

**PHILLIP SHARP
MIDDLE SCHOOL
Pendleton County Schools
"United in Pursuing Excellence"**



**Student Handbook
2019-20**

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PHILLIP A. SHARP MIDDLE SCHOOL

35 Wright Road

Butler, Kentucky 41006

Telephone: 859-472-7000

Fax: 859-472-7011

www.Pendleton.kyschools.us

WELCOME to PHILLIP A. SHARP MIDDLE SCHOOL

We would like to take this opportunity to welcome you to **Phillip A. Sharp Middle School**. We sincerely hope that each of you will find your experience here to be rewarding, exciting, and enjoyable. The staff of our school sincerely hopes that you are willing to accept the responsibility that goes along with being a middle school student.

Our school represents high expectations and a cooperative effort for success. You should do your part by attending school regularly, studying, being prepared for school, participating in school activities, accepting responsibility, and demonstrating self-discipline and respect for yourself and others.

We are looking forward to the school year. Let's all work together to make our school one in which we can be proud.

PLEASE READ THE INFORMATION IN THIS BOOKLET AND SHARE IT WITH YOUR PARENTS/GUARDIANS. There is a signature page at the conclusion of this handout for your child to return to school.

MISSION: Pendleton County Schools is committed to graduating every student college and/or career ready by empowering staff to deliver high quality instruction in a safe and trusting environment

VISION: United In Pursuing Excellence

PRINCIPAL	ASSISTANT PRINCIPAL	GUIDANCE COUNSELOR
Cindy Cummins Cindy.cummins@pendleton.kyschools.us 859-472-7000 ext. 5130	Carrie Wade Carrie.wade@pendleton.kyschools.us 859-472-7000 ext. 5129	Cindy Fooks Cindy.fooks@pendleton.kyschools.us 859-472-7000 ext. 5122

OFFICE HOURS: 7:30-4:30

SCHOOL START TIME: 8:00 AM

SCHOOL END TIME: 3:00 PM

Secretary	Attendance Clerk	School Nurse	Bookkeeper	Athletic Director
Tammy Dicken Tammy.dicken@pendleton.kyschools.us 859-472-7000 ext 5100	Ramona Miller Ramona.miller@pendleton.kyschools.us 859-472-7000 ext. 5215	Tonya Cummins Tonya.cummins@pendleton.kyschools.us 859-472-7000 ext. 5120	Bridget Magee Bridget.magee@pendleton.kyschools.us 859-472-7000 ext. 5124/5173	Jordan Woodruff Jordan.woodruff@pendleton.kyschools.us 859-654-3355 ext. 7509

Teachers may be contacted via email or by leaving a message with the front office. All incoming calls during the school day that bypass the front office will go directly to voicemail. Teachers will return calls promptly when available.

GUIDANCE COUNSELING OFFICE

The purpose of the guidance program is to help each individual student achieve his/her highest growth mentally, emotionally, and socially. We try to do this in several ways:

- Helping the new student feel at home in our school with new teachers and friends in a different setting
- Individual conferences whenever a student, a parent, a teacher, or the counselor deems it necessary
- A testing program designed to help the student learn as much as possible about his/her capabilities
- The counselor welcomes the opportunity to talk things over with any student, parent, or teacher

Procedures for seeing the counselor

- Self-referral sign-up in the counselor's office during homeroom or break-time.
- Teacher referral.
- Parent referral.

This is to prevent time loss from academic classes; however, in some instances there may be emergencies.

PARENT REQUEST for TEACHER ASSIGNMENTS

If a parent wishes to issue a request for a particular teacher for the following school year, this request must be developed in writing and sent by either e-mail or mail to Counselor, Cindy Fooks. Requests must be submitted March 15-April 30 to be considered by the Scheduling Committee.

Please provide reasons for your request. The administration retains the right to make final decisions in regards to all student placements. Requests that are made after the deadline will not be considered. cindy.fooks@pendleton.kyschools.us

Each year Professional Learning Communities will meet to review data to determine student placement into advanced classes.

NORTH FAMILY RESOURCE/YOUTH SERVICES CENTER

The North Family Resource Youth Services Center serves Phillip Sharp Middle School and Northern Elementary. Hours of operation are 7:30 -4:00pm, Monday thru Friday. For more information contact Jodi Buckley at 859-472-5518 or email at Jodi.buckley@pendleton.kyschools.us.

SCHOOL FOOD SERVICE

Pendleton County Food Service is participating in the (CEP) Community Eligibility Program. This program allows all students attending Pendleton County Schools to receive one breakfast and one lunch daily at no charge.

Students may purchase second meals and a la carte items during meal times, but (Must have money in student account or cash in hand)

However, to determine eligibility to receive additional benefits for your child(ren) and school, please complete a "Household income form" that you receive from your school.

Food Service has a "No Charge Policy" district wide.

Student second meal: Breakfast - \$1.50 Lunch - \$2.25

Adult's meal: Breakfast -\$2.50 Lunch - \$3.75

Any questions contact – Lisa Mitchell – (859)-363-4330 OR email - lisa.mitchell@pendleton.kyschools.us

Students who qualify for free or reduced lunch may qualify for a school fee waiver. Applications for a fee waiver may be filed through the guidance office.

ATTENDANCE

All students are expected to attend regularly and be on time for their classes. This will insure they receive the maximum benefits from their educational experiences and develop habits of punctuality, self-discipline, and responsibility. School attendance and academic performance are related. The regulations below are designed to improve academic performance of the students through regular attendance. Recording of absences and tardies shall be made in compliance with the requirements of 702 KAR 007:125.1

ENROLLMENT OF STUDENTS All resident students must register in the school of their enrollment within three (3) school days of the opening of the school year.

VERIFICATION OF ABSENCE REQUIRED Failure to present verification of each absence will result in the absence being listed as unexcused.

When a student returns to school after any absence, a signed statement from the parent or guardian stating the reason for the absence(s) is required. A physician's statement may also be presented to validate the absence. The physician's statement is to excuse only the absence of the student being treated by the doctor. This statement must be submitted within five (5) school days of the student's return to school or the absence shall be deemed unexcused;

PHYSICIAN'S STATEMENT

A physician's statement must include (1) time and date of appointment, (2) when the student is able to return to school, and (3) the physician's signature.

