



Shelby County East Middle School

Student Handbook

Updated: July 2022

ADMINISTRATORS' MESSAGE

Welcome to all East Middle students and families! Thank you for being part of *Missile Pride* for the **2022-2023** school year. With our expectations for excellence and academic rigor for all staff and students, we have set the following BIG GOALS for East Middle:

- All students will report feeling safe, having been treated with kindness and fairness, and report a sense of belonging.
- All students will show mastery in the POG competencies of critical thinker, responsible collaborator, and effective communicator.
- All students will have double blocks of Math, affording deeper learning opportunities.

We need all stakeholders –students, parents, and community—to help us achieve these goals. We are planning for *each student* to be college and career ready upon graduation from Shelby County Public Schools.

We have prepared this handbook so we can develop a better understanding between school and students/parents. We ask for your partnership so we can provide students with a rewarding and enriching educational experience. This handbook will help students and parents understand the rules and expectations at East Middle School. Please take time and read it thoroughly.

SHELBY COUNTY PUBLIC SCHOOLS ~ 2022-2023 SCHOOL CALENDAR

[Link to District Webpage - calendar](#)

AFFIRMATIVE ACTION/ NONDISCRIMINATION STATEMENT

Students, their parents, and employees of the Shelby County Public Schools are hereby notified that the Shelby County School District does not discriminate on the basis of gender in its educational programs, vocational programs or activities that it operates, and is required by Title IX of the Educational Amendments of 1972 (P.L. 92-318) not to discriminate on the basis of disability, in admission or access to, or employment in, its programs or activities, in compliance with the Rehabilitation Act of 1973 (P.L. 93-112) as amended, Section 504; nor does the school system discriminate on the basis of gender, race, color, national origin, age, religion, or marital status, as set forth in Title VI, Title VII, Title IX, ADA, and Section 504.

Any person having inquiries concerning the Shelby County Public School District's compliance with Title IV, Title VI, Title VII, Title IX, ADA, or Section 504 is directed to contact:

1155 Main Street
Shelbyville, KY 40065
(502) 633-2375

Deputy Superintendent and Director of Personnel:
andy.moore@shelby.kyschools.us

Director of Student Services:
michael.clark@shelby.kyschools.us

Equal Opportunity/Affirmative Action Employer

ATTENDANCE GUIDELINES

Regular attendance is essential for maximum student achievement. The entire staff will support students in regular attendance.

1. It will be every student's responsibility to bring either a medical note or a signed parental note (non-medical) stating the reason for the absence to the front office after each absence. This note must be turned in to the front office within **5 days from the date of the absence**.
2. A student is allowed only seven (7) non-medical days per year (called "parent/guardian notes"). After a student has missed seven (7) non-medical days, a health professional statement or principal/assistant principal approval will be required in order for the absence to be excused or for the student to make up work. A health professional statement is classified as a note from the doctor, dentist, health department, or any other medical official.

Tardies

Tardies to school - Students arriving at school after 8:40am shall report to the office for an excused or unexcused tardy note.

Tardies to class - To be considered an excused tardy, the student must present the teacher with a signed note from a staff member stating he/she has been detained. Students struggling with timeliness will goal-set with their instructional team.

Truancy

Any student who has been absent from school without a valid excuse for three (3) days or more, or tardy to school for three (3) or more days, is truant. A student who has been reported as a truant three (3) or more times is a habitual truant. Being absent for less than half a school day shall be regarded as being tardy. Students must be in attendance at least half the day to participate in any extra-curricular school function.

All other tardies and absences that are not properly verified and approved by the principal shall be considered unexcused. At the middle school level, students not in attendance are considered absent from each class they miss.

Excused Absence or Tardiness

Absences and/or tardies shall be excused for the reasons stated below. In addition, tardiness that results from a student being detained by a staff member shall be excused.

1. Illness of the student, accompanied by a doctor or parent/guardian note.
210957992. Severe illness or death in the student's immediate family. A note from funeral home is requested for death in the family.
210957993. Appointments with a health professional.
210959112. Court appearance required by a subpoena or citation must have a note from court.
210958664. Participation in school-related activities approved by the principal/assistant principal.
210958665. Special cases approved in advance by the principal/assistant principal two weeks in advance.

Early Dismissal

A student may not leave the school grounds during the day unless it is absolutely necessary. When an early dismissal is unavoidable, a student will only be allowed to leave school grounds with parental permission.

