

PHILLIP SHARP MIDDLE SCHOOL



STUDENT HANDBOOK 2021-22

Carissa Lloyd – Counselor

John Elliott- Principal

Robert Hoover- Asst. Principal

Dress Sharp Think Sharp #Be SHARP

“I’ve come to a frightening conclusion that I am the decisive element in the classroom. It is my personal approach that creates the climate. It’s my daily mood that makes the weather. As a teacher, I possess a tremendous power to make a child’s life miserable or joyous. I can be a tool of torture or an instrument of inspiration. I can humiliate, hurt, or heal. In all situations, it is my response that decides whether a crisis will be escalated or de-escalated and a child humanized or dehumanized.”

- Haim Ginott

BELIEFS

- We believe that the relationships we build with our students and each other are the foundation for success in our school.
- We believe that education is a joint effort between students, families, schools, and our community.
- We believe all students will learn and be successful.
- We believe education is valuable for our students and our future.
- We believe that it is our responsibility to prepare our students to be college/career ready as 21st century learners, and to be responsible citizens.

SBDM COUNCIL

Chairperson – John Elliott

Parent Representatives- Natalie Wolf & Sara Remley

Faculty Representatives – JB Pollard, Amanda King, & Laura Spradlin

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
John Elliott john.elliott@pendleton.kyschools.us 859-472-7000	Robert Hoover Robert.hoover@pendleton.kyschools.us 859-472-7000	Carissa Lloyd carissa.lloyd@pendleton.kyschools.us 859-472-7000

SCHOOL START TIME: 8:00 AM SCHOOL END TIME: 3:00 PM
OFFICE HOURS: 7:30-4:30

Secretary	Attendance Clerk	School Nurse	Bookkeeper	Athletic Director
Nancy Crotty nancy.crotty@pendleton.kyschools.us 859-472-7000	Ramona Miller Ramona.miller@pendleton.kyschools.us 859-472-7000	Rebecca.Messmer Rebecca.Messmer @pendleton.kyschools.us 859-472-7000	Rachel Whalen Rachel.whalen@pendleton.kyschools.us 859-472-7000	Jordan Woodruff Jordan.woodruff@pendleton.kyschools.us 859-654-3355

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

- Go to Microsoft Teams. Select the 6th, 7th, or 8th Grade Counseling Group Team.
- Select the "Counselor Visit Request" on left hand side.
- Complete the form indicating need to see counselor. The counselor will review this form and call you to the office (if needed) as soon as possible.
- Counselor will give student a note to return to class. Student will give teacher note upon arrival.

This is to prevent time loss from academic classes; however, in some instances there may be emergencies. If there is an emergency, the teacher will contact the front office immediately.

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, Carissa Lloyd. Requests must be submitted March 15th-April 30th 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. Carissa.lloyd@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 mealtimes, 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 at 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 schoolwork 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 AGE 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 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.

CLUBS and ORGANIZATIONS

During the 2021-22 school year, club offerings are contingent upon CDC and KDE guidelines.

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
- NJHS
- 4H
- Academic Team
- FCCLA
- Others to be determined.

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-

Football
Cross Country
Cheerleading
Volleyball

Winter-

Basketball
Archery
Cheerleading

Spring-

Track and 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 may 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

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 2022.

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 especially 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 nine 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 near the middle of each nine-week grading period.

GRADING SCALE

A+	100-99	Excellent
A	98-94	
A-	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 below	Failure

STUDENT DRESS CODE

Sharp Middle Schools Dress Code/Policies: Dressing for Success!

Good grooming and dress are, first and foremost, the responsibility of the parents and students. We

recognize the need on the part of the student to display maturity and good judgment. Nonetheless, our school is your place of business. Receiving an education is one of the most important jobs you will ever have. The way you dress can affect your and your peers' attitude, performance, and behavior. Any form of clothing that attracts undue attention, is unsafe, disrupts instruction, or detracts from the learning process is unacceptable. Good judgment would indicate that certain types of clothing are inappropriate within the school setting. Therefore, students are expected to dress responsibly for school. Sharp Middle School insists upon decency, cleanliness and appropriate dress at all times because proper dress is conducive towards the maintenance of a positive educational atmosphere. Students out of dress code will be identified by 8:30 A.M. during first period. Our guidelines suggest that all clothing be clean and neat and in good taste. It should not be extreme to the extent that it focuses attention on the wearer, indicating indecent or disruptive suggestions. Common examples of unacceptable clothing include but are not limited to the following:

