent may pick up the phone at the close of the school day for thirty (30) minutes (3:45 -4:15) or give written permission to pick-up so school may verify by asking for identification of the adult picking up the phone.

## APPENDIX 3

### **Bullying/Hazing**

In order to effectively participate in the democratic process as adults, students must learn to respect the rights of others and to interact with them in a civil manner. Therefore, students are required to speak and behave in a civil manner toward students, staff and visitors to the schools.

#### **ACTIONS NOT TOLERATED**

The use of lewd, profane or vulgar language is prohibited. In addition, students shall not engage in behaviors such as hazing, bullying, menacing, taunting, intimidating, verbal or physical abuse of others, or other threatening behavior.<sup>1</sup> This policy extends to any/all student language or behavior including, but not limited to, the use of electronic or online methods. Such behavior is disruptive of the educational process and interferes with the ability of other students to take advantage of the educational opportunities offered.

These provisions shall not be interpreted to prohibit civil exchange of opinions or debate protected under the state or federal constitutions where the opinion expressed does not otherwise materially or substantially disrupt the education process or intrude upon the rights of others.

Students who violate this policy shall be subject to appropriate disciplinary action.

**REPORTS**

As provided in the District Code of Acceptable Behavior and Discipline, students that believe they are victims of bullying/hazing shall be provided with a process to enable them to report such incidents to District personnel for appropriate action.

**OTHER CLAIMS**

When a complaint is received 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, 09.426 and/or 09.42811. Harassment/discrimination allegations shall be governed by Policy 09.42811.

**REFERENCES:**

<sup>1</sup>[KRS 158.150](#); [KRS 158.148](#); [KRS 158.156](#)  
[KRS 160.290](#)

Bethel School District No. 403 v. Fraser, 478 U.S. 675, 106 S.Ct. 3159, 92 L.Ed.2d 549 (1986)

Tinker v. Des Moines Independent School District, 393 U.S. 503, 89 S.Ct. 733, 21 L.Ed.2d 731 (1969)

**RELATED POLICIES:**

03.162; 03.262; 09.13; 09.421; 09.425; 09.426; 09.4281; 09.42811; 09.438  
09.2211 (re reports required by law)

Adopted/Amended: 07/22/2008

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**I have received the Middle School Handbook.**

**Parent Signature** \_\_\_\_\_

**Student Signature** \_\_\_\_\_