A student requiring an early dismissal must have his/her parent or guardian come to the front office on the day the student is to leave early, and be signed out by the individual requesting the early dismissal of the student. Students will not be allowed to leave the school with anyone who does not report to the front office. It is important to have all adults approved by the parent to pick up a student from school listed on the school emergency information card kept in the front office.

Withdrawal

If it is necessary to withdraw from school, please contact the school's front office for proper procedures.

CAFETERIA

Students at East Middle have the opportunity to obtain a nutritionally well-balanced lunch. All students are given free breakfast and lunch through the Community Schools Grant. We are able to apply for this grant with accurate Free & Reduced Lunch reporting. Please make sure you fill out and turn in this information at the beginning of the school year. Ala carte items are available for purchase.

Students should not bring fast food, energy drinks, and sodas into the cafeteria during lunch.

All students are to go to and from the cafeteria as a class. Liter bottles and glass bottles are not permitted in the cafeteria. During the supervised lunch, students will sit in assigned locations. Following simple rules of courtesy will make the lunch period a pleasant and relaxed time for everyone.

No sale or serving of any food or beverage item to students in competition with the School Breakfast Program to the National School Lunch Program is allowed during the school day until one-half (1/2) hour after the last lunch period.

Beverages from home or from outside of school will only be allowed in a student's lunch bag/box (with the exception of water in medically necessary situations). Beverages may only be consumed during the students assigned lunch period in the cafeteria. Students who bring open containers into school will be asked to dispose of the beverage. Beverages brought to for breakfast and lunch must also meet federal lunch guidelines i.e. water, milk, juice, Propel. Note: Soft drinks and caffeine enhanced drinks (such as Monster) will not be allowed in school.

2022-2023 Free Breakfast and Lunch for all Middle School Students

Cafeteria Conduct

1. Upon entering the cafeteria, go to your seat or to the line.
2. Be courteous to each other and staff.
3. Do not run, push, horseplay, or break in line.
4. Do not touch items on the line except your own food or tray.
5. Get everything you need in one trip through the line.
6. If you drop your tray, see a monitor for another lunch.
7. When seated, raise your hand if you need something.
8. Once you are in the cafeteria you may not leave without the monitor's permission.
9. Please help keep your lunch area clean. Clean up after yourself.

CONDUCT

Student agency and responsibility are important parts of learning at East Middle. Our school frames all academic and social learning according to MISSILE PRIDE - **P**repare daily, **R**espect others, **I** think first, **D**emonstrate responsibility, and **E**xpect excellence. Students are rewarded for demonstrating these core values, according to specific criteria established by the PBIS (Positive Behavior Interventions and Supports) Team and classroom teachers.

Students struggling with PRIDE expectations may receive classroom consequences or loss of privileges. If a student cannot redirect his/her behavior, he/she may have a conference with the Student Response Team or administrator. For serious or repetitive issues and disruptions, teachers, administrators or counselors will reach out to parents/guardians to discuss next steps.

Refer to the district handbook on "Statement of Rights and Responsibilities and Student Discipline Code" for detailed information.

Hallways

Keep hallways open to traffic by walking on the right. Do not block traffic by standing in groups. Pass through the hallways quietly; other teams will be conducting class. Students should not be in hallways that they do not have a class in. Be considerate of others in the hallway as you are in the classrooms. Discard trash in the containers provided. Keep in mind Missile PRIDE, and make an effort to keep our school safe, welcoming, and clean.

School Activities

Students are encouraged to support all students' activities. Students' behavior to and from and/or during school activities must be orderly and respectful, and meet all conduct rules. Students will follow the directions of coaches, athletic directors, and administrators at all school activities on and off East Middle's campus.

Participation in school dances, rewards, and special programming will be earned by demonstrating MISSILE PRIDE on a regular basis.

Backpacks

Backpacks will not be allowed in classrooms or hallways during the school day. Book bags/backpacks may be brought to and from school, but must remain in the locker during the school day. Students should carry daily essentials in a pencil case, pouch, Chromebook case, or string bag during the instructional day.

Controlled Substances Violations/Tobacco

See Board Policy 09.423 and/or Statement on Rights and Responsibilities and Student Discipline Code regarding violations for possession and/or use of controlled substances, drug paraphernalia, alcohol, and Board Policy 09.4232 regarding tobacco. These policies will be strictly enforced.