EXCUSED ABSENCES

Excused absences as defined below will qualify for an excused absence with a parent note for the first seven absences that do not have a medical or physician statement. After seven (7) excused absences with a parent note, a student must have a physician statement. Once a student reaches seven (7) unexcused absences, no parent notes will be accepted for excused absences.

An excused absence or tardiness is defined as follows:

1. Death or severe illness in the pupil's immediate family; "immediate family" being mother, father, sister, brother, or grandparents.
2. Illness of the pupil; "illness" being defined as a health hazard making school attendance a threat to the health of the student or others at school. A doctor's statement is required after the fifth consecutive absence.
3. Court appearance as a result of a subpoena.
4. Work required to assist parent's livelihood (to be included in the seven accumulated excused

absences).

5. Religious holidays and practices.

6. One (1) day for attendance at the Kentucky State Fair.

7. Documented military leave.

8. One (1) day prior to departure of parent/guardian called to active military duty.

9. One (1) day upon the return of parent/guardian from active military duty.

10. Visitation for up to ten (10) days with the student's parent, de facto custodian, or person with legal custody who, while on active military duty stationed outside of the country, is granted rest and recuperation leave.

11. Other valid reasons as determined by the Principal, including trips qualifying as educational enhancement opportunities.

EDUCATIONAL ENHANCEMENT OPPORTUNITY

Students shall be granted an excused absence for up to ten (10) school days to pursue an educational enhancement opportunity determined by the Principal to be of significant educational value. This opportunity may include, but not be limited to, participation in an educational foreign exchange program or an intensive instructional, experiential, or performance program in one (1) of the core curriculum subjects of English, science, mathematics, social studies, foreign language, and the arts. Unless the Principal determines that extenuating circumstances exist, requests for date(s) falling within State or District testing periods shall not be granted. The Principal's determination may be appealed to the Superintendent/designee whose decision may then be appealed to the Board under its grievance policy and procedures. Students receiving an excused absence under this section shall have the opportunity to make up school work missed and shall not have their class grades adversely affected for lack of class attendance or class participation due to the excused absence. Absences of extraordinary circumstances which do not fall within the above guidelines must have prior approval from the Principal to be recorded as an excused absence.

MAKE-UP WORK

Students will be permitted to make up work missed during absences. For each day the student is absent, he/she will receive a day to complete make-up work.

UNEXCUSED ABSENCES

Unexcused absences are those that do not meet the "excused absence" guidelines as listed above. Students may earn up to 75% on missed assignments during unexcused absences. All absences above seven (7) accumulated excused absences will be unexcused, unless verified by a medical statement or court order, declared an emergency by the Principal, or unless prior approval from the Principal has been obtained.

Enrollment of Students

All resident students must register in the school of their enrollment within three (3) school days of the opening of the school year.

Verification of Absence Required

Failure to present verification of each absence will result in the absence being listed as unexcused.

When a student returns to school after any absence, a signed statement from the parent or guardian stating the reason for the absence(s) is required. A physician's statement may also be presented to validate the absence. The physician's statement is to excuse only the absence of the student being treated by the doctor. This statement must be submitted within five (5) school days of the student's return to school or the absence shall be deemed unexcused.

Truancy and Court Action

Any student (under 18 years of age) who has been found to have been absent from school without valid excuse for three (3) or more days during one (1) year period, or tardy without valid excuse on three (3) or more days on at least two

(2) occasions during a one (1) year period, shall be a "habitual truant". Students who are listed as habitual truants will be subject to court action. The student's parents or guardian may also be subject to court action.

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

DISTRICT RETENTION POLICY

Retention

1. Retention may occur if the student fails to:
 - a. Make satisfactory progress in the class/subjects, based on such criteria as recorded grades/scores on tests, homework and projects and class participation points.
 - b. Progress satisfactorily on the academic expectations.
2. Parent(s) have been notified of the possibility of the student's retention by mid- year or as soon after mid-year as the teacher perceives the possibility of retention.
3. The notification has been sent by letter, signed by the teacher and the Principal. The letter shall describe the problem and request the parent(s) to meet with the Principal and the teacher.

Eligibility

Any student who has been retained shall be ineligible, for one academic year, to participate in any sport. Participation in any club/s or organization/s shall be at the discretion of the teacher/sponsor of the group.

PSMS Retention Plan Policy

Retention

1. *A student may be retained at the current grade level if:*

 - a. *the student has a cumulative average of 64% or less in two (2) or more Core Classes (Science, Language Arts, Math, or Social Studies); or*
 - b. *the student has:*
 - i) *a yearly average of 64% or less in one Core Class; and*
 - ii) *an average of 64% or less in two (2) exploratory classes taken at any time during the academic year.*

2. *As used above, 'yearly average' is the average grade of three academic trimesters in a Core Class.*
3. *The retention of students with disabilities is an Admissions and Release Committee decision. It will be addressed on an individual basis at an ARC meeting.*

Notification

*The parent of any student who receives a failing grade at the end of an academic trimester in any Core or Exploratory Class shall be **sent notice** of the failing grade. Such notice shall reference the Retention Policy above.*

Parent(s) will be notified of the possibility of the student's retention by mid-year or as soon after mid-year as the teacher perceives the possibility of retention.

Notification will be sent by letter, signed by the teacher and the Principal. The letter shall describe the problem and request the parent(s) to meet with the Principal and the teacher.

Eligibility

Any student who has been retained shall be ineligible, for one academic year, to participate in any sport. Participation in any club/s or organization/s shall be at the discretion of the teacher/sponsor of the group.

CLUBS and ORGANIZATIONS

Phillip A. Sharp Middle School offers a variety of after-school clubs and organizations for the students to join. Below is a list of possible clubs with a brief description, including any fees that may be involved.

- STLP
- Art Club
- Ski Club
- 4-H
- Academic Team

WILDCAT CLUB

The 21st Century Community Learning Center (Wildcat Club) allows students to complete homework and engage in enrichment activities. Each student will receive a snack, meal and transportation home. Wildcat Club meets Monday- Thursday from 3:00 pm-6:00 pm in room 147. Students will have access to two teachers each day of Wildcat Club to assist with homework and academic needs. Students are to follow all the same guidelines as mentioned in the student handbook while at Wildcat Club.