Pants, jeans, shorts, skirts, dresses, etc.:

- Unpatched holes above the fingertips when arms hang at the side in a relaxed position
- Worn in a manner that expose undergarments
- Pants/shorts should be worn at the waistline
- Undergarments should not be visible through clothes
- That do not reach the end of the fingertips when the arms hang at the side in a relaxed position (a minimum of a 5" inseam can be used as a general rule.
- That are tight fitting (i.e. yoga pants, leggings, spandex, etc.) UNLESS a garment (i.e. blouse, shirt, sweater, sweatshirt) is worn that extends to the fingertips

Shirts and tops:

- That expose the midriff and/or back at any time (excluding small "keyholes")
- That expose cleavage
- Tank tops, halter tops, cut-off T-shirts, tube tops, etc. (shoulders should be covered)
- Any clothing that displays, advertises and/or promotes drugs, alcohol, or tobacco
- Any clothing that displays or suggests derogatory and/or inappropriate messages
- Pajamas
- Hats, caps, hoods and bandanas
- Sunglasses and/or contact lenses that significantly alter the appearance of the eyes (unless approved by an administrator)
- Chains and studded/spiked clothing and accessories
- Outerwear (i.e. coats/jackets, etc.) worn during the school day

The following requirements are applicable to both male and female students except where indicated:

A. Hair and Head Coverings: All students should have hairstyles that are clean, neat, and well groomed.

1. While hats, toboggans, and hoods may be worn to and from school, NO hats, caps, toboggans, head wraps, turbans, doo rags/bandannas, sweatbands, combs, hair nets, curlers, or other items deemed inappropriate by administration are permitted to be worn during the school day inside the

school building, and MUST be removed upon entering the school building. These items, if brought to school, must be secured in locker, book bag, or with a teacher prior to the start of the school and must remain there until dismissal.

2. Some prohibited items may be allowed with principal permission if being worn for religious or medical reasons and/or outside activities.

3. Hats needed for safety in shop classes are to be kept in the classroom and are not permitted to be carried in the hallways between classes.

B. Clothing—All Students: No extreme form of personal appearance will be allowed to interfere with the educational process.

1. All garments must be of a type of material that will prevent exposure of undergarments or body (i.e. no see-through, mesh...etc.)

2. Any clothing, tattoos, makeup or accessories that are or have patches, images emblems, slogans, or words deemed unusual, disrespectful, prejudicial, profane, shocking, vulgar, drug/alcohol/tobacco/sex/gang/cult related are prohibited. Prohibited items include, but are not limited to:

- running/jogging shorts
- clothing that displays bosom
- bare stomach or back o tank tops
- clothing that has alcohol or tobacco advertising or symbols
- clothing with profanity or sexual remarks
- clothing which identifies gang activity
- pants, skirts and shorts must be worn at waist level with no sagging
- shirts must be longer than the top of your pants
- chain belt wallets
- pajama pants or house slippers
- holes above the knees in pants

3. Sunglasses are not to be worn in the school building except if approved by the principal for verified medical reasons.

4. Students may only wear shirts, blouses, dresses, that have sleeves unless worn over a full shirt or blouse. NO bare midriiffs, bare backs or low-cut necklines. All shirts, blouses, or tops must extend completely to the lower garment; stomachs, upper back, and lower back must be covered at all times.

5. Pants, shorts, and skirts must be worn so that they are not sagging or exposing undergarments. Clothing with holes exposing skin or undergarments above the knee (fingertip length) are banned.

6. Shorts, dresses, and skirts must be deemed appropriate by the administration and must be midthigh length or longer. (An exception to this rule is for Physical Education classes during class time only—still no short/jogging shorts.)

7. Appropriate shoes or sandals must be worn at all times.

8. During the course of the year, there may be special days when some departure from the dress

code will be allowed by school administration. These will be announced to all students.

CONSEQUENCES:

1st: T shirt assigned or clothes changed – will be documented in Infinite Campus

2nd & 3rd: ISD 1 day

4th & 5th: Possible Alternative Placement

SCHOOL DISCIPLINE

Lunch Detentions

Staff will have the ability to write lunch detention slips for minor infractions such as wearing a hat, having a phone visible or heard while stored, tardy to class, inappropriate area, wrong direction on stairs etc. Lunch detention will be served the following day. Lunch detention will take place in the ISD room and it will be a silent lunch with no devices or “extra/snacks”. The purpose of lunch detentions is to decrease disturbances to the educational environment while not over punishing students.

