

SOUTH WARREN MIDDLE SCHOOL



2016 - 2017 Student Handbook

For immediate news and notes, follow the school on Twitter at
<https://twitter.com/SouthWarrenMS>

For information and updates on athletics, follow
https://twitter.com/SWMS_Athletics

For detailed information about the school, visit our website at
<http://www.warrencountyschools.org/swms>

SOUTH WARREN MIDDLE SCHOOL
Warren County Public Schools
Bowling Green, Kentucky

Opened: August, 2010 Grades: 7th & 8th
Enrollment: Approx. 600 Mascot: Spartans
School Colors: Black, Silver, and Royal Blue

Dear Student and Parent:

The faculty, staff, and administrative team of South Warren Middle School welcome you to our school and the many opportunities offered. We are truly excited about working with you to build upon a tradition of academic and extracurricular excellence at South Warren.

As the bridge between elementary school and high school, the middle school years can be exciting, yet challenging, as students develop and mature both socially and academically. To accommodate their specific needs during this unique time, SWMS is committed to providing a learning environment that is nurturing, positive, highly structured, and anchored by a rigorous curriculum.

We challenge students to set high goals, be involved in activities, and challenge themselves daily to work hard. All students are expected to give maximum effort, show respect for others, have a positive attitude, be involved in extracurricular activities, and conduct themselves in an appropriate manner. We encourage each parent to become an active part of your child's education and to support the school as we work together to help our students become ready to walk through the doors of SWHS!

South Warren Middle School anxiously looks forward to working with each of you this year as we continue striving towards becoming the best middle school in the state of Kentucky!

Faculty, Staff and Administration of
South Warren Middle School

***South Warren Middle School is dedicated to providing
a rigorous and supportive learning environment
to ensure 21st Century learning for all students.***

TABLE OF CONTENTS

After-School Hours	9
Agendas	8
Athletics & Clubs	31
Attendance	5
Before School Hours	9
Behavioral Flowchart	14
Books, Technology, & Charges	28
Bring Your Own Device (BYOD)	29
Bullying	17
Buses	25
Bus Notes	26
Cafeteria	24
Calendar	5
Car Riders	10
Computer Usage Policy	20
Consequences	15
Dances	27
Detention	16
Discipline Policy of SWMS	13
Dress and Appearance	21
Drug Policy	22
Electronic Device Policy (cell phones, etc).....	18
Emergency Drills	28
Free / Reduced Meal Applications	24
Guidance	29
Gum, Candy, Food, Drink, etc.	23
Hallways	27
Homework Policy	8
Leaving School Early	7
Lockers	28
Lost and Found	12
Make-up Work	7
Medication	12
Morning Cafeteria, Gym, & Library	26
Promotion Policy	11
Report Cards / Infinite Campus	11
Restrooms	27
School Telephone	11
Solicitation	24
Sports Eligibility	32
Tardy to Class	7
Teacher Conference	10
Theft	24
Visitors to School	9
Voice Levels	17
Walking to the High School	10
Weapons	23

SCHOOL CALENDAR

The Warren County Board of Education school calendar can be found on the website. Please be aware that any cancellations of school due to any unplanned circumstance will add additional school days to the end of the school year. In the event of any cancellations, **designated makeup days on the district calendar will be used.**

This is important to know when planning for trips, etc. **Since makeup days are specifically designated on the calendar, vacations should be planned outside of that window.** Any absence for family vacation, trips, etc. will be counted as an unexcused absence.

The Warren County Board of Education makes these decisions, and we help communicate those decisions as quick as possible on our website, Twitter, newsletter, etc.

State testing will take place during the final days of a district's school calendar. As well, final exams will take place on the last 2 days of the school year. For these reasons, SWMS expects students to attend school through the last day of school **(even if the school calendar should adjust).**

ATTENDANCE

QUICK SUMMARY OF ATTENDANCE:

- A parent or guardian should call the school as early as possible on the day that a student is absent. Student calls are not acceptable; it must be an adult.
- All students are required to be in their 1st period class by the time school starts (7:30am) to avoid being considered tardy to school. If students aren't in their 1st period on time, they are considered late to school. If you have trouble getting your child here on time due to traffic or other concerns, it is suggested that the child ride the bus.
- SWMS allows 6 parent notes in a school year. After that, only a physician's note will be accepted. These notes must be turned in within one week of returning from the absence or the absence will be considered unexcused.
- Any student who is absent, tardy, or leaves early must bring a note to school from his/her parents or doctor explaining the reason on the day he/she returns to school. This is true even though a parent or guardian may have called the school the day he/she was absent. District policy requires a note signed by parents or physician. No absence will be excused without a note.
- Students may only leave with a person that is listed on the emergency card. See "Leaving School Early" for more detailed information.

WARREN COUNTY BOARD OF EDUCATION ATTENDANCE POLICY

Pupils are required to attend school regularly and be punctual in their attendance.

Excused Absences, Tardiness, and Checkouts: An excused absence or tardiness is one for which schoolwork may be made up and which has been verified by the Principal or designee, such as:

- 1. Death or severe illness in the pupil's immediate family;*
- 2. Personal illness of the pupil;*
- 3. Appearance in court of the pupil pursuant to a warrant, subpoena, or citation;*
- 4. Participation in school-related activities approved by the Principal or designee;*
- 5. Other valid reasons as determined by the Principal or designee.*

Unexcused Absences, Tardiness, and Checkouts: All other absences, tardiness, and checkouts should be considered unexcused.

Notes Required: When students return to school, they shall bring notes signed by a parent or physician to the Principal's office. Starting with the sixth (6th) absence, the Principal or designee may require the parent to accompany the child back to school, or in the case of illness the parent may provide a physician's statement. The Principal or designee shall determine whether the absence is excused.

Truancy Defined: Any pupil who has been absent from school without a valid excuse for three (3) or more days, or tardy for three (3) or more days without a valid excuse is a truant. Absence for less than half a school day without a valid excuse shall be regarded as being tardy. A pupil who has been reported as a truant two (2) or more times (absent or tardy six (6) or more times without a valid excuse) is a "habitual truant."

TRUANCY:

Students tardy, absent, or who check-out for the third time without a valid excuse are considered to be truant. Truancy results in:

1. Written warning notices from the school will be sent to parents following a student's third unexcused absence, tardy, or checkout.
2. After the fifth unexcused absence/tardy you should receive a final notice and/or a home visit.
3. Those students considered to be "habitual truants" under the definition above will be turned over to the district's truancy officer for follow-up and possible referral to the courts.

EDUCATIONAL ENHANCEMENT OPPORTUNITY FORMS:

An absence that is deemed as "educational" in nature can be turned in to excuse the absence. These forms must be filled out and submitted to the office one month **PRIOR** to the absence. To justify the validity on this form, please provide as much information as possible (please attach additional information to the EEOF). This form can be found on the website under "parent/student" and "forms."