CURRICULUM

Curriculum is informed by the latest research on teaching and learning in a personalized, competency based system. Decisions regarding curriculum are guided by the Kentucky Department of Education, the school's Site Based Decision Making Council, the Shelby County Board of Education, and our district Student Achievement Team.

EMERGENCY DRILLS

There shall be at least two (2) fire exit drills the first two (2) weeks of school term and one each calendar month thereafter while school is in session. Tornado drills are to be held during the first full month of the school year and in February, March, and April. The Principal shall schedule earthquake drills two (2) times during each school year. A building lockdown practice shall be implemented at least once during each school year.

EXTRACURRICULAR/CO-CURRICULAR STANDARDS

Shelby County East Middle School follows KHSAA Guidelines for all extracurricular and co-curricular athletic activities.

The following standards have been adopted on maintenance of grades for student athletes and students participating in all other co-curricular activities. To view the entire document, go to www.khsaa.org

Abridgment:

- On a weekly basis, students must be cumulatively passing at least 2/3 of their course load per grading period.
- Students who do not reach this requirement may not participate (may not play in games or participate in practices) in their co-curricular activity until that goal has been met, as determined by subsequent weekly grade checks.
- Extra credit or alternative assignments may not be given in order for a student to reach the basic requirement.
- Shelby East Middle School coaches and administrators reserve the right to enforce a stronger requirement

Conduct

All participating students having received unsatisfactory feedback in conduct on a grading report (interims and report cards) can result in the student being suspended from the activity for a period of time deemed appropriate by the coach and athletic director. If the student does not improve his/her conduct, then he/she will be suspended for a second time. If the conduct of the student does not improve, the student can then be dismissed entirely from the activity.

Attendance

All participating students must have an attendance percentage of at least 90% per grading period, excluding medical or emergency absences.

All participating students must be at practice on the day before a scheduled activity in order to be eligible to participate (with the exception of an excused absence).

A student who is absent more than ½ day on the day of a scheduled activity will not be allowed to participate in that scheduled activity unless the absence is due to a school-related trip.

Suspensions

See conduct guidelines.

Try-outs and Vacancy

After the establishment of a team, squad, club, etc., a member may only be added if a vacancy occurs. In the event of a vacancy, it will be left to the coach's discretion as to whether the vacancy is filled.

Try-out requirements will be left to the coach's discretion, upon approval by the principal.

FEES

Shelby County East Middle School student fees are as follow:

[Link to Board Approved School Fees](#)

**A waiver or adjustment may be made for any student qualifying for free or reduced lunch upon request in accordance with 702 KAR 3:220.

Note: If school/district property is lost or damaged, the student will be held responsible for repair or replacement. The cost will vary depending on the item. Fee waivers do not apply to lost or damaged property.

FUNDRAISING

No student shall be compelled to participate in or meet any kind of quota in a fundraising activity. Door-to-door fundraising activities of any kind by P-7 students are not permitted.

GRADING SYSTEM

East Middle School will implement a Standards Based Grading (SBG) system. This system will evaluate student progress and is **not** based on effort, attendance, practice, participation, organization, extra credit or any other *behavior* conducted by students. Standards Based Grading is meant to reflect an assessment of a student's measurable progress toward meeting specific learning standards in a course or content area. In the SBG system at East Middle the following will be used for reporting progress:

- No percentages shall be used in reporting students' grades. Teachers will assign a score of 4, 3, 2, 1, or 0 for reporting of progress towards mastery of standards:

Score	Progress Identifier
4	M (Mastery)
3	AM (Approaching Mastery)
2	D (Developing)
1	B (Beginning)
0	NM (No mastery)

- Descriptions for 4-point scale:
 - **Mastery/4-** The student has fully mastered both the basic and complex skills of the standard.
 - **Approaching Mastery/3-** The student has mastered the basic skills and some, but not all, of the complex skills of the standard.

- **Developing/2-** The student has mastered the basic skills of the standard.
- **Beginning/1-** The student has not yet mastered the basic skills of the standard.
- **No Mastery/0-** Even with help, the student has produced no evidence.

All assessment and remediation will follow guidelines set forth in the classroom assessment policy.

PROMOTION POLICY

Promotion requirements reflect the district's expectations for student learning. All those involved (students, parents, and teachers) must be aware of these requirements each year upon entry into the school.