ISD

IN-SCHOOL DETENTION –

When a student is reprimanded for certain violations of the Sharp Middle School Code of Acceptable Behavior and Discipline, they may be assigned by the administration to the In-School Detention Program. The ISD Program is an alternative to out-of-school suspension because of inappropriate actions taken by students. Students assigned to ISD must report to the front office each day they are assigned to ISD and they will be escorted to the ISD room. ISD students shall complete the work assigned in their classes for full credit, but it must be completed by the end of that school day.

ISD PROGRAM GUIDELINES:

While in the ISD Program the following routines, procedures, and guidelines will apply to ALL students:

1. All students assigned to the ISD classroom must report to the office when they arrive at school, and they will be escorted the cafeteria for breakfast and then to the ISD room. Students who arrive late to ISD after ten (10) minutes must make up the time rounded to the nearest full hour.
2. When a student enters the ISD classroom, they will be required to completely empty their pockets into an assigned storage container. Then the student will be assigned an area for which they are responsible, and they must stay in that area for the entire time that they are in the ISD classroom (whether it is one period or several days). Students must stay seated in their assigned area all day except during the three escorted breaks provided (one in the morning, one at lunch, and one in the afternoon).

3. Students will begin their assignment to the ISD Program by completing two short assignments: (1)

Reading the Sharp Middle School Code of Acceptable Behavior related to their violation and (2) complete a behavior assignment packet. The ISD supervisor will verify that this is done properly, and conference with each student on appropriate actions and consequences at the end of each school day.

4. Each morning the ISD supervisor will send a list of students in ISD that day by 8:20 a.m. to teachers by email, teachers will send all daily assignments for all ISD students electronically to the supervisor or the student.

5. The ISD supervisor will ensure that all students understand and complete all assignments by the end of the day. The ISD teacher will collect all completed assignments and place them in the teacher's mailbox at the end of the school day. All work completed in ISD is worth full credit.

6. Three (3) STRICTLY supervised ten (10) minute bathroom breaks will be provided to students at approximately 9:00 am, 11:00 pm, and at 2:00 pm (these breaks can only be taken when the regular student body is in class and teachers must be in or near the bathrooms with the ISD students). ISD students are NOT allowed to interact with the regular student body at any time of the day or with each other (with exception of the last 30 minutes of the day for social skills / behavior lessons).

7. Lunch will be provided to all ISD students each day. ISD students are NOT allowed to eat lunch with the regular student body. For lunch, students will receive the same food choices as other students however they will not have an opportunity to buy "extras."

8. All ISD students must checkout of the ISD Program each day. To checkout students must do the following: (1) clean their assigned area, (2) show evidence to the ISD teacher that no vandalism of the ISD classroom occurred, and (3) turn in all completed regular classroom work that was assigned.

9. ISD students are not allowed to wear watches or have any time device in their possession (this includes cell phones). Students will be asked to empty their pockets upon arrival to ISD and purses will be held by the ISD teacher in a storage cabinet. Failure to do this will result in an automatic assignment of an additional day of ISD.

ISD Program Rules:

While in the ISD Program students must obey the following rules:

1. No talking or whispering
2. No leaning, slouching, and no sleeping (sit-up straight)
3. Keep both feet on the floor!
4. No food, drink, gum, or candy
5. Complete ALL work assigned
6. No hall passes
7. No watches or cell phones. *Any student who violates an ISD rule shall automatically be assigned an additional day in ISD. Any student that is disrespectful to the ISD teacher (especially vulgar, abusive, or profane language) will immediately be reported to the administration and reprimanded using After-School Community Service, Out-of-School Suspension, or a recommendation for Expulsion.

ISD supervisor will keep daily logs of attendees including sign in and out times.

BEHAVIOR

(Students with disabilities may have altered consequences based on IEP)

1. **Harassment/Discrimination:** Any student who engages in harassment/discrimination of an employee or another student on the basis of race, color, national origin, age, marital status, political beliefs, sex, or disability shall be subject to disciplinary action at the principal's/designee's discretion. This includes any act which degrades or discredits fellow pupils or which has a negative impact on an individual's academic performance, emotional stability and or security, or creates an intimidating, hostile or offensive educational environment. References: Board Policy

Consequences:

1st: ½--1 day ISD, possible loss of extracurricular privileges, and mandatory conference with parent/guardian prior to returning to classes; Student must complete **Prejudice Reduction Program.**

2nd: Out-of-school suspension, possible loss of extracurricular privileges, mandatory conference with parent/guardian prior to returning to classes; Student must complete **Prejudice Reduction Program.**

Further Incidents: Out-of-school suspension and recommendation for alternative placement and/or expulsion

2. **Drugs and Alcohol:** No student shall possess, use, provide, or be under the influence of any controlled substance on or about school property, at any location of a school-sponsored activity, or traveling to or from school or a school sponsored activity. This includes alcoholic beverages, controlled drug substances (including prescription drugs), unauthorized over-the-counter drugs (possession, distribution, or use), drug paraphernalia, substances that "look like" a controlled substance. References: Board Policy

Consequences: Police shall be contacted, and 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. Principals shall immediately contact police. Students shall be referred to the Prevention Program when applicable.