REWARDS AND RECOGNITION OF GOOD ATTENDANCE

Recognition of attendance will be presented at the end of the school year. **Perfect attendance** is considered "no absences and no tardies."

LEAVING SCHOOL EARLY

Students leaving school during school hours may be checked-out by the parent, legal guardian, or their designee **THAT IS LISTED ON THE EMERGENCY CARD**. This does impact one's attendance.

All visitors **MUST SHOW A VALID ID** when requesting to see/check-out a student.

REMEMBER!!!

Persons other than the legal guardian checking-out a student MUST have their name placed on the student's emergency card by the legal guardian (this must be done in person).

TARDY TO CLASS

It's mandatory for students to be in class on time. **A student is to be considered tardy if he/she is not in the classroom with required materials at the scheduled beginning time of class.** Repetitive tardiness will result in disciplinary action.

MAKE-UP WORK

MAKE-UP WORK

It is the student's responsibility to make arrangements with the teacher for make-up work, tests, and any other assignments missed during absences.

All work assigned **prior** to the student's absence will be due the day a student returns to school. (Example: If homework was given on Wednesday when the student was in class and it was due Thursday, but the student was absent Thursday, then the assignment will be due when the student returns on Friday.)

When **absent**, students will be given one day for every day absent from school to complete missed work. (Example: If a student misses Monday and Tuesday [2 days] and returns to school on Wednesday, the student will have Wednesday and Thursday [2 days] to complete the assignments. Therefore, all work missed on Monday and Tuesday will be due Friday.)

GETTING ASSIGNMENTS

When absent, the student should get his/her homework by emailing his/her teacher or checking the teachers' websites. This is the easiest way to stay caught up on assignments. Students who will miss school for a few days may request that work be gathered by the teachers and placed in the main office for pick-up. Phone calls requesting missed work must be received by 8am that day if you wish to pick it up that same afternoon (this will provide teachers ample time to get everything together).

HOMEWORK POLICY

Homework is an extension of classroom instruction. South Warren Middle School ensures purposeful and meaningful homework assignments. Beneficial homework serves many purposes, but among all, homework is designed to help students master learning targets.

Accordingly, the South Warren Middle School Homework Policy sets forth the following guidelines in conjunction with the Warren County Board of Education policy:

Teachers will:

- Communicate expectations regarding all work for class.
- Establish and communicate clear learning targets for each lesson.
- Ensure that homework is appropriate to the class objectives and content.

Parents are asked to:

- Support the school by emphasizing the importance of good study habits & a strong work ethic.
- Work with their child by helping to review his/her student agenda.
- Ensure homework gets completed.
- Encourage their child to extend learning by studying/reading outside school and participating in enrichment opportunities.

Students are expected to:

- Keep up with assignments by recording things into their agenda.
- Complete and submit homework on time.
- Supplement work in school with study out of school.
- Be proactive in finding out about assignments when absent.

AGENDAS

Each student is given an agenda that serves two purposes:

1. It has a calendar that serves as a tool for students to help them remain organized, responsible, and independent;
2. These agendas also serve as a hall pass. No student will be allowed in the hall without an agenda that has been filled out by a teacher.

AT HOME:

This can also become a convenient tool for parents and students to use in helping to communicate with one another about homework, day-to-day instruction, and activities.

AT SCHOOL:

Students are required to take these agendas with them from class-to-class to be used while at school as an instructional tool as well as a hall pass.

REPLACEMENT AGENDAS:

Replacement agendas are available in the office for a \$5 purchase.

VISITORS TO SCHOOL

When visiting the school, visitors must do the following:

1. Come into the office through the front entrance doors (on Rich Pond Road).
2. Sign in and receive a "visitor's badge."
3. ***To pick up or visit a student in the office, proper ID is required (and your name must be on the child's emergency card).***

BEFORE-SCHOOL HOURS

School begins at 7:30am, and the doors to the school will open daily at 7:00am. Supervisory personnel will not be available until 7:00am; therefore it is not recommended that students be dropped off prior to that time as the doors will be locked and students will have to wait outside.

When arriving in the morning, car-riding students should use door #6 (it's the entrance closest to the flagpole between the gym and the auditorium).

AFTER-SCHOOL HOURS

WHEN DISMISSED

No students may be on school property after 2:30pm unless they are involved in an activity supervised by school personnel. Students waiting for rides may wait until 3:00pm just outside the front doors (weather permitting). **Other areas of the building are off limits.** Students are to wait quietly for their ride and behave appropriately.

If students are not picked up by 3:00pm, then the following actions may be taken:

1. Student warning.
2. Parent notification that the student will be required to ride the school bus (unless the student has been removed from the bus for misbehavior).
3. Further problems may result in the school taking additional disciplinary action and/or local law enforcement being contacted.

EXTRACURRICULAR ACTIVITIES

Students involved in supervised activities after school need to make arrangements with parents regarding rides, etc. **before** coming to school. Coaches and sponsors will announce practice schedules in advance whenever possible.

Students need to have rides waiting for them promptly after attending an after-school activity (such as dances, tutoring, athletic events, club meetings, etc.). Failure to do so will result in a loss of those privileges and/or other consequences listed above.

WALKING TO THE HIGH SCHOOL

DURING THE SCHOOL DAY:

At no time during the school day should any middle school students wander to the high school. Permission to do so can only be granted by the administration of SWMS. Violation of this policy is a major offense and could warrant suspension from school.

WAITING FOR A SIBLING INVOLVED IN AFTER-SCHOOL ACTIVITIES:

Students are also not allowed to go to the high school in the afternoon and wait for their sibling to finish their extracurricular responsibilities. If a sibling is involved with extracurricular activities at SWHS, the middle school student should ride the bus home. (The same is true for high school students; they should not wait inside SWMS for a younger sibling to complete an after-school activity)

FOR EXTRACURRICULAR ACTIVITIES AT SWHS:

If a student must go to the HS after dismissal for an extracurricular activity, he/she should exit our bus doors at the middle school and enter through the high school's bus entry doors. **No students should walk through the auditorium area over to the high school.**

TO RIDE WITH A SIBLING AT SWHS (2 OPTIONS):

1. If a student rides home with a student-driver at the high school, that middle school student must exit the main entry doors at the middle school and walk on the sidewalk around the front to the high school parking lot. Over at the high school, students must use the crosswalk and follow appropriate procedures as they make their way safely to their sibling's vehicle.
2. If preferred, these children can remain at the middle school with the other car-riding students. In that case, the high school student-drivers will need to exit the high school parking lot and enter the middle school parking lot and follow the correct procedures listed on the school website under "transportation."