1. A promotion committee shall evaluate a student's progress and be composed of the following people:
 - a) Chairperson-Principal, and/or assistant principal,
 - b) Teachers of the Student,
 - c) Counselor
2. The committee shall consider the following criteria:
 - a) Progress toward Mastery
 - b) Attendance
 - c) Assessment Data
 - d) Additional Factors:
 - i. Level of physical and mental maturity
 - ii. Age
 - iii. Individual Education Program (IEP) of student where appropriate
 - iv. Teachers' views
 - v. Parental views
3. When a student fails to produce evidence of progress toward Mastery in one or more core classes in a single grading period,
 - a) Parents will be notified in the following manner:
 - Quarterly grade report
 - AND/OR
 - Teacher/Team Contact
 - b) During the final grading period, the intervention team for the student will meet twice to review student's progress, review intervention strategies, and evaluate need for parent notification. The team leader or designee will document this meeting.
 - c) For students failing to produce evidence of progress toward Mastery:
 - Notice of Parent/Guardian Regarding Consideration of Promotion with a Plan for Success, per District and school policy, will be mailed to parents.
 - Promotion Committee will call a conference with parent and student.
 - d) Promotion committee will design a course recovery program to be completed during the month of June and the student will be promoted WITH A SUPPORT PLAN effective for the next school year.
4. If the student does not meet the promotion requirements and the promotion committee determines it is in the best interest of

the student to be retained, then the following action must be taken by the promotion committee:

- a) Evaluate the appropriateness of the program the student has just completed,
- b) Identify strengths and weaknesses of the student,
- c) Plan a modified program for the student.

What could a modified program entail?

Required summer school

Required independent study

Placement in courses for the following year where the student will have a second opportunity to master standards

Retention

OR

Any combination of the above

GUIDANCE DEPARTMENT

The school guidance program plays an important role in the total school program. The primary role of the program is to aid the student in his/her development as a unique, valuable, responsible, and contributing individual to society.

Some of the services provided by East Middle School's counselors include: individual counseling; small group counseling; classroom guidance activities; educational; personal and career guidance; identify and make appropriate referrals to agencies or other professionals; identify and communicate resources; and interpret educational test results.

The counselors also offer classroom activities on topics of interest to students such as: teasing/bullies; conflict resolution; suicide prevention; transitions; and the Individual Learning Plan (ILP). Students and parents are encouraged to take advantage of the services offered by this department.

HARASSMENT/DISCRIMINATION

Harassment/discrimination is defined as intimidation by threats or actual physical violence; the creation, by whatever means, of a climate of hostility or intimidation; or the use of language, conduct, or symbols in such manner as to be commonly understood to convey hatred, contempt, or prejudice or to have the effect of insulting or stigmatizing an individual. Harassment is not to be confused with "*BULLYING*" which is defined as "*repeated, deliberate physical, verbal or social attacks or intimidation directed toward another person. There is a marked imbalance of power between the bully and the victim*". Procedures for investigating or reporting may be found in the Statement on Rights and Responsibilities and Student Discipline Code handbook.

In order for the administrative staff of East Middle to adequately investigate and respond to allegations outlined above in a timely manner, **we ask that all incidents be reported to an adult in the school setting** (teacher, counselor, instructional assistant, principal, etc.) or complete a student conflict form as soon as possible following the incident.

ILLNESS OR INJURY AT SCHOOL

If you are injured or become ill, report this to the teacher and bring your student agenda book to the main office. If necessary, the office will contact your parent or guardian. All students who are injured or become ill must check out through the office before leaving school.

ITEMS FROM HOME

Students should only bring items to school that will be used in classes for education purposes. Items that distract from the educational process or well-being of other students should be kept at home. All students are responsible for personal items brought from home.

Prohibited Items

These items include – but are not limited to – the following: fireworks, lighters, noisemaking devices, and laser pointers. The aforementioned articles will be confiscated immediately by staff members and will only be returned to a parent.

Cell Phone Policy

Rationale

East Middle School believes in the use of technology to support learning. However, with increased technology available to every child through 1:1 initiative, the cell phone is becoming a distraction to learning in the classroom. In addition, cell phones can be used in ways that are emotionally harmful to adolescents through sexting, cyberbullying, inappropriate use of social media, the taking and sharing of videos and photographs that are inappropriate or unknown by the person, and increased apps that are readily available that cannot be easily monitored and can cause safety concerns. This policy is intended to decrease the distractions caused by cell phones during the school day so that students can focus on school and the appropriate use of technology available at school.