3. **Other Illegal Acts/Items:** Theft, vandalism, trespassing, gambling, terroristic threats, bomb threats, false alarms, arson, extortion, possession or use of item that may be used as weapons (firearms, knives, etc.) and/or deemed as a safety hazard. References: Board Policy ; KRS 161.180; 527.070

CONSEQUENCES: ISD, and/or out of school suspension, restitution, and/or referral to the Board of Education for expulsion. Police will be contacted (Board Policy). Illegal items or other possessions reasonably determined by proper school authorities to be a threat to the student's safety or to other's safety and security may be seized by school officials. Students who fail to cooperate with school authorities when requested to, shall be subject to other disciplinary action (Board Policy)

4. **Possession of Noxious Substances:** Unauthorized items such as smoke-bombs, stink-bombs, fireworks, mace, or other spray irritants, incense, butane lighters, etc. are not permitted.

CONSEQUENCES:

1st: ½--full day ISD; conference with parent/guardian
2nd: 2 days ISD
3rd: Out of school suspension

5. Fighting/Violent Acts: Fighting is the act of hitting or kicking another student or other person. Any action, comments, or written messages intended to cause others to fight or which might reasonably be expected to result in a fight will be considered the same as fighting. A student who is attacked may use reasonable force in self-defense but only to the extent to free himself/herself from attack and notify proper school authorities. A student who exceeds this reasonable force may be disciplined even though he/she may not have provoked the fight. In order to prevent further altercations, students that are engaged in a fight will be sent home for the remainder of the day. The police will be contacted in cases of assault resulting in physical injury, a sexual offense, or kidnapping (Board Policy)

CONSEQUENCES:

1st & 2nd: Three (3) to six (6) days of out-of-school suspension and additional measures as needed at the discretion of the principal/designee.

3rd: Alternative Placement for the remainder of the school year and/or additional measures at the discretion of the principal/designee. Promoting a fight by any means (verbally or physically): In school detention and/or out of school suspension.

6. Profanity/Vulgarity/obscenity (Written, electronically, physically, or spoken):

Inappropriate language or gestures will not be tolerated at SMS.

CONSEQUENCES: After school detention (ASD) and/or ISD/lunch detention at the principal's/designee's discretion. Profanity directed at a faculty/staff member will result in a possible out-of-school suspension, and/or Alternative Placement, and/or recommendation for expulsion.

7. Possession or Use of Tobacco Products: Tobacco products are prohibited on or about school grounds at all times or at any location of a school sponsored activity to or from a school sponsored activity. This includes smokeless tobacco (dip) and chewing tobacco.

CONSEQUENCES:

1st Offense: Three (3) days ISD.

2nd Offense: Five (5) days of ISD.

Repeated Offenses will be dealt with at the principal's discretion and may include tobacco and nicotine cessation classes, out-of-school suspension, and/or recommendation for expulsion.

Student may be allowed at administrator's discretion to create a "anti-tobacco / vape" poster to be displayed within the school or online to reduce amount of day in ISD.

8. Possession or use of E-Cigarettes, Vapor Sticks, or Hookah Pens: E-Cigarettes, vapor sticks, and hookah pens (or any smoke/vapor product containing like substances) are prohibited on or about school grounds at all times or at any location of a school sponsored activity to or from a school sponsored activity.

CONSEQUENCES:

1st Offense: Three (3) days ISD.

2nd Offense: Five (5) days of ISD. ‘

Repeated Offenses will be dealt with at the principal’s/designee’s discretion and may include smoking cessation classes, out-of-school suspension, and/or recommendation for expulsion.

Student may be allowed at administrator’s discretion to create a “anti-tobacco / vape” poster to be displayed within the school or online to reduce number of days in ISD.

9. Student Insubordination/Defiance/Disrespect: Conduct which interferes with or hinders the orderly administration of the school and school-related activities, such as: acts of misbehavior toward another student or school personnel, failure to follow directions, malicious remarks and/or body language, class disruption, or any action deemed as inappropriate behavior.