CAR RIDERS

With two schools located on one campus, it is critical that proper procedures are followed in order to ensure the safety of all commuters. Failure to do so could pose a safety hazard, so it's important that procedures are followed. Inability to do so could result in consequences that include possible citation from the School Resource Officer.

For specific information on the car-riding procedures, please check the school website for more information and diagrams showing the traffic flow.

In the morning, please do not park on the curb prior to the doors opening. If you would like to wait until the doors open for your child to exit the vehicle, please park in a parking spot. This will help us avoid passing of cars, which ultimately ensures the safety of all students.

SCHEDULING A TEACHER CONFERENCE

If a parent/guardian would like to schedule a conference, please email the teachers directly or call the school to set up the date and time. If you contact a teacher by phone or email and your message is not returned within 48 hours, please contact the school's administration so that they can help facilitate contact.

REPORT CARDS / INFINITE CAMPUS

VIEWING GRADES

You can stay up-to-date with your child's progress by checking the gradebook in Infinite Campus frequently. To view grades, you will need your child's Infinite Campus username and password. Because of issues with confidentiality, we will not give usernames or passwords over the phone. If you do not have this information, please contact our Guidance Department. If your Infinite Campus account has been disabled, you will not have access to your grades. To re-activate the account, please send a message to passwordic@warren.kyschools.us.

REPORT CARDS:

Report Cards will be available online through Infinite Campus. Several announcements will be made via the school newsletter, Twitter, etc. to let you know that those are ready for viewing. If you would like a hard copy of the report card, please contact our Guidance Department in the office and they will provide that for you.

PROMOTION POLICY

Providing a rigorous curriculum that will prepare students for high school and put them on the path for College & Career Readiness is a priority of SWMS. It is our mission to do our best in providing a supportive & structured, yet rigorous, learning environment that allows students the best chance of success.

Every student will be provided a fair opportunity to succeed. Our school has a number of interventions and programs designed to help the students be ready to attend SWHS.

GRADING SCALE

A = 90% - 100% B = 80% - 89% C = 70% - 79% D = 60% - 69% F = 59% & below

SCHOOL POLICY FOR PROMOTION

1. According to the Warren County Board of Education, "Promotions in the middle grades (7th – 8th) are under the discretion of the principal."
2. To be promoted to the next grade, a student **MUST** have an overall class average of 60% or higher in 6 of his/her 7 periods. (Each grade will be figured by averaging the final grade for each quarter.)

USE OF SCHOOL TELEPHONES

The office telephone will **only** be available throughout the school day for emergencies. Use of the telephone is at the discretion of the personnel in the office. If an instance is not deemed an emergency, students will be asked to go back to class. All other business (such as forgotten homework or items, alternate ride arrangements, etc.) needs to be ***taken care of at home prior to coming to school.***

Students will not be allowed to use the telephones in the teachers' classrooms. **Cell phone usage is also prohibited (see "electronic device policy").**

LOST AND FOUND

LOST/FOUND ITEMS:

Students are asked to place his/her name in or on personal property **and are expected to keep up with their own personal property**. For lost articles, students should check lost and found in the cafeteria.

Students who find lost articles are asked to take them to the office.

Items not claimed over a period of time will be donated.

STUDENT VALUABLES:

Students should not bring valuables to school. If any valuable item or money is brought, it is the responsibility of the student to keep up with it. SWMS will not be responsible for lost or stolen items and will not spend time trying to solve these cases.

MEDICATION

According to the Warren County Board of Education, parents and students are responsible for written notification to school staff regarding any medication administered to a pupil by school staff. Procedures developed by the Superintendent will be implemented. All medications dispensed by authorized personnel shall be kept in the school in a safe, secure place. Pupils will be supervised while taking the medication; medication given will be documented by authorized school personnel.

Any student who is required to take medication (including over-the-counter medication) during regular school hours shall comply with the following district procedures:

1. **No medication will be supplied by the school.**
2. Medication shall be brought to school by the parent in the **original container** that is properly labeled with the following information:
 - A) Name of student
 - B) Name of medication
 - C) Dosage of medication
 - D) Time and amount of medication to be given
3. The parent must sign the written authorization form, which will only be valid for **three consecutive days** unless signed by the student's physician.
4. This does include cough drops.
5. The student taking medicine daily should have a parent release form on file in the office along with his/her medication.
6. Emergency Medication such as glucagons, epi-pen, diastat may be administered by trained school personnel as approved by the physician.
7. Students are not to give or sell any medication to anyone else. This is a violation of the "Drug Policy."

For any specific questions, please contact the district nurse, Mrs. Holli McDaniel.

DISCIPLINE POLICY

INTRODUCTION

Research confirms that the middle school years can sometimes be difficult (transition; emerging adolescence; increased freedom & responsibility; etc.). To help our students transition from elementary school to the high school, SWMS is committed to providing a structured & positive learning environment that gives all students a great opportunity to have a successful all-around learning experience that gradually prepares them for high school.

SWMS has established standards and expectations to guide student conduct in classrooms, buses, hallways, and other areas of campus. Every member of the school staff is committed to teaching, supporting, and enforcing these expectations. **It is expected that students follow these standards and expectations as they work towards being a successful student.**

POSITIVE RECOGNITION

SWMS will have a system of rewards established for the students. Students will have the opportunity to be recognized for meeting academic and behavioral expectations. This is our way of recognizing and thanking students for doing the right thing!

WHAT HAPPENS WHEN MISBEHAVIORS OCCUR?

When misbehaviors occur, the goal is to correct the misbehavior from happening again. When a “minor” misbehavior takes place, teachers will use a variety of behavioral interventions to help the student correct the behavior without sending him/her to the office. However, “major” events must be handled immediately by the school administration.

MAJOR vs. MINOR OFFENSES

MINOR OFFENSES:

These are small misbehaviors that take place throughout the school, most often in the classroom. A varying number of interventions are in place to correct the behavior before it becomes a major offense and sent to the school administration (a “write up” or “referral”).

MAJOR OFFENSES:

Major infractions are any behavioral instances that require *immediate attention* from the school administration. Offenses could include (*but aren't limited to*) horseplay, defiance, threats, fighting, vulgarity, large disruptions, disrespect, etc.

BEHAVIOR FLOWCHART

A flowchart is developed that helps communicate those behavioral interventions while ensuring fairness and consistency. That information is located on the following page.