Procedure

Students are allowed to bring cell phones to school for use before or after school only. Students may have access to their cell phone devices each morning prior to reporting to Advisory. Once students visit lockers for the first time, all cell phones must be powered off and placed in individual student lockers. The phones must remain powered off and in locker during the school day (8:40-3:40). Students may not have the phone on vibrate or on their person during the day, this includes MISSILE Miles, restroom breaks, and lunch times.

Parent /Student Responsibility

East Middle asks that parents partner with the school in adhering to this cell phone policy. We ask parents to not call or text your student on their cell phone during the school day. If you need to get a message to your child, call the school office in the event of an emergency. Every teacher has a phone in his or her classroom.

The cell phone is the responsibility of the student. East Middle School and staff are not liable for lost or stolen cell phones. If students choose not to follow this policy their cell phones will be taken and kept in the office. The following will occur if a cell phone is taken:

- First offense – Parent/guardian will be contacted by school staff through phone or email. Child will be given phone back at end of the day.
- Second and all subsequent offenses. – The parent/guardian will be contacted and the phone will only be released to a parent or guardian. The school office closes at 4:00 pm each afternoon.

Principal / Staff Responsibility

Principal and staff of East Middle School shall be diligent in monitoring this policy. If a phone is taken, the parent will be contacted by staff through a phone call or email.

LIBRARY

All students are encouraged to use our library facilities any time between 8:00 a.m. and 3:30 p.m. Three books may be checked out at one time for a three-week period. Books may be renewed as needed. Books must be brought into the library and renewed at the circulation desk each time the student needs to renew.

Check-out privileges can be suspended for any student who has overdue books, has not paid fines, or has a combination of overdue books and fines.

LOCKS AND LOCKERS

1. Students will be assigned a specific locker.
2. Undue wear, tear, defacement, or damage to lockers must be paid for by occupant or person guilty of locker misuse.
3. In order that authorized personnel may inspect lockers, students must rent combination locks provided by East Middle School. Foreign locks will be cut off.
4. Student lock fee is included in the \$35 instructional fee. There will not be any partial refund upon lock return at the end of the school year.
5. If a student loses a lock, he/she will have to pay an additional \$5.00 for replacement.
6. Students should go to lockers during designated times.
7. Students should refrain from sharing lock combinations unless authorized to do so by their homeroom teacher.
8. Impromptu locker inspections/clean out will be held as needed.
9. Expectation is that all student issued lockers will have a school lock on them.
10. Students should completely clean out their lockers at the end of the school year.

MEDICATION

Medication should be given at home when possible. The first dose of any new medication will not be administered in the school setting. If school personnel are giving medications, they should receive appropriate training and monitoring. Training can be provided by personnel such as, but not limited to, registered nurses, physicians, and/or dentists. (Medical personnel should adhere to the practice standards for their profession as governed by the appropriate licensing authority.)

1. Parents and health care providers shall complete the required forms before any person administers medication to a student or before a student self-medicates. The form shall include the following information: student's name, physician's name, address, and phone number, type of medicine, dosage, time of day for dosage, reason medication is to be administered, possible reactions or side effects of medicine, release from liability, and parent's telephone numbers at home and work, as well as an emergency contact and numbers, as appropriate.
2. Provided there is a signed Authorization to Administer Medication form from the parent and physician, school personnel delegated to dispense medications shall keep the medication in a locked cabinet or drawer and arrangements

will be made for the child to take the medication at the prescribed time.

3. Students are to be supervised by a qualified individual when taking medication.

Self-Medication

In certain situations, a written physician's authorization shall allow a student to responsibly carry self-administered medication (i.e. Epi-pen, inhaler, insulin). (KRS 158.834 and 158.836). A completed authorization form must be completed by the parent/guardian and physician and on file in the school. This authorization must be renewed each school year.

Nonprescription Medications

Nonprescription (over-the-counter) medications may be accepted on an individual basis as provided by the parent or legal guardian when a completed authorization to give medication form is on file. The authorization form is to be completed by parents or legal guardians AND the treating physician. The medication should be in the original container and dated upon receipt. Students are not allowed to carry over the counter medications; these must be kept in the office. Medications will be administered per KDE Health Services Reference Guide.