ATHLETICS

Phillip A. Sharp Middle School offers a variety of athletic events. In order for a student to participate in any athletic event, they must have a sports physical on file in the Athletic Dept. office. **A new physical must be completed each year, as long as the student continues to be involved in the athletics' programs.** Students playing sports at Sharp Middle School must maintain a passing grade in ALL academic areas during the athletic season. Students in grades seven & eight (13 years of age and older) are eligible to participate in many High School sports. A listing of the athletic events offered at Phillip A. Sharp Middle School follows.

See Athletic Guideline Handbook for additional information, guidelines, and policies.

Fall	Winter	Spring
Football Cheerleading Cross-country Volleyball	Basketball Archery Cheerleading	Track & Field

Recreational league sports may also be offered to students at Sharp Middle school throughout the year.

FIELD TRIPS

Clubs and classes throughout the school year take numerous field trips. Students may have the opportunity to view and learn many interesting things.

Parent(s) must give written approval for students to participate in all field trips.

Students are expected to maintain high standards of personal conduct and respect the rights of others. They are expected to abide by all regulations of the school district and the laws of the community and state.

8TH GRADE KING'S ISLAND FIELD TRIP

In order for students to attend the 8th grade end of year reward field trip to King's Island, certain requirements must be met. More information will be sent home with 8th grade students

Requirements for Kings Island

- **NO MORE** than 3 behavior occurrences/referrals recorded in Infinite Campus. Bus referrals are included.
- NO out of school suspensions or Alternative School Placement (automatically disqualified)
- Eligible students **MUST** be passing 8th grade(failing= cumulative grade of 64% or below in 2 core classes or cumulative grade of 64% or below in 1 core class and 2 enrichments) before tickets are ordered (cutoff date TBA)
- Money is due by the due date or your ticket will not be ordered, even if you meet the required criteria (dates to come later)
- Kings Island will not issue refunds once tickets are purchased. If your child receives referrals or failing grades after tickets are purchased that would disqualify him/her, your money **CANNOT BE REFUNDED.**
- This is an extended day trip so students will need to be picked up at SMS at 8pm on the date we schedule in the spring. More to come later as we get closer to spring of 2020.

MEDICATION AT SCHOOL

Students are not to have in their possession any prescription, non-prescription or over-the-counter medicine. There are specific guidelines that must be followed if students need to take medication while at school.

The guidelines:

- School personnel are not allowed to randomly distribute medication due to state law. The school will not keep any medication on hand due to the fact that we do not know if your child could be allergic to that medication. If your child requires any medication, you must send it from home in the required format. This is for the protection of both your child and of school personnel. **It is very important that you give reliable contact names and phone numbers in case we need to reach you in the event of an emergency or if your child becomes ill.**

Prescription Medication-Parent/Guardian must submit a "*Permission for Prescribed or Over-the-Counter Medications*" form. Handwritten notes will not be accepted. All prescriptions must be sent to school in the original container that has the student's name and prescription information on it. The first dose must be given at home due to the possibility of a reaction to the medicine.

Over-the-Counter Medication (including non- aspirin, creams, ointments) – Parent/Guardian must

submit a “*Permission for Prescribed or Over-the-Counter Medications*” form for all over-the-counter medications. Handwritten notes will not be accepted. Over-the-counter medications may be sent to school and administered to your child if the required form has been submitted and the medication is in the original sealed container. The school will not supply non-aspirin, creams, ointments, or antiseptic sprays. If your child will be taking any over-the-counter medication for more than three (3) consecutive days, the school requires written permission from his/her physician in order to give that medication for an extended period.

Inhalers/Self-Carry Medications – Parent/Guardian must complete and return the “*Authorization to Self-Carry Medications*” form before a student will be allowed to carry inhalers and other emergency medications. Handwritten notes will not be accepted. This form must also be signed by a physician.

After School Activities – Parents/Guardian must submit the “*Authorization to Self-Carry Medications*” form for the medication to be taken at activities taking place after school hours.

- All medicine must be turned in to the school nurse immediately upon arrival to school. The nurse will keep a medication log for each student.
- All medications kept in school will be stored in a secure area accessible only to authorized personnel.
- At the end of the school year, all unexpired medication must be personally picked up by a parent/guardian. Medications will not be returned home with students. Any medications not reclaimed by a parent/guardian by the end of the school day on the last day of school will be destroyed. You will be notified in letter form by the school nurse if your child has a medication at school that needs to be picked up.
- School personnel will attend to all accidents and injuries; however, school may only apply ice and/or clean and bandage wounds. No ointments, creams or antiseptics may be applied to the wound by school personnel due to the possibility of allergic reactions. If the student requires more treatment than described above, the parent/guardian will be contacted.
- The required permission forms were made available at the start of school and may be obtained from the front office upon request and are also available on the Pendleton website.

IMMUNIZATION/PHYSICAL POLICY

Each child enrolling in Kentucky Public Schools is required by law to have the following upon enrolling:

1. an up-to-date immunization certificate
2. a physical

Any child without the above documentations will not be allowed in school until all necessary items are in. If an immunization certificate is to expire during the school year the same shall apply. You will first be sent a written notice of expiration and given two (2) weeks from notification to provide the necessary information. Absences related to this shall be unexcused except for a doctor’s appointment to receive immunization. Let it also be noted that if a child is allergic to immunizations or does not have them due to religious beliefs, a certificate must also be submitted signed by your doctor stating this.

A child transferring into our school system has a thirty (30) day leniency period. We will send a request for transfer of records to the previous school. If health records are not received, the parent will be contacted to provide this information within thirty (30) days. After thirty (30) days the child will not be allowed in school until these records are provided.

Personal shot records cannot be accepted as proof of immunization. Shot records must be on a Commonwealth of Kentucky Immunization Certificate, which will be provided by your physician. Parents will be given a reasonable amount of time to provide this information. If at the end of this time, requirements are not met, these cases will be referred to the Director of Pupil Personnel for possible legal action.

ILLNESS at SCHOOL

Should a student become ill while at school, the student should report directly to the nurse's office so that parents may be contacted and proper procedures may be followed concerning an early dismissal. Parents will be notified if a medical emergency arises. It is for this reason that it is very important that the school has reliable emergency contact information for every student.

REPORT CARDS

Students at Phillip A. Sharp Middle School receive report cards every twelve weeks. Each student receives a report card containing a grade for each of his/her subjects. Each student will receive a mid-term report at the end of six weeks, of each twelve-week grading period.