BEHAVIORAL FLOWCHART

MINOR offenses		
<p>When a minor offense occurs, interventions are in place to correct the minor behavior. The goal is to handle the minor offenses within the classroom in hopes of keeping students out of the office and in the classroom.</p> <p>For any minor offense, students will receive a <u>minor</u> “write up” and each team leader will keep track of where students are on this flowchart:</p>		
1.	1 ST MINOR “WRITE UP”	A documented warning & a conversation between teacher/student. Parent contact made (phone call, email, or letter sent home).
2.	2 ND MINOR “WRITE UP”	Official team conference with the student. Parent contact made (phone call, email, or letter sent home).
3.	3 RD MINOR “WRITE UP”	Detention. Parent contact will again be made by phone or email. Detention will be served at a time designated by each team.
4.	4 TH MINOR “WRITE UP”	A parent conference between teachers & parents/guardians. This serves as a final warning before next minor offense turns into a major “write up.”
5.	5 TH MINOR “WRITE UP”	If the prior 4 interventions do not work, all subsequent minor “write ups” will be sent to the school administration as a MAJOR offense for repetitive defiance.



MAJOR offenses	
WHEN IS IT A MAJOR OFFENSE?	<p>If school personnel immediately deem the misbehavior a MAJOR offense, a <u>major</u> “write up” will immediately be sent to the office & the student will meet with the principal or assistant principal (or designee).</p> <p>An accumulation of MINOR offenses becomes a MAJOR offense when a student has worked his/her way through the interventions listed above.</p>
CONSEQUENCES	<p>Consequences could include suspension from school, referral to ASP or Jackson Academy, ISS (in-school-suspension), or other consequences deemed necessary to correct the behavior.</p>

CONSEQUENCES FOR BEHAVIOR

REFERRAL TO JACKSON ACADEMY:

Jackson Academy is an off-campus alternate learning environment for students who have demonstrated consistent and/or serious disregard for school and district behavioral guidelines in the regular school setting. Student referrals are submitted by the school administration to the district Alternative Committee who possesses authority to assign students to Jackson Academy.

Certified teachers at Jackson Academy will provide a highly structured academic and behavioral support system to the student to prepare each for an effective and efficient transition back into the regular school setting. Each student assigned to Jackson Academy is required to complete a minimum of 45 successful days in the program with full, cooperative participation. At the conclusion of the assigned term, transition back to SWMS is planned, implemented, and monitored for continued student success.

Students are unable to attend or participate in extracurricular activities while at Jackson Academy.

OUT-OF-SCHOOL SUSPENSION:

Out-of-school suspension is a serious consequence due to major behavioral infractions (law violations, endangering self or others, defiance, indecent communication or actions, violation of ISS rules, horseplay, fighting, threats, repetitive behavior problems, etc.).

According to district policy, *a suspended student shall not be permitted to make up any schoolwork missed during that suspension. Also, students who are suspended are not allowed to attend any Warren County School function (# 4230.06).* So, students suspended for any reason will not be able to make up their schoolwork unless it was previously assigned (and it's an unexcused absence).

Students are unable to attend or participate in extracurricular activities while suspended. Any student suspended out of school for three or more days may forfeit extracurricular privileges for the **remainder of the school year**.

ALTERNATIVE TO SUSPENSION PROGRAM (ASP):

This program is somewhat similar to Jackson Academy, but is a shorter stint (usually 3-10 days) and is sometimes used in lieu of "out-of-school suspension." Placement and length of time students are assigned to ASP are determined by the severity of the infraction. Students are expected to follow the Alternative to Suspension guidelines regarding behavior and academic performance. Return to SWMS occurs when students have successfully completed the assigned number of days in ASP. Like the previous two consequences, students are unable to attend or participate in extracurricular activities while at ASP.

IN-SCHOOL-SUSPENSION (ISS):

In-school-suspension (ISS) is located in a classroom within the school and is the last step before possible suspension, ASP, or referral to Jackson Academy. Students may be assigned ISS by the administrative staff for violation of any school rule. Unlike out-of-school suspension, schoolwork and assignments can be completed for credit in ISS. Students in ISS will receive class assignments/work from his/her teachers and they will be completed under the guidance of the ISS teacher.

Once students are dismissed to the classrooms at 7:22am, anyone assigned to ISS should report directly to ISS. Students shall serve their days of ISS in full. If a student is assigned to ISS, but does not complete the day in ISS, a full day in ISS shall be assigned to compensate. **This will also be the case if the student does not complete his/her assigned work or follow expectations during that day in ISS.** ISS should be completed successfully in full to count.

Continued

Students repeatedly assigned to ISS for inappropriate behaviors/policy infractions will be assigned additional days of ISS and/or other consequences as determined by an administrator.

Students are unable to attend or participate in extracurricular activities while in ISS.

***** THE RULES LISTED BELOW WILL BE STRICTLY ENFORCED *****

1. Students should listen to, and respect, the ISS teacher and other students.
2. Students must bring all materials needed for the entire school day and must be prepared to work hard (all binders, pencils, paper, all textbooks, etc.). No hall passes will be given.
3. The class will take a lunch break and it will be eaten in the ISS room.
4. Students must remain busy on assigned work. In addition, all work must be diligently completed in order to exit ISS. **If work is not completed (or rushed with minimal effort), an extra day will be added to help the student finish his/her work.**
5. Voice level 0. No sleeping is allowed.
6. All school rules and dress code applies.

Again, ISS is a very serious consequence and the rules mentioned above will be strictly enforced. Failure to abide by the rules can result in additional consequences.

ISOLATION:

Lunch Detention:

This consequence is used for minor offenses in the cafeteria or when designated by the school's administration. Students will be isolated from everyone else at lunch. Lunch isolation is a consequence; students are expected to be at level 0, obey teacher rules, and clean up their area when finished. Violation of lunch isolation rules will result in additional days of lunch isolation or more severe disciplinary action.

Isolation from Activities:

For chronic misbehavior, students can be removed from activities such as pep rallies, field trips, attendance of ballgames, assemblies, etc. Sometimes, students can even be isolated in one teacher's classroom if that's the best fit in fixing a misbehavior.

DETENTION:

This can be assigned for minor discipline infractions. Each team will clearly communicate when their detentions will be held. Students and parents/guardians will be given advance notice (24 hours) before a detention is to be served. Parents/guardians will also be notified by phone by the teacher so that they can make plans for alternate transportation. **If transportation is a problem, it is expected that students will follow the rules so that they do not receive a detention.**

Detention Rules:

1. Be on time and leave on time.
2. Level 0.
3. Come prepared & work hard for the duration of detention. Follow teacher directions.
4. Be on best behavior (the same rules for the school day apply).

** Violation of any of these rules will result in the removal of the student from detention and the detention will not count as being served.*

If a Detention is Missed:

1. If the student skips a detention, the student will have 1 final chance to serve the detention. In the meantime, the student may be reprimanded to lunch isolation until that make-up detention has been served.
2. If the two chances to serve a detention are skipped, the student will be referred to an administrator and immediately placed in ISS **until the detention is served**. At this time, the detention can be scheduled and will be served with an administrator as soon as possible (at the administrator's convenience). As soon as the detention is served, the student will be immediately removed from ISS.
3. If the detention does not get served within 2 weeks, this is considered "defiance of an administrator," and the administration reserves the right to use "out-of-school-suspension" or referral to ASP as a consequence.