SCHOOL-BASED DECISION-MAKING COUNCIL

East Middle School's School-Based Decision-Making (SBDM) council will meet monthly.

Teachers and parents who are not on the council may recommend items for the agenda by contacting a council member or completing an agenda form five (5) days before the meeting. A person recommending an item must be present at the meeting for it to be discussed. Members of the East Middle School community are encouraged to attend the monthly meetings held in the library/media-center at the school.

SCHOOL PROPERTY

Parents or guardians will be held responsible for any damage the student might cause to the furniture, books, school issued devices, and other property of the school system. The student has the privilege of temporary use and care of school property, and he/she should respect and care for it as if it were his/her own. A penalty is assessed to textbooks/devices for defacing, marking, tearing, losing, or otherwise abusing books/devices. The penalty is dependent upon the degree of abuse or damage.

Posters

No posters, placards, or notices are to be posted anywhere in the building without the approval of the principal.

SERVICES TO INDIVIDUALS WITH DISABILITIES

The Shelby County Public Schools ensures that any child or youth with a disability, regardless of how severe, is provided an appropriate public education at no cost to the parents or guardian. These rights are afforded through the Individuals with Disabilities Act (IDEA) and Section 504 of the Rehabilitation Act. If you know of a child or youth who lives in Shelby County who may have a disability and is not receiving services, please contact the Special Education Section 504 Coordinator at the Support Services office at 647-0210. If you have any concerns with regard to your child's progress in school and suspect he/she may have a disability, please contact his/her classroom teacher.

SOLICITATIONS

Unless authorized by the superintendent, sales representatives, agents, or other solicitors shall not solicit or contact pupils, teachers, or other employees during the school day.

STANDARD OF DRESS POLICY

The school standard of dress policy is established in an effort to improve student learning and to facilitate a safe learning environment. It is intended to instill discipline, prevent disruption, avoid safety hazards, and teach respect for authority.

All students at East Middle are expected to adhere to a common practice of modesty (no cleavage, midriffs, or backsides visible regardless of movement), cleanliness, and neatness to promote an academic atmosphere while ensuring the health and safety of themselves and others. Any clothing, object, or writing on clothing that refers to alcohol; tobacco; drugs; gangs; sexual innuendo; violence; foul language; or is otherwise disruptive or disrespectful is prohibited.

The manufacturer logos or writing on all clothing are acceptable as long as they are school appropriate. Students shall adhere to the standard of dress during school hours and dress modestly and respectfully at all other school-sponsored activities.

BOTTOMS

Guidance:

- Khakis, jeans, shorts, athletic pants, capris, skorts, or skirts
- Length of skirts, shorts, tunics, dresses, and skorts shall be of modest, appropriate length. Tights, leggings, jeggings, or hosiery are allowed under these bottoms.
- No rips, tears, or fraying above the knee.
- No sagging pants.
- Length of skirts, shorts, and skorts should allow the student to sit, stand, bend without being revealing.
- No visible undergarments for boys or girls.

TOPS

Guidance:

- Collared shirts, crew neck tops, v-neck tops, sweaters, or pullovers.
- Hoodies or pullover sweatshirts are permitted, but hoods will remain down during the instructional day.
- Tops must have a sleeve that completely covers the armpit.
- No see-through or tight-fitting tops; no undergarments showing.
- No tank tops, spaghetti strap tops, or camisoles unless worn under permitted tops.

FOOTWEAR:

- Students shall wear shoes at all times. No house slippers will be permitted.

OUTERWEAR:

- Coats and jackets shall be worn in accordance with weather conditions and put in lockers during the school day.

ACCESSORIES:

- Head coverings of any kind (hats, caps, scarves, bandanas, hoodies, sweatbands, or sunglasses) shall not be worn inside the building unless it pertains to a religious practice, prescribed by a physician or the administration declares a special day (spirit days, field day, etc).
- Visible facial or body piercings or makeup shall not be disruptive to the educational environment of the students.
- All tattoos shall be covered during the school day and during school activities.

Violations of the standards of dress shall be handled by an office administrator or designee. If the administrator or designee determines that a student's grooming or clothing violates the standard of dress policy, methods of correction shall include, but are not limited to, the following:

- The student will be given the opportunity to correct the situation at school.