GRADING SCALE

A+	100-	Excellent
A	99	
A-	98-94 93	
B+	92-91	Good
B	90-86	
B-	85	
C+	84-83	Average
C	82-77	
C-	76-75	
D+	74-73	Poor
D	72-67	
D-	66-65	
F	64 and	Failure

SCHOOL DRESS CODE 2019-20

The following is a list of guidelines for appropriate school dress. These guidelines have been put in place to present a positive, safe and productive atmosphere for each child at Sharp Middle School. This policy is designed to eliminate distracting or disruptive elements that may interfere with a student's ability to focus and learn.

Appropriate

1. All clothing should be properly sized, neither too large nor too small.
2. Clothing should be clean and free of holes that expose skin above the knees.
3. Pants, skirts, and shorts must be worn at natural waistline.
4. Shirts/blouses/tops must be long enough that no skin is exposed when student is walking, sitting, reaching, and no cleavage should be visible.
5. Shorts, skirts and dresses must pass the four inch test (the garment must not exceed four inches from the top of the knee).
6. Footwear must be worn at all times.
7. Sleeveless garments must meet the four finger width rule and may not have revealing armholes. Low cut tops are prohibited, defined as exposing cleavage or under garments.
8. Cosmetics must be natural and not present any extraordinary appearance.
9. Coats and other outerwear must be left in lockers.
10. Yoga pants/leggings may be worn with appropriate tops or bottoms.

Inappropriate Dress

1. Hip huggers or clothing that is sagging, bagging, dragging the floor, or oversized.
2. Sunglasses, hats, and any type of headgear. Hoods must remain down.
3. Skate shoes or house slippers
4. No items worn or carried by any student is permitted if it contains obscene, crude or offensive language, pictures or slogans. Any statements or pictures pertaining to drugs, alcohol, violence, tobacco, gangs, obscenities or sex are not permitted. Any items containing such messages may be confiscated. No writing on the seat of the pants is permitted.
5. No pajama pants, slipper, or blankets may be worn.
6. No see-through or mesh fabrics may be worn. Undergarments should not be exposed.
7. No jewelry with studs or spikes is permitted. Chains, such as those attached to wallets or purses are not permitted. Inappropriate jewelry may be confiscated.
8. Any gang related or racially offensive attire is not permitted.
9. No heavy coats or jackets...these must be stored in lockers.

Any item of clothing or accessory that disrupts the education process will be addressed.

Administration make the final determination if clothing or accessories violate school dress code.

PENDLETON COUNTY SCHOOLS DISCIPLINE LEVELS

LEVEL I DEFINITION

Minor misbehaviors which impede orderly classroom procedures or interfere with the orderly operation of the school, and require immediate intervention by the staff member who is supervising the student or who observes the violation, such as classroom disturbance, classroom tardiness, inappropriate language, non-defiant failure to complete assignments or carry out direction, disrespect, inappropriate dress, and any other violations which are expressly listed in the written school rules and related procedures that fall within this category, are usually managed by a classroom teacher.

DISCIPLINARY PROCEDURES

There is immediate intervention as outlined in the PBIS school-wide framework by the staff member who is supervising the student or who observes the misbehavior. Repeated misbehavior requires a parent/teacher conference, a conference with the counselor and/or administrator. The staff member maintains a proper and accurate record of the offenses and disciplinary action.

RESPONSE OPTIONS

May include: Verbal reprimand; a behavioral contract; counseling; withdrawal of privileges; strict supervised study; school or teacher assigned detention; referral to student intervention/assistance team and behavior intervention plan.

LEVEL II DEFINITION

Misbehaviors whose frequency or seriousness tends to disrupt the learning climate of the school and are managed by a teacher and administrator. These infractions, which are documented on office discipline referrals require the intervention of personnel on the administrative level because the execution of Level I disciplinary options have failed to correct the situation.

Some of these misbehaviors are repeated violations of Level I offenses, not attending class without a valid excuse, truant behavior, using forged notes or excuses, disruptive classroom behavior, cutting class, trespassing, disrespectful behavior including use of profanity and/or obscenities, gestures or "back talking" towards another person, and failure to follow the procedure for prescribed and over the counter medications, possession and/or displaying of obscene materials.

DISCIPLINARY PROCEDURES

The student is referred, using the office discipline referral, to the administrator for appropriate disciplinary action. The administrator meets with the student and/or teacher and determines the most appropriate response. The teacher is informed of the administrator's action. The administrator maintains a proper and accurate record of the offense and the disciplinary action. A parental conference may be held.

RESPONSE OPTIONS

May include: Teacher/schedule change; referral to student intervention/assistance team; behavior intervention plan; social probation; referral to an outside agency; in-school suspension program; Friday/Saturday Alternative Program; strict supervised study; extra assignment; detention; denial of bus privileges; suspension.

LEVEL III DEFINITION

Acts against persons or property whose consequences indirectly endanger the health or safety of others in the school can be handled by the disciplinary mechanism in the school. Corrective measures, which the school should undertake, however, depend on the extent of the school's resources for remediating the situation in the best interests of all students. Examples of Level III misbehaviors are: repeated violations of Level I and/or II offenses, fighting, defacing or disfiguring school property, school related trespassing, unlawful entry, criminal mischief, burglary or larceny, interfering with school personnel in impeding their ability to carry out their responsibilities, possessing and/or using a lighter, matches, or tobacco products at school, stealing, assaulting or threatening to assault another person, threatening to inflict significant physical or emotional damage to another person, encouraging or inciting discord or civil disturbance, gambling, sexual harassment, speeding or reckless driving and improper use of a motor vehicle while on school property.

DISCIPLINARY PROCEDURES

The student is referred, using the office discipline referral, to the administrator for appropriate disciplinary action. The administrator initiates disciplinary action by investigating the infraction. The administrator meets with the student and confers with the parent about the student's misconduct and the resulting disciplinary action. The administrator maintains a proper and accurate record of offenses and disciplinary actions. Any person(s) who harasses bullies or assaults another person(s) by striking, shoving, kicking or subjecting that person to physical or emotional damage shall be subject to disciplinary action and/or legal action.

RESPONSE OPTIONS

Temporary removal from class; referral to student intervention/assistance team; behavior plan; referrals to outside agencies; in-school suspension program; Friday/Saturday Alternative Program; suspension; and/or denial of bus privileges.