VOICE LEVELS

The following voice levels will be used at SWMS. It helps us to provide a structured learning environment with using a consistent language.

0 = No talking

1 = Whisper

2 = Conversation voice

Teachers will teach proper expectations to students to help them know when which voice level is appropriate to use.

BULLYING POLICY

It has been determined that a safe and civil environment in school is necessary for students to learn and achieve high academic standards. For this reason, the Warren County Board of Education and South Warren Middle School prohibits acts of harassment, discrimination, intimidation or bullying. Bullying, harassment, discrimination, or intimidation is prohibited on school grounds or during school-sponsored events (this includes the entire school, the buses, and extracurricular activities).

Bullying, intimidation, harassment, or discrimination take many forms, including: slurs, rumors, jokes, innuendos, demeaning comments, drawing cartoons, pranks, gestures, physical attacks, threats, or other written, oral or physical actions. It can be done directly, indirectly, or via social media or the phone.

SOUTH WARREN MIDDLE SCHOOL’S STANCE:

Along with providing a positive academic experience, South Warren Middle School’s faculty and staff members strive to ensure that students have a pleasurable social experience as well. Therefore, we strive to be proactive in our approach by creating an environment that is positive, consistent, and structured through implementation of Positive Behavior Intervention Supports.

Any type of bullying, intimidation, harassment, or discrimination will not be tolerated.

BULLYING DEFINED:

A student is being bullied or victimized when he/she is exposed to **repeated & ongoing** negative actions on the part of one or more students (this includes cyber-bullying or the use of other technological means). It is a negative action when someone intentionally inflicts or attempts to inflict injury or discomfort through physical aggression, verbal threatening, taunting, teasing, and name-calling. Victims of bully behavior have difficulty defending themselves and are somewhat helpless against the bully, thus resulting in an **imbalance of power between** individuals.

HARASSMENT DEFINED:

To annoy or torment repeatedly and persistently over time (to wear out / exhaust). Those who harass impede by repeated attacks or raids. Harassment is different from bullying in that it does not create an imbalance of power. It is characterized by a wide spectrum of offensive behavior, all of which intend to disturb, upset, or threaten.

REPORTING PROBLEMS:

A student, or a parent/guardian acting on behalf of the student, should report any suspected violations of this policy to the teacher, guidance counselor, or a school administrator. An investigation of any reported complaint will be conducted and actions will be taken to provide remedies when bullying, intimidation, harassment, or discrimination is suspected.

CONSEQUENCES:

Sometimes, problems that are caught early enough can be solved in a simple manner. However, more serious violations of this policy can result in consequences deemed as appropriate by the administration of SWMS and possibly referred to local law enforcement.

* False reports or retaliation for harassment, intimidation, discrimination or bullying is also considered a violation of school policy and will result in similar consequences.

ELECTRONIC DEVICE POLICY

INTRODUCTION

This policy will pertain to all electronic devices (such as cell phones, smart watches, MP3 players, gaming devices, IPODs, other portable music players, laser pointers, and any other “non-essentials” that can be placed in this category at the discretion of school administration).

Electronic devices that can be used for instruction (laptops, tablets, e-readers) are allowed for students that have filled out the permission form to participate in the “bring your own device” initiative (see page 29 for information). If students choose not to participate in the BYOD initiative, these devices are not allowed.

THE POLICY

- When students enter the building at 7am, unapproved devices should be turned off and put away (clothes pocket, bag, etc.).
- Once students go to their locker at 7:22am, unapproved items will need to be put away for the day in students' lockers. Items can be retrieved once dismissed at the end of the day.
- During afternoon dismissal, we ask that students wait to use these items until they have exited the building.
- This policy shall be extended to include ESS programs, detentions, and any other point in time where students are receiving instruction or are under the supervision of a faculty member for the purpose of undertaking an academic-related endeavor.
- All other after-school activities are at the discretion of the coach/sponsor.

VIOLATION OF THIS POLICY

If this policy is violated (that includes "someone else" using your device), the item will be taken from the student and turned in to an administrator. The following consequences will take place for having any unauthorized electronic device:

1st offense:

Warning and confiscation of item. A parent/guardian can pick up the item **the next day school is in session.**

2nd offense:

Student will be placed in ISS for 1 day and a parent/guardian can pick up the item in **1 week.**

3rd offense:

Student will be placed in ISS for 2 days and a parent/guardian can pick up the item in **2 weeks.**

4th offense:

Student will be placed in ISS for 3 days and a parent/guardian can pick up the item in **1 month.**

5th offense:

Student will be placed in ISS for 5 days and the device will be returned at the **end of the school year.**

PARENTS CONTACTING STUDENTS AT SCHOOL:

If you need to get a message to your child at school, please call the office at 270-467-7510. Our office staff will relay the message to your child.

Please do not rely on texting your students' devices to relay important transportation changes. They will not be able to access their devices in time to make changes to transportation after school.

COMPUTER USAGE POLICY

This policy applies to all computers and related electronic resource equipment.

When used properly, technology can really be an asset to the learning process. However, technology (most notably the Internet) can also be used for inappropriate purposes. Students are to abide by the following rules when using our electronic resource equipment:

APPROPRIATE USE:

1. First and foremost, students must take care of the technology while in their possession. Students are to alert supervisors to any damage to hardware or software immediately upon discovery (this will help prevent liability on the student's part). Any equipment that is damaged will have to be reimbursed by that student.
2. Students must use his/her USER ID and their password to log onto his/her assigned account. Electronic work is personal property and is the responsibility of the student. Students are not to use anyone else's USER ID. This is the same as being caught with someone's billfold or other personal property.
3. Students will not download or play games on workstations. Games are not appropriate unless part of instructional software.
4. Students are not to make ANY changes to boot files or settings (for example: WINDOWS, computer wallpaper, screensavers, colors, background, etc.).
5. Students are not to physically change or damage any workstation, desktop, components of a workstation, server, printer, mouse, network connections, hubs, etc.
6. Students are not to destroy or alter another person's data.
7. Students are not to install programs from home or school or to download programs or files from the Internet onto a hard drive or server without permission from a supervisor. This includes downloading music.
8. Students are not to be in the technology education lab without adult supervision.
9. Student access to the Internet is available only under direct supervision of a teacher or instructional assistant. Internet use should be directly related to educational research. Inappropriate use includes accessing sites with inappropriate text, pictures, games, blogs, chat rooms, email, **and sites not designated for use at that time of instruction by the teacher.** Students are not to download executable files, graphics, games, audio/video files without permission. Misuse of the Internet will result in consequences as outlines below.
10. No unauthorized printing should take place.
11. Theft is also prohibited under Warren County Board of Education policy.