CONSEQUENCES: ISD, Lunch Detention, ISD, or out-of-school suspension at the principal’s/designee’s discretion. The teacher reserves the right to assign after school detention(s) at his/her discretion.

10. Public Displays of Affection: Inappropriate body contact, kissing, embracing, etc.

CONSEQUENCES: Although we would prefer to give a verbal warning in most cases due to the nature the following may be assigned. ISD, Lunch Detention, or out-of-school suspension at the principal’s/designee’s discretion.

11. Disorderly Lunchroom Behavior:

CONSEQUENCES: After school detention, lunch detention, ISD, and/or other measures at the principal’s/designee’s discretion.

12. School Bus Misbehavior: Students who misbehave on the school bus will have disciplinary measures applied according to the school’s discipline code and the Pendleton County Schools Discipline Code Handbook at the principal’s/designee’s discretion.

13. Skipping School or Class (AWOL): Failure to attend one or more classes or leaving a class without proper authorization.

CONSEQUENCES:

1st Offense: 1-day ISD

2nd Offense: 2- days ISD

SBDM Revised/Accepted 7/14/21

3rd Offense: Out of school suspension

14. Leaving School Grounds: Leaving School grounds without authorization after arrival on campus.

CONSEQUENCES:

1st Offense: 1 day of out of school suspension

2nd Offense: Principal/Designee Discretion

15. Abuse/Misuse of Computers and Related Equipment: Malicious actions toward equipment or entry into or destruction of someone's programs, files, or storage areas, or the deletion/alteration of a school program will be considered a major offense.

CONSEQUENCES: Principal/designee discretion and could include suspension from computer use, financial remuneration, ISD, and/or out-of-school suspension.

16. Internet Use: Students must have assignment sheets before logging onto the Internet and view only that material required for assignments. The following are not permitted: A. "Surfing" the Internet B. Plagiarism C. Harassment D. Damaging system or networks E. Sending offensive pictures or messages F. Obscene language G. Violating copyright laws H. Trespassing into another's files I. Intentionally wasting resources J. Using the Internet for commercial purposes K. Use of "Chat" lines or pages. L. Use of social networking sites.

CONSEQUENCES: Principal/designee discretion and could include suspension from computer use, financial remuneration, ISD, and/or out-of-school suspension.

17. Unexcused Tardies to School, Assigned Area, or Class: Failure to be at the assigned place at the respective assigned time.

CONSEQUENCES:

1st Offense: Warning or Lunch Detention

2nd Offense: Lunch Detention or ISD

3rd Offense: ISD

Repeat Offenses – Revocation of privileges (hall passes, admission to after-school/extracurricular events at the principal/designee's discretion).

18. Cell Phone/Telecommunication Devices: Students will be permitted to use their cell phones during the following times: before school, at breakfast, between classes, and at lunch. Cell phones may NOT be used for pictures or recording (audio, video, or audio and video) devices or for harassing communications. No cell phone or other telecommunication device should be seen or heard during class unless it is for instructional purposes with permission from the classroom teacher. Unless otherwise specifically stated by the classroom teacher with permission from administration all cell phones are to be stored in the classroom cellphone pouch upon arrival to class with the device turned to silent. Any violation of specific classroom rules involving cell phones, or violation of the Pendleton

County Board of Education Telecommunication Device Policy will result in confiscation of the student's cell phone.

CONSEQUENCES:

1st Offense: 1 Lunch Detention. Teacher/principal/designee takes phone & parent/guardian must pick up phone from office at the end of the day. Student may not have possession of the phone in school for the remainder of the school day.

2nd Offense: 2 Lunch Detentions. Teacher/principal/designee takes phone & parent/guardian must pick up from office at the end of the school day. Student may not have possession of the phone in school for the remainder of the school day.

3rd Offense: 3 Lunch Detentions. Teacher/principal/designee takes phone & parent/guardian must pick up phone from office at the end of the school day. Student may not have possession of the phone in school for the remainder of the school day.

*Refusal to give a cell phone up to a teacher will result in 1 day of ISD. Refusal to turn phone over in the office (office staff, administrator, or School Resource Officer), will result in 3 days ISD as well as removal of device by SRO and an immediate parent meeting. KRS 158.165 "personal telecommunications device" means a device that emits an audible signal, vibrates, displays a message, or otherwise summons or delivers a communication to the processor, including, but not limited to, a paging device and a cellular phone. The school will not be responsible for confiscated, stolen, lost, or damaged devices.