LEVEL IV DEFINITION

These are acts against a person(s) or property which may indirectly endanger the health or safety of others. These violations require administrative action, notification of appropriate law enforcement authorities, and result in the student's immediate removal from school. A request for a hearing with the Superintendent of Schools or his/her designee is mandatory with a Level IV violation. Examples of Level IV offenses will include repeated violations of Level II and III.

Other examples of Level IV behaviors are federal and state offenses such as: arson, the intentional setting of fire; assault resulting in significant physical injury to a person or written physical threat to life or violence directed towards persons; sale, exchanging, possession of related drug paraphernalia

and/or possession or under the influence of alcohol or drugs or any substance purported to be alcohol or drugs or synthetic compound/substance; unlawful interference with school personnel by force or violence; vandalism, sexual offenses, computer hacking, and threatening, extortion, blackmail, or coercing a student; possession, use or transfer of dangerous weapons.

DISCIPLINARY PROCEDURES

The administrator verifies offense, confers with those involved, and meets with the student. The student is immediately removed from the school environment. Parents are notified. School official must then contact law enforcement agency and assist in prosecuting the offender. A complete and accurate report is submitted to the superintendent and a hearing may be held with the superintendent or his/or designee to determine appropriate consequences. An Expulsion hearing may be requested.

RESPONSE OPTIONS

These are serious violations, which require administrative actions, notification of appropriate law enforcement authorities and result in the immediate removal of the student from the school. Suspension, Administrative Hearings; and or Expulsion are possible response options. A request for a hearing with the Superintendent of Schools or his/her designee may be held with a Level IV violation.

SMS DISCIPLINE

All stakeholders are to adhere to the guidelines for the Pendleton County Schools Student Code of Conduct. Copies are distributed to each student and their guardians, who are required to sign and return the Code of Conduct Acknowledgement Form.

A major initiative in the Pendleton County School District is Positive Behaviors Intervention and

Supports (PBIS). Parents and students will notice PBIS in our schools when they see and hear the school's clearly defined expectations for all school settings (see attached).

Reference the Student Code of Conduct for more details and PBIS information.

Bus Discipline - riding the school bus is a privilege, not a right. Consequences for misbehavior on the bus may range from a warning to suspension of bus privileges.

School Dances – Any student who has been suspended from school will not be eligible to attend after school dances for the remainder of that semester. Excessive ISAP/detention assignments may effect a student's eligibility to attend dances at administrative discretion.

District Alternative School – to be used at the discretion of the administration when a student's misbehavior dictates that they cannot be successful in the regular school environment or it is determined that alternative school placement is in the best interest of that student's overall academic and behavioral success.

Student Cell Phone and Electronic Device Use Policy

Students at Sharp Middle School may not use any electronic device in the classroom other than the provided school technology. Our goal is to maintain academic focus in the classroom while respecting the needs of our students to have reasonable access to phones and other devices. Cell phones must be silenced and stored in the appropriate place as directed by school staff during class. These guidelines below safeguard an appropriate academic environment inside and outside the

classroom and ensure respectful, non-disruptive use of cell phones and other devices.

Sharp Middle teachers and administrators retain the right to confiscate any device if there is suspicion of a violation of student code of conduct.

Students will be required to provide any password to unlock the device at the request of the administrator.

Students may not use any electronic device to record, post images, video or audio of other students or faculty. Devices may only be used for instructional purposes and accessing approved websites, applications, or files.

Violation of this expectation will be enforced as follows:

1st offense – teacher reviews phone expectations with student and phone is stored as directed until the end of class

2nd offense – Teacher will review phone expectation with student, collect phone, and send the phone to the office. Student can collect phone at the end of the school day. Teacher will contact parent.

3rd offense – Teacher reviews phone expectation. Phone is collected, sent to the office and parent must pick up the phone. Discipline referral is submitted

Additional disciplinary measures may be taken after 2nd offense as well.

**Phillip Sharp Middle School
School-Wide Expectations Matrix**

School-Wide Expectations	Hallway	Cafeteria	Restroom	Gym/Assembly	Bus
Success	<ul style="list-style-type: none"> ✓ Voice Level 1 ✓ Walk on Right Side 	<ul style="list-style-type: none"> ✓ Voice Level 1 ✓ Sit in Assigned Area ✓ Responsible for Self 	<ul style="list-style-type: none"> ✓ Voice Level 1 ✓ One person per stall 	<ul style="list-style-type: none"> ✓ Voice Level (appropriate for event) ✓ Sit in Assigned Area 	<ul style="list-style-type: none"> ✓ Voice Level 1 ✓ Sit in assigned seat ✓ Be at bus stop on time
Honor	<ul style="list-style-type: none"> ✓ Helping Others ✓ Appropriate Language 	<ul style="list-style-type: none"> ✓ Clean up After Yourself ✓ Keep Hands To Yourself 	<ul style="list-style-type: none"> ✓ Be Clean ✓ Report messes immediately 	<ul style="list-style-type: none"> ✓ Be Attentive ✓ Follow Directions ✓ Show support of team or presenter 	<ul style="list-style-type: none"> ✓ Keep bus clean ✓ Use appropriate language
Attitude	<ul style="list-style-type: none"> ✓ Be Polite ✓ Be Kind 	<ul style="list-style-type: none"> ✓ Be Courteous ✓ Good Manners ✓ Wait patiently in line 	<ul style="list-style-type: none"> ✓ Practice Good Hygiene ✓ Be patient 	<ul style="list-style-type: none"> ✓ Be Courteous ✓ Clap/Respond Appropriately 	<ul style="list-style-type: none"> ✓ Be courteous ✓ Respond appropriately
Respect	<ul style="list-style-type: none"> ✓ Hands to Self ✓ Respond Appropriately to Adults 	<ul style="list-style-type: none"> ✓ Respond appropriately to adults ✓ Respect others space & belongings 	<ul style="list-style-type: none"> ✓ Use Facilities Appropriately ✓ Respect School Property 	<ul style="list-style-type: none"> ✓ Remain seated ✓ Enter quietly ✓ Give full attention to presenter 	<ul style="list-style-type: none"> ✓ Hand to self ✓ Follow driver directions ✓ Load & unload in a quiet and orderly fashion
Preparedness	<ul style="list-style-type: none"> ✓ Hall Pass ✓ Have materials for next class ✓ Manage time 	<ul style="list-style-type: none"> ✓ Have lunch money ready ✓ Know lunch number 	<ul style="list-style-type: none"> ✓ Hall Pass ✓ Return to class promptly 	<ul style="list-style-type: none"> ✓ Report to assigned area ✓ Focus on presentation 	<ul style="list-style-type: none"> ✓ Report to assigned location upon arrival ✓ Have your personal belongings

Sharp Middle School Discipline Matrix

This matrix is meant to be a guide and is not all inclusive. Final disciplinary actions and decisions are at the discretion of the administration. Serious offenses such as blatant disrespect, walking out of class, misbehaving in ISAP, etc. should be reported & referred to an administrator immediately.