In today's world, technology changes so quickly. SWMS strives to make sure that it is on the cutting edge of educational technology. So as technology changes, new policies and procedures may need to be added during the year to keep up with the increase of educational technology.

CONSEQUENCES OF INAPPROPRIATE USE:

The ultimate decision of "inappropriate use" is up to the administration of SWMS. Consequences for violations of this policy can result in the following (in no particular order – depends on the severity and frequency):

- Removal of Internet privileges (or any school technology) for a period of time
- Alternate assignment
- Any major consequences such as ISS, Suspension, Expulsion, etc

DRESS AND APPEARANCE

THIS DRESS CODE IS IN COMPLIANCE WITH THE WARREN COUNTY BOARD OF EDUCATION'S POLICY ON STUDENT DRESS AND APPEARANCE.

District Policy: *This dress code is adopted in the interest of developing and maintaining a student body that is well-groomed and neat and avoiding disruption of the educational process. When violations of these policies occur, the Principal or his/her representative will inform the student of the violation and instruct the student in the correction of the discrepancy. If the student then fails to follow the establishing policy, disciplinary action may result.*

* * * * *

No skin should be seen through the pants above the knee. It is not acceptable for other garments (i.e. shorts, tights, etc.) to be worn underneath. Patches must be sewn on, thus becoming a **permanent** part of the clothing. If a hole has frayed strings in place of the hole, **no skin should be visible** (if it is, it's a violation). Also, any hole that is too big or has **too many** holes in any article of clothing won't be allowed.

Underwear/undergarments shall not be visible at any time. Nor shall any part of a student's midriff.

Pants must be worn at the waist and must remain there constantly through normal activity without having to be held up by the hands. If the pants do not remain securely at the waist without a belt, then a belt will be required. Clothing worn backwards is also prohibited.

No hemlines shall be shorter than fingertip length (shorts, skirt, and dresses). Fingertip length is measured at a normal relaxed upright position; even when wearing tights or leggings underneath the clothing.

Pajamas are not to be worn to school. This includes slippers, houseshoes, & flannel pants.

Earrings/studs/jewelry in the nose, tongue, cheek, lip, or any visible body part other than the ear is prohibited. Gauges, pens, studs, spikes, etc are not permitted anywhere. Plastic fill-in items to keep the hole of the piercing from closing are also prohibited.

Chains and other straps or other large pieces of metal are not permitted.

No low-cut blouses or tops. The neckline of any article of clothing should not be lower than the width of the student's flat hand with the thumb touching the collarbone.

No sleeveless tops (this includes off-the-shoulder tops with under layer showing). Shoulders must be completely covered for all students.

No see-through fabrics on any clothing, unless clothing is worn underneath the fabric that is dress code appropriate (for example, a t-shirt).

Coats are to be kept in the locker – no exceptions. Thin, lightweight jackets may be worn in classrooms with teacher approval.

Hooded garments may be worn, but the **hood should NOT be up inside the building**.

Extremely tight clothing or extremely **oversized** clothing is prohibited.

No hats, sunglasses, caps, scarves, or headdress will be worn inside the building. These articles of clothing should be left in the locker. Bandanas are prohibited altogether.

No “distracting” hairstyles or hair color. Hair shall be kept cleaned and groomed. Distracting extremes in styles and colors should be avoided (Included, but not limited to high spikes or extreme hair dye. If dyed, hair color should be of a normal hair color -- not blue, pink, orange, Kool-Aid colors, etc.).

No inappropriate messages on clothing. No clothing or accessories depicting, promoting, or insinuating racial, sexual, prejudice, vulgar, or provocative messages, pictures, symbols, or other inappropriateness. This also includes clothing/accessories depicting or promoting drugs/alcohol/tobacco or gangs.

No writing on clothing or body. If the student has an existing tattoo when enrolling at SWMS, it must be covered.

Any other questionable attire that does not fall into one of the above categories is decided upon by the judgment of the school’s administration.

* * * * *

CONSEQUENCES:

When violations of the dress code occur, they will be handled as discipline infractions. Consequences will include:

1. Warning and the infraction will be corrected* (a change of clothes will be provided by the office or the Y.S.C.)
2. Final warning and the infraction will be corrected*.
3. ISS for repeated defiance and the infraction will be corrected*.
4. Repeated noncompliance will result in more severe consequences.

* On some occasions in which the problem *cannot* be immediately fixed, immediate out-of-school suspension will be required until the infraction has been corrected.

DRUG POLICY

The Warren County Board of Education takes a firm position that the possession and/or use of illicit drugs, alcohol, and tobacco are wrong and harmful to one’s health.

LOCATIONS:

This policy is in effect for all school property (lockers, classrooms, buses, school grounds, etc.) **at any time** (including extracurricular activities, dances, etc).

TOBACCO

No student shall possess, use, or distribute cigarettes, pipes, or any tobacco products or paraphernalia in any form on school/district property.

DRUGS & ALCOHOL

No student shall purchase, possess, use, be under the influence of, sell or transfer any alcohol, narcotic, drug, controlled substance, mood altering substance (such as inhalants), over-the-counter medication, prescriptions, paraphernalia, or any kind of look-a-like. This also goes for anyone trying to assist in the purchase, possession, use, sale, or transferring of any of these products.

The administering of medication for students here in school needs to be in compliance with South Warren Middle School's "Medication Policy."

VAPOR/HOOKA PENS & E-CIGARETTES

It is a violation of Board policy to use sell, possess, distribute or use these or similar types of devices while on school property (including on school buses and at school-sponsored events).

CONSEQUENCES

Violation of this policy shall result in disciplinary action, confiscation of the device(s), and possible referral to law enforcement. Punishment may include ISS, suspension from school, referral to the Jackson Academy or ASP, and/or expulsion from school.

WEAPONS

Warren County Schools has a zero tolerance for weapons. Violations of this policy will result in school consequences and/or criminal charges.

Students shall not carry, bring, use, or possess any firearm, other dangerous or deadly weapon, dangerous instrument, destructive device or booby trap, or any look-alikes (example = toy handgun) in any school building, on school property, in any school vehicle, or at any school-sponsored activity or event. Not only is the punishment for violating this policy severe, but the state of Kentucky has made unlawful possession of a weapon on school property a felony punishable of 5 years in prison and a \$10,000 fine.

GUM, CANDY, FOOD, DRINK, ETC.