In the event a student chooses not to comply with school staff:

- Appropriate clothing may be provided for the student to wear during the school day.
- A parent conference may be held.
- Other means of discipline may be used as necessary.

STUDENT ASSISTANCE PROGRAM

The Student Assistance Program is designed to meet a wide range of student needs with a special focus on preventing alcohol and other drug problems from occurring. This goal is accomplished by having a strong alcohol and drug curriculum, using appropriate materials in the libraries and classrooms, and providing awareness programs for students, parents, teachers, and other school staff.

All students are invited to speak with the student assistance counselor if a need arises. Students may also be referred to the program by peers, teachers, parents, the guidance department, administrators, or outside agencies. Throughout the school year, students will be offered educational and support groups.

The Student Assistance Program operates in partnership with the guidance department in providing educational/support groups in the area of drug awareness, chemical dependency, recovery, tobacco cessation, conflict resolution, anger management, grief, divorce, and social skills.

Other groups may be added as needed. Together, those school services help strengthen families by helping students make the most responsible and appropriate decisions possible.

STUDENT RECORDS/FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

In accordance with the Family Educational Rights and Privacy Act, parents shall have the right to inspect and review all education records relating to their child by making a request to the principal of each school or other designated official. 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 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 students, and the disclosure and destruction of records. Copies of these policies and procedures

may be obtained upon request from the office of the principal or office of the superintendent.

In accordance with federal regulations concerning the release or transfer of educational records, it is the policy of the school district to forward educational records on request to a school in which the student seeks or intends to enroll. Parents may obtain, upon request, copies of the records transferred and an opportunity for a hearing. Directory information may be released by the school on individual students unless specific instructions not to do so are presented to the principal or superintendent in writing by the parents of a student on or before September 15th of each year. Directory information shall include the student's name, address, telephone number, date and place of birth, major field of study, and participation in officially recognized activities such as sports, weight and height of members of athletic teams. Parents shall have the right to file complaints to the Family Educational Rights and Privacy Act concerning any alleged failure of the District to comply with this act. U.S. Department of Education, Family Policy and Regulations Office, Washington, D.C. 20202.

Parents of a student who has graduated or otherwise left the district and who was formerly enrolled in a program for exceptional students 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 student. Such requests should be addressed in writing to the principal or superintendent.

Shelby County Public Schools

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(502) 633-2375

SUPPLIES

The school supply list is available online and in the front office. Students can visit Ms. Cresap, the Family Resource Coordinator, for assistance with school supplies.

TRANSPORTATION

Requests for any transportation changes **must** be sent to the school office with the student and **must** be signed by the parent/guardian. For our students' safety, any transportation change that cannot be verified with the parent/guardian will not be permitted. Students may not make their own transportation decisions. **Any transportation changes must be made before 3:00.**

Bus

From the time a student boards the bus until he/she is dropped off in the afternoon, she/he is under the supervision of the school system. While on the bus, he/she will comply with the driver's wishes. The bus driver has the responsibility for your safety. The following rules should be observed regarding transportation to and from school:

1. Obey the driver at all times.
2. Refrain from making any excessive noise on the bus.
3. Do not place head or hands outside the windows.
4. If a student is to ride a different bus or get off the bus at a place other than her/his home, he/she needs a note signed by the parent/guardian and administrator before presenting it to the bus driver.

Failure to comply with these rules may be due cause for removal from bus privileges. Parents or guardians will be held responsible for deliberate destruction of bus property.

Car

When transported to school by car, please use the designated car line only. This is a very important safety precaution. Your cooperation will help make transportation to and from school a safer and more pleasant experience.

VISITORS

The Board encourages parents, professional educators, and others who have legitimate interests to visit the school. To ensure that school personnel are aware of visitors' presences, all visitors must report immediately to the main office upon entering the school and identify themselves and declare their purpose for visiting. All visitors must obtain a visitor's pass and sign in before proceeding to any part of the school.

YOUTH SERVICES CENTER

The Youth Services Center was established and began operation in 2000. The purpose of the Youth Services Center is to assist in eliminating any and all external barriers to a child's learning throughout the community. The center, through collaboration and referrals, assists children and families, addressing their needs using resources of the Youth Services while focusing on prevention and early intervention. For more information about the Youth Services Center, please contact Kelly Cresap, coordinator, at 647-9040.