Level	Infraction	Description of Offense
Minor 1	Defiance	Intentional refusal to follow directions/work accompanied by a verbal response and/or inappropriate body language that is not sustained or significant
1	Disrespect	An occurrence of verbal or physical individual action that is not sustained or significant and does not affect the learning environment
1	Non-compliance	Brief/low intensity failure to respond to school-wide expectations and/or directions of an adult (i.e, not prepared class, not working)
1	Disruption	Behavior causing a brief interruption of class activities that is not sustained or significant (i.e., slamming books on desk, slamming doors...)
1	Dress Code	Attire is not part of dress code
1	Inappropriate Language	A verbal message or using words in an inappropriate way or in such a manner that it does not significantly affect the school environment (not malicious intent)
1	Tardy	Student arrives to class after bell rings without note or documentations of his/her whereabouts
1	Technology Violation	Using technology at wrong time or not complying with teacher directions (see additional tech use guidelines)

POSSIBLE DISCIPLINARY ACTIONS FOR LEVEL 1 OFFENSES			
1 st Occurrence	2 nd Occurrence	3 rd Occurrence	4 th Occurrence
Warning Review Expectations Document	Documented parent contact Classroom consequence	Documented Parent Contact Counseling Referral Classroom Consequence	Discipline referral submitted to administrators

Level	Infraction	Description of Offense
Minor 2	Chronic repetition of level 1 offenses	Repeated teasing, non-completion of assignments, tardiness, profanity, disrespect, passive noncompliance, dress code
2	Disruption	Disruption so constant that the teacher is unable to conduct class
2	Disrespect	Repeated talking back, mocking, etc.
2	Physical Aggression	Demonstrating malicious intent in a serious (not joking around), angry manner
2	Technology Violation	Student on inappropriate websites, sharing inappropriate images, messages, etc.
2	Lying	Lying to staff
2	Cheating	Cheating on class assignment, assessment
2	Physical contact	One or more students making physical contact upon another that does not cause harm or injury to each other or the school environment but is unwanted contact. Physical contact that is non-serious but not appropriate.
2	Property Misuse (School/Personal)	Abusing school or property belonging to others for any reason other than the intended use (i.e. throwing, beating on, marking, kicking, etc.)

LEVEL 2

POSSIBLE DISCIPLINARY ACTIONS FOR LEVEL 2 OFFENSES	
1st Occurrence	Additional Occurrences
Review expectation with student Documented parent contact Classroom consequence	Documented Parent contact Discipline referral submitted to administrators

Level	Infraction	Description of Offense
Major 3	Abusive/Inappropriate Language	Verbal or behavioral disrespect after warning that causes a sustained and significant disruption of the school environment (malicious intent).
4	Alcohol/Drugs/Drug paraphernalia	Use/possession/transfer of
3	Bullying/Harassment	any unwanted verbal, physical, or social behavior among students that involves a real or perceived power imbalance and is repeated or has the potential to be repeated
3	Chronic/Offensive Dress Code	Attire is not only out of dress code, but extreme in it's inappropriateness and or chronic nature
4	Combustibles/Bomb Threat	Student possesses, or indicates possession of item(s) that could set fire or explode putting others in danger
3	Defiance/Disrespect/Insubordination/Non-Compliance	The same as the minor behaviors; however, after warning they cause a sustained and significant disruption of the school environment (malicious intent).
3	Fighting	An unwanted physical altercation between two or more parties in which physical harm is intended
3	Forgery/Theft	Stealing or falsifying another's name
3	Leaving School Property	Leaving the school grounds without permission
3/4	Physical Aggression	Physical contact that causes or is intended to cause harm and causes a sustained and significant disruption of the school environment (malicious intent)
3	Skipping Class	Not reporting to assigned area at the time required for more than 5 minutes
3	Technology Violation	Visiting inappropriate sites which results in notification to administration by IT department.....
3	Tobacco	Use/possession/transfer of
3/4	Vandalism/Property damage	Defacing or damaging school or other persons property
4	Weapons	Use/possession/transfer of

These are serious discipline issues that require immediate administrative involvement and written documentation. They may also include behaviors that are illegal, or so severe that they endanger the health and safety of others. Students engaging in these types of behaviors require an adult escort to the office.

DISCIPLINARY ACTIONS FOR LEVEL 3 & 4 OFFENSES
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Administrator is contacted Student is escorted by an adult to the office Discipline referral is submitted

Once a discipline referral is submitted to the office for disciplinary action, the administration determines the disciplinary assignment for that student.

School Administrators may administer consequences ranging from, but not limited to, In School Suspension Program, after school detention, Friday school detention, SMS alternative classroom, district alternative school, out of school suspension, law enforcement intervention, and recommendation of expulsion, depending on the offense, and at the sole discretion of the administrator. Additional consequences could be used based upon the infraction.

For the purpose of clarification, the discipline measures listed herein are defined as follows:

IN- SCHOOL ADJUSTMENT PROGRAM (ISAP)

Students are isolated ISAP classroom and their academic teachers send their assignments to them. Students are required to complete each assignment satisfactorily and will be given full credit based upon the merit of the work they complete.

AFTER SCHOOL DETENTION

Students may be retained in a designated classroom for After- School Detention. The After School Detention Supervisor will take attendance and give out assignments sent by teachers. Date and time will be determined at the beginning of each school year.

SMS Alternative Classroom

The alternative classroom at SMS may be used for disciplinary action or for students who may be struggling academically. A plan for exit from the classroom will be developed by staff, parents, and student the student upon placement in the classroom.