19. Forgery: The act of falsifying information, including, but not limited to correspondence to or from school office or faculty.

CONSEQUENCES: ISD, out of school suspension, possible police contact.

20. Cheating/Classroom Plagiarism: Cheating is any effort on your part to get credit for something you did not do, or to help someone else get credit for something he/she did not do himself/herself. Cheating can take many forms, and these can include but are not limited to: plagiarism, the use of information on an exam (cheat sheets, opening book, leaving notes in open view for yourself and others, writing on your hand, etc.), allowing someone else to look at your answers during an exam or looking at someone else's answers during an exam.

CONSEQUENCES:

1st Offense - Loss of grade, ISD, out-of-school suspension, and parent contact.
Repeat Offenses – Principal Discretion

21. Littering/Vandalism-Littering includes leaving or placing trash or other items without putting them in the proper trash receptacle. Vandalism includes any form of destruction to school property by means of writing, carving, placing gum, or any other act that would cause damage to school property or the property of others.

1st Offense: One hour of after-school community-based service
2nd Offense: Two hours of after-school community-based service

3rd Offense: Principal/designee discretion

22. Persistently Disruptive Behavior -Any repeated or pattern of disruptive behavior may be dealt with at the principal's/designee's discretion which may include, but is not limited to After-School Detention, ISD, Saturday School, Suspension, or Expulsion.

23. Any other behavior not specified in items 1-22 may be disciplined at the principal's or designee's discretion.

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

Violation of this expectation will be enforced as follows:
See Behavior section above.

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 to pass on that information to school personnel by using this basic email format.

Anonymous Tipline 1-866-393-6659

Website- <https://homelandsecurity.ky.gov/SafeSchools/Pages/default.aspx>

ANNUAL NOTIFICATION TO 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.

PC CARES ACADEMY

Enrollment for the 2021-2022 PC CARES Academy will be limited and not all who apply will be accepted. Through our experience with the pandemic virtual learning platform, we recognize that a virtual learning environment is not the best environment for all students, but it is a good option for some students and families. Before applying to PC CARES, the family must make sure this learning option is the right one for their child and that the student is equipped with the necessary skills to be successful in a self-guided online learning environment. The district will provide online courses primarily through Edgenuity but may also utilize other district-approved platforms.

Once submitted, a committee at each school will review the received applications and determine admission based on the PC CARES admissions rubric. The committee will take into consideration extenuating circumstances and admission rubric scores to make final decisions.

Contact the school for more information.

SCHOOL FEES

The 2021-2022 school fees for Sharp Middle School are as follows:

\$30 Student Fee (Waived only for students who submit 2021-22 paperwork and qualify for free/reduced lunch.)

\$5 Science Fee (All students will be charged to cover costs of labs.)

\$5 Art Fee (For all students who have Art class.)

\$5 STEM Fee (For all students who have STEM class.)

\$5 Practical Living Fee (For all students who have practical living class.)

Band Book Fees TBD (For all students who have Band.)

You will have the opportunity to pay these fees on schedule pickup day for grades 7 and 8 on August 5, 2021 and Camp Wildcat Day for 6th grade on August 3, 2021. If that day is not convenient for you, you may also send payment to school with your child. Cash can be sent in an envelope marked "Student fee." Money orders or checks should be made payable to "Sharp Middle School." All fees need to be paid by September 24, 2021. The student fees are collected from each student for various needed items in the school year including, but not limited to, the items listed below:

Technology opportunities such as laptops in the classroom

Textbook maintenance

Various supplies not included in the required supplies list

A sincere effort has been made to reduce the supplies list your student is required to purchase on his/her own this year to help alleviate the burden of this cost.

If you have any questions or concerns regarding this or any other topic, please do not hesitate to let us know.

Sharp Middle School Student Handbook Acknowledgement Form

Student's Name: _____

First Period 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 homework 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 or you agree that you have access to the handbook to review 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, or I agree that I have access to the Student Handbook. We (I), 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. I also acknowledge that the handbook may be periodically updated with approval of the schools SBDM council and that I agree to stay updated with those changes.

Electronic access to the Student Handbook- <https://www.pendleton.k12.ky.us/2/home>

***Parents can request a paper copy of the student handbook can do so by emailing Nancy.Crotty@pendleton.kyschools.us

Parent/Guardian's Signature: _____ Date: _____

Parent/Guardian's Signature: _____ Date: _____

Student's Signature: _____ Date: _____