With a newer building, we need to keep it clean for future Spartans! They deserve the same great, clean facilities! Therefore, SWMS prohibits the chewing of gum and candy in the building because it presents sanitation and cleaning problems.

- Aside from a packed lunch, no food or drink should be brought into the school. The cafeteria provides breakfast and lunch. Students should not have any other type of food in the building.
- Additionally, food and/or drink are not to be taken back to class or lockers from the cafeteria. This helps prevent possible spills that can damage expensive school equipment as well as ruin personal belongings of that child or other students.
- Also, any candy bought with fundraising should not be eaten until lunchtime or after school. This is ONLY after prior approval has been granted by school staff.

Doing so ensures a clean environment, reduces the risk of other students having allergic reactions, and prevents spills in the classrooms and/or lockers.

Violations can result a "minor" write-up. Repetitive defiance would be deemed a "major" offense.

THEFT

Theft that is proven will result in restitution and disciplinary action (through the school and possibly law enforcement).

SOLICITATION

Students are not to engage in any type of buying, selling, or trading of any articles on school property. Any item brought to school for this purpose will be taken and may be retrieved at the end of the school year. School officials and the Board of Education must approve sale of any items, such as fundraising.

FREE/REDUCED MEAL APPLICATIONS

Families may apply for a free or reduced price lunch. *Applications need to be filled out each year.* Only one application is necessary per family, even if you have students in different schools. Please make sure to get these returned to school ASAP! For assistance or questions with this, please call our Youth Service Center at 270-467-7520.

CAFETERIA EXPECTATIONS

At a small price, students are provided with a choice of breakfast and lunch at school.

RULES IN THE CAFETERIA:

The following rules and regulations are to be followed in the cafeteria:

1. No cutting line. Remain in a single file.
2. Throwing of food is not permitted and is a major violation.
3. Students are not permitted to have commercially purchased fast-food meal or purchase items from the vending machine.
4. A student who spills food/materials is expected to clean it up. Students will keep tables, floor areas, and the serving area clean and dispose of all trash before leaving.
5. Parents are not to check their child out of school to take him/her out for lunch or bring carryout to school for the student to eat in the parking lot or cafeteria.
6. Students are to remain in seats in designated areas of the cafeteria (**students are not permitted to change seats or leave the cafeteria without permission**).
7. Students will demonstrate appropriate manners and maintain proper voice levels while in the cafeteria.
8. All students must report to the cafeteria with his/her class, sit at their designated tables, and remain seated until picked up by his/her teacher.
9. All students should respect the kitchen staff, cafeteria monitors, and peers.

CONSEQUENCES

Failure to follow cafeteria rules may result in the following consequences (in no particular order):

- Warning from staff member
- Placed in lunch detention
- Assigned seating
- Cafeteria Clean-Up Duty
- "Major" write-up and sent to the office.
- Other creative consequences deemed necessary

BUSES

If you have any specific questions for the Transportation Department, you may reach them at one of the following numbers: **842-8311 843-3703 842-3476**

Riding the school bus is not mandatory – it’s a privilege provided by our school district. *According to the Warren County Board of Education, the privilege of any pupil to ride a bus is conditioned upon their good behavior and observance of the rules and regulations.*

RULES AND REGULATIONS

The bus is an extension of the school and students are expected to have great behavior on the bus and listen to the bus driver at all times.

1. Students are to walk in a safe manner to the buses. Students should only load and exit buses via the front doors of the bus.
2. Students are to obey all bus regulations and show the utmost respect to the bus drivers and other students.
3. Students must board the bus that is assigned to them unless pre-approved with a note that has been verified by school personnel (see “Bus Notes”).
4. Likewise, students must get off the bus at his/her home unless pre-approved with a verified note (see “Bus Notes”).
5. No glass containers (such as bottles and vases) or balloons are allowed on the bus.
6. **Individual bus drivers have varying rules. It’s important that you get to know your drivers and are aware of the rules on their bus. The administration of SWMS supports the rules of each bus.**

These rules are in place to ensure the safety of ALL passengers. With 40+ passengers on buses, appropriate behavior is expected to provide safe transportation to/from school. For this reason, any deviation from acceptable behavior will not be tolerated.

BUS DISCIPLINE PROCEDURES

Buses are part of the school grounds, so students are expected to demonstrate appropriate behavior at all times while riding the bus. Infractions can result in the following consequences:

- 1st Offense = Warning
- 2nd Offense = 2nd and final warning
- 3rd Offense = Loss of bus-riding privileges for 3 school days
- 4th Offense = Loss of bus-riding privileges for 5 school days. Additionally, student and parent/guardian may be required to meet transportation department representatives prior to bus riding privileges being restored.
- 5th Offense = Loss of bus-riding privileges for 10 school days
- 6th Offense = The student will have his/her bus-riding privileges removed for the remainder of the school year.

These bus procedures will be followed in regard to **MINOR** misbehaviors as deemed by the bus driver and/or school personnel. In cases of **MAJOR** misconduct, school administration reserves the right to remove a student immediately from the bus and issue a bus suspension (even if it’s his/her first offense on the bus) and possible consequences within the school.

BUS NOTES

When alternate transportation arrangements are necessary, students must have a note from their parent/guardian explaining the changed arrangements. That note should also include appropriate contact information listed for the note to be verified by school personnel.

Without verification, the note will not be accepted.

In order to ensure the safety of all students, it is SWMS policy that all notes **MUST** then be verified by a phone call made home in order for transportation changes to be approved by the school. Alternate bus arrangements will not be approved unless verified by school staff. Again, this extra measure is simply in place to keep our students safe!

To have ample time to verify the alternate travel arrangements, bus notes need to be turned in to the office immediately in the **morning** when students arrive to school (prior to 1st period).

Notes may also be faxed to the school at (270) 467-7516. If email is easier, please contact the Attendance Clerk. Please be sure that these notes have appropriate contact information on the note so that they can be verified.

MORNING CAFETERIA, GYM, & LIBRARY

All students have the choice of eating breakfast. If choosing to eat breakfast, students must report to the cafeteria immediately in the morning. If not eating breakfast, students need to move to the gym or library. Rules for each place are listed below:

Cafeteria Rules:

In the cafeteria, all normal school rules apply while eating (see "Cafeteria Expectations").

Early Morning Gym Rules:

- Students will sit in the area designated for his/her grade and remain seated.
- All normal school rules apply, including the school's "Electronic Device Policy".
- Conversations need to be kept to a reasonable level (voice level 1).
- No food, drink, gum, etc. allowed.

Early Morning Library Rules:

- Level 0.
- Only educational programs are to be used while on the computers.
- No food, drink, gum, etc. allowed.