FRIDAY SCHOOL

Friday School is held with a certified teacher as its supervisor. The date and time will be determined at a later time. Students attending Friday School are to be picked up promptly at 6:00 p.m. Students will complete assignments designated by their teachers to enable them to improve their overall grade point average. Students are not permitted to talk or sleep during Friday School. If a student violates any of the rules of this program, he/she will be assigned another Friday School the following week. If a student misses two (2) Friday Schools in a row, a principal may assign an alternate punishment.

DISTRICT ALTERNATIVE PROGRAM

The Pendleton County Alternative School is designed as a separate entity from the regular school site for in-school youth. Placement here is for those students whose behavior has reached the point that their presence at the regular school site has caused a threat to the learning process set forth by the Pendleton County Board of Education.

In general, students are placed in the Alternative School Program for one of three reasons:

1. The student has been given the opportunity to change his/her behavior that caused the disruption in the school through the discipline process set forth by the school. If no change in behavior has occurred, the Alternative School will be the last chance for the student to change his/her behavior to the point that he/she does not disrupt the educational process.
2. The student commits an act so severe that the judgment by the Principal or Assistant Principal places the student in the Alternative School with the understanding that if the behavior does not improve, then recommendation for expulsion will occur.
3. The student has been expelled from the Pendleton County Schools by the Pendleton County Board of Education.

OUT-of-SCHOOL SUSPENSION

Student is sent home anywhere from one (1) to ten (10) days. If students do all the assigned work during their assigned suspension, they may receive partial credit for that work at the discretion of the teacher.

Bus Discipline – Riding a school bus is a privilege, not a right. Consequences may range from a warning to denial of bus privileges for the year.

DUE PROCESS PCBEP 09.431

Before being punished at the school level (suspension) for violation of school regulations, a pupil shall have the right of the following due process procedures:

1. The pupil shall be given oral or written notice of the charge against him/her.
2. If the pupil denies the charge, he/she shall be given an explanation of the evidence against him/her.
3. The pupil shall be given the opportunity to present his/her own version of the facts concerning the charge.

In cases that involve students with disabilities, the procedures mandated by federal and state laws for students with disabilities shall be followed.

CLASS “A” MISDEMEANOR (KRS161.190), ABUSE OF TEACHER

No person shall upbraid, insult or abuse any teacher of the public schools at any time in the presence of the school or in the presence of a student of the school.

Whenever a teacher or school administrator is functioning in his capacity as an employee of a board of education of a public school system, it shall be unlawful for any person to direct speech or conduct toward the teacher or school administrator when school person knows or should know that the speech or conduct will disrupt or interfere with normal school activities or will nullify or undermine the good order and discipline of the school. (Repealed and reenact. Acts 1990, ch. 476, Pt. V, § 483, effective July 13, 1990.)

Anyone, who fails to follow school procedure – by first stopping in the office and making an appointment – and attacks a school employee, either verbally and/or physically, will be prosecuted to the fullest extent of the law.

Any student who continues to insult or in any way show disrespect to a teacher may be recommended for expulsion.

HARASSMENT/, DISCRIMINATION/, HARASSING COMMUNICATION/BULLYING

Harassment/,discrimination/,harassing communication is unlawful behavior based on race, color, national origin, age, religion, marital status, political beliefs, gender or disability that is sufficiently severe, pervasive, or objectively offensive that it adversely affects a student's education or creates a hostile or abusive educational environment.

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

Students who engage in harassment/,discrimination/,harassing communication of an employee or

another student based on race, color, national origin, age, religion, marital status, political beliefs, gender, or disability shall be subject to disciplinary action as directed by the Superintendent.

Conduct and/or actions prohibited under this policy include, but are not limited to:

1. Name calling, stories, jokes, pictures, or objects that are offensive to one's, race, color, national origin, age, religion, marital status, political beliefs, gender, or disability;
2. Unwanted touching, sexual advances, requests for sexual favors, and spreading sexual rumors;
3. Causing a student to believe that he or she must submit to unwelcome sexual conduct in order to participate in a school program or activity or that an education decision will be based on whether or not the student submits to unwelcome sexual conduct;
4. Members of one gender in a class being subjected to sexual remarks of the other gender in the context of the classroom;
5. Implied or overt threats of physical violence or acts of aggression or assault based on any of the protected categories;
6. Impeding the progress of a student in class by questioning the student's ability to do the required class work based on the gender, race, color, religion, national origin, or disability of the student;
7. Seeking to involve students with disabilities in antisocial, dangerous or criminal activity where the students, because of disability, are unable to comprehend fully or consent to the activity;
8. Limiting students' access to education tools, such as computers, based on the student's gender, race, color, religion, national origin, or disability; and
9. Teasing a student's subject choice or assignment based on the gender, race, color, religion, national origin, or disability of the student.

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

GUIDELINES

Students who believe they or any other student, employee, or visitor is being or has been subjected to harassment/discrimination shall, as soon as reasonably practicable, report it. In each school building, the Principal is the person responsible for receiving reports of harassment/discrimination at the building level. Otherwise, reports of harassment/discrimination may be made directly to the Superintendent. Additionally, if sexual discrimination or harassment is being alleged, reports may be made directly to the District Title IX Coordinator. Complaints of harassment/discrimination, whether verbal or written, shall lead to a documented investigation and a written report. Employees who believe prohibited behavior is occurring or has occurred shall notify the victim's Principal, who shall immediately forward the information to the Superintendent. In circumstances also involving suspected child abuse, additional notification shall be required by law.

RETALIATION PROHIBITED

No one shall retaliate against an employee or student because s/he submits a grievance, assists or participates in an investigation, proceeding, or hearing regarding the charge of harassment/discrimination of an individual or because s/he has opposed language or conduct that

violates this policy. Upon the resolution of allegations, the Superintendent shall take steps to protect employees and students against retaliation.

FALSE COMPLAINTS

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

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, 09.422 and/or 09.426. **STOP BULLYING BEHAVIORS**

Treat others as you would like to be treated **Bullying Defined** Bullying means any unwanted verbal, physical, or social behavior among students that involves a real or perceived power imbalance and is repeated or has the potential to be repeated.

What is Bullying and/or Cyber-Bullying?

Bullying and/or Cyber-Bullying is defined as any intentional, written, electronic (i.e., Internet, YouTube, e-mail, text messages, picture phones); verbal or physical act or actions repeated over time against another person that a reasonable person knows will have the effect of: • Placing a person in reasonable fear of harm to his or her emotional or physical wellbeing or • Creating a hostile, threatening, humiliating or abusive educational environment due to the pervasiveness or persistence of actions or due to a power imbalance between the bully and the target or • Interfering with a student having a safe school environment that is necessary for successful educational performance, opportunities or benefits or

- Perpetuating bullying by inciting, soliciting or coercing an individual or group to demean, dehumanize, embarrass or cause emotional, psychological or physical harm to another person.

Because we believe every student deserves a safe learning environment, the Pendleton County School District is committed to dealing with bullying behaviors in our schools. To help the student who is the target of bullying behaviors:

1. We strive to identify the student who is using bullying behaviors, administer consequences for bullying behavior and help our students learn new ways of relating to others.
2. We educate our school community of the serious impact of bullying behaviors in order to respond consistently to all instances of bullying.

What do bullying behaviors look like?

- Inappropriate physical contact, including hitting, kicking, shoving, pushing
- Intimidating and threatening comments either verbal, written, or electronically
- Name calling or put-downs
- Malicious manipulation of others to do things they don't want to do
- Setting someone up to be bullied
- Spreading rumors or hurtful gossip
 - Stalking
- Hurtful teasing or making fun of someone
- Harassment
- Hiding or destroying someone's belongings
- Standing by and watching bullying behavior

Bullying Prevention Tips

Are you being bullied? Do you bully others? Do you witness bullying?

1. Tell a trusted adult what is happening (like your parents, teacher, principal, bus driver, or guidance counselor)
2. Stay in a group so you won't be an easy target and so others can help.
3. Try to stand up to the person who is bullying you. Tell him/her you do not like it, what he/she is doing is wrong, and you want it stopped.
4. Make a joke. Sometimes humor can make a bad situation more manageable.
5. Remember it's not your fault; no one deserves bullying.

1. Think about what you are doing and how it makes others feel. Think about their feelings, and then don't do it!
2. Hurting others and making them feel bad is never cool. Think how you feel when you're hurt.
3. Talk to an adult if you are not sure why you bully others or how to stop, you need to talk about it. A trusted parent, teacher or counselor can help you change.
4. Treat others as you would like to be treated.

1. Support someone who is being bullied. Spend time and include him in activities or just talk to show you care.
2. Stand up to the person doing the bullying. Try to get other kids to join you. It's not easy, but it works. When a bully sees that other kids don't think bullying is cool, he's more likely to stop.
3. Report bullying to an adult. Kids who are bullied may fear things will just get worse if they talk about it; kids who know they can't get away with bullying may stop.

Specific steps to reporting bullying behavior: If you or someone you know is being bullied or know of any unsafe conditions please contact any Pendleton County School Employee (teacher, counselor, advisor, principal, secretary, bus driver, custodian etc.) You may also leave a message in the School Resource Officer's Shout Out box (PCHS). Students and parents may also notify school personnel by clicking on the S.T.O.P icon located on all school and district websites. The Safety Tip line, Online Prevention or S.T.O.P tip line is designed for use as an "online" reporting/prevention tool. If students, parents or community members know of an unsafe situation in school (bullying, weapons, drugs or alcohol, etc.), they can anonymously pass on that information to school personnel by using this basic email format.

ANNUAL NOTIFICATION OF PARENTS

In accordance with the Family Education Rights and Privacy Act, parents shall have the right to inspect and review all education records relating to their child by making request to the principal of each school or other designated officials. This right shall be passed on to the student at age 18.

Written policies have been developed which describe the types and locations of these records and the specific procedures available to parents for the review of the records, the amendment of or hearing concerning education records believed to be inaccurate, misleading, or otherwise in violation of the privacy or other rights of the child, and for disclosure and destruction of records. Copies of these policies and procedures may be obtained upon request from the office of the principal - or the superintendent.

In accordance with federal regulations concerning the release or transfer of education records, it is the policy of this school district to forward education records on request to a school in which a student seeks or intends to enroll. A reasonable attempt shall be made by the superintendent to notify the parent or eligible student of the transfer of the records.

Parents shall have the right to file complaints under the Family Education Rights and

Privacy Act concerning any alleged failures of the district to comply with this act.

Parents of a child who has graduated or otherwise left the district and who was formerly enrolled in a program for exceptional children may request the destruction of any personally identifiable information in the education record of their child, which was collected, maintained or used for identification, evaluation, or placement of the exceptional child. Such request should be addressed in writing to the principal or superintendent.

“Directory Information” is information contained in an educational record which would not generally be considered harmful or an invasion of privacy if disclosed. This information may be released to news media, athletic organizations, scholarship or college entrance committees, or official organizations whose need for data is connected with student help activities. Directory Information” includes, but is not limited to, the student’s name, address, telephone listing, date and place of birth, major field of student, participation in officially recognized activities and sports, weight and height agency or institution attended. The parent, guardian, or eligible student currently enrolled, may request all or part of the directory information be withheld. The request must be in writing to the Principal of your child’s school, within 30 calendar days after this notification has been distributed. The written request must specifically state what information may not be classified as directory information.

Sharp Middle School Student Handbook Acknowledgement Form

Student's Name: _____

Teacher: _____

Please review the Student Handbook with your child. His/her teacher has discussed it in class, as the handbook and the policies and regulations it references are an important part of the daily student life, supporting a safe and secure learning environment.

It is essential that the school and home work together to assure that all students meet the high expectations for behavior established in the SMS student handbook. This enables students to succeed in school and the community. Your support is vital to this process.

After you have reviewed the student handbook with your child, please sign and return the signed form to school within one week of enrollment.

As the parent(s) or guardian of: _____

I have read and discussed the Student Handbook with my child. We understand that it and the policies and regulations it references apply to all students at all times on all Board of Education property, including in school buildings and on school grounds; in all school vehicles; and at all school, school-related, or Board sponsored activities, including but not limited to, school field trips and sporting events, whether such activities are held on school property or at locations off school property, including private business or commercial establishments.

Parent/Guardian's Signature: _____ Date: _____

Parent/Guardian's Signature: _____ Date: _____

Student's Signature: _____ Date: _____

This handbook was sent home to be shared with the parent(s)/guardians on: 8-5-2019