HALLWAYS

EXPECTATIONS:

These 3 rules are designed to promote safety and ease of transportation in the hallways and to keep a quiet learning environment for classes that are in progress:

1. Level 1 voice to/from all classes. Level 0 when traveling the halls to/from the *restroom* and *lunch*.
2. Students must walk in a single file on the right side of the hallway (3rd tile).
3. Students must keep hands and feet to themselves.

Failure to abide by these rules can result in minor write-up and/or a loss of hall or locker privileges.

In addition, at no time should any middle school students wander to the high school (unless taking a class). Permission to do so can only be granted by the administration of SWMS.

HALL PASSES:

- Students get 1 personal hall pass per week (multiple restroom & locker breaks are built into the daily schedule).
- Agendas are used as the hall pass – nothing else can substitute for a hall pass.
- The agenda must be filled out by the teacher for it to be a valid hall pass.
- If a student is in the hall without a pass, he/she will be sent back to class. Repeated violations of this policy will result in consequences for skipping class.

When in the hall, students are to go directly to the teacher-approved destination and only conduct the business approved by the teacher. Students who interrupt other classes, go somewhere they are not authorized to go, or conduct unapproved business are subject to disciplinary action and may lose hall and locker privileges.

RESTROOMS

In order to keep the restrooms clean and safe, it's important for students to abide by the following restroom rules:

1. No loitering. Take care of business and exit immediately.
2. Voice level at a level 1.
3. No horseplay, vandalism, or graffiti of any kind.

* Failure to abide by these rules will result in disciplinary action.

DANCES

Dances are a privilege – they are a social time to enjoy with peers. To make dances enjoyable for all, students need to abide by a few guidelines:

1. Dress must be appropriate (no revealing clothing).
2. Appropriate behavior is expected. Failure to behave will result in forfeiting the right to attend dances as well as money paid upon entry.
3. No inappropriate touching or dancing.

4. Students **MUST** be picked up on time. Dates and times of dances will be announced well in advance so that proper arrangements can be made.
5. Dances are for SWMS students only.
6. These students may not attend: anyone who is currently suspended, at Jackson Academy, at ASP, in ISS, or has an unserved detention.
7. Have fun!

* If students fail to abide by the rules, they may have their future dance privileges revoked and disciplinary action may result.

BOOKS, TECHNOLOGY, & LUNCH CHARGES

Textbooks, library books, technological items, etc. are furnished by the school and part of school property. If one of these items is lost or damaged while it is checked out to a student, that student will be expected to pay for it (this includes any supplemental material such as CD ROMs). The Library Media Center has policies in place for appropriate payment procedures.

Students are to return library books on time. If not there will be a daily fine.

Please only charge lunch when necessary. Lunch charges should be paid weekly.

* Outstanding fines or fees will be passed along to SWHS and must be resolved prior to graduation.

EMERGENCY DRILLS

Emergency drills will be conducted on a regular basis throughout the year. Students are required to follow the directions of the adult in charge. Students will receive instructions prior to the drill regarding procedure. **All drills should be conducted as if it were an actual emergency** to properly prepare everyone in the event of a real emergency.

School procedures are in place to help ensure safety of students, faculty, and staff. Please be responsible and follow procedures.

Because these drills are very important and could one day save lives, **consequences can be assigned for inappropriate behavior during these drills.**

LOCKERS

Teachers will issue lockers to each student on the 1st day of school. While in his/her possession, **the lockers are the responsibility of the student.** The contents of the locker belong to the student. In addition, any damages or defacing to the locker will be paid by the students.

Lockers are the property of Warren County Schools and may be inspected and/or searched by the principal or his designee at any time, with or without student's, parent's, or guardian's permission.

Students should:

1. Keep the locker locked at all times.
2. Not give a lock combination to others.
3. Not keep others' belongings in his/her locker. Students are responsible for what's in his/her assigned locker.
4. Keep the locker clean and neat at all times (this includes the front of the locker door).
5. Keep bags, coats, and electronic devices in his/her locker during the day.
6. Not put a pencil in their locker that keeps it from latching.

Once assigned a locker, students are not to change it. As with books and technological items, any damages to lockers will be the student's responsibility to pay.

GUIDANCE

The purpose of the guidance program is to help each individual student achieve his/her highest potential academically, emotionally and socially. We seek to facilitate this by:

- 1) Helping the new student feel at home in our school with new teachers and peers.
- 2) Scheduling individual conferences whenever a student, parent, teacher, or counselor deems it necessary.
- 3) Designing a program to help the student learn as much as possible about his/her capabilities.
- 4) Welcoming the opportunity to discuss issues with any student, parent, or teacher.

Procedures for seeing the counselor:

- 1) Self-referral. Leave your name and message with a teacher or in the office.
- 2) Teacher referral.
- 3) Parent referral. School personnel will be immediately available in the case of emergency.

For more information, visit the "Guidance" link on the school website.

"BRING YOUR OWN DEVICE" (BYOD) INITIATIVE

Permission Form.

To participate, students must have a signed permission form on file with his/her homeroom teacher (5th period). Those forms will be sent home with students at the beginning of the school year. It is *OPTIONAL* to participate in this initiative and it will not deter from a child's ability to learn at SWMS.

Allowable Devices:

- Laptops, tablets (such as iPads), and e-readers (such as Nooks & Kindles).
- Other items not listed here (such as phones, iPod touches, etc) are not currently allowed.

When is this allowed?

These devices are not to be used outside of the classroom (i.e. before school, lunch, etc.). They are only allowed to be used **in the classroom** under the direct supervision of a classroom teacher (**with his/her approval**).

The policy.

When used properly, technology can be an asset to the learning process! However, technology (most notably the Internet) can sometimes be used for inappropriate purposes. Parents and students must remember that usage of technology and access to technological resources is a privilege, not a right. Students are to abide by the following rules when using our electronic resource equipment:

1. Inappropriate use, as deemed by the teacher and/or school administration, is a violation of this policy. A violation will result in a cancellation of these privileges as well as consequences. (Taking pictures and/or videotaping with the device is also prohibited)
2. The device should have wireless capability (not necessary for some e-readers) and should **only use the wireless network provided by SWMS**. Any device with wireless capability that uses a network other than the school's network constitutes a violation.
3. SWMS is not responsible for any items that are lost, stolen, or damaged. In short, these materials are brought to school at the students' risk and are under the child's care.
4. Teachers will let students know ahead of time if the devices will be needed. If they are not needed, they should be turned off and in the students' lockers.
5. Devices brought from home should not contain any questionable content. If suspicions are raised concerning questionable behavior or content with the device, it may be necessary to look at a student's technological item (the same way a locker can be inspected).
6. Devices should only be used when approved by the classroom teacher as part of regular instructional time.
 - a. While using the devices, students should not visit any inappropriate sites. This includes any kind of chatting, texting, or social media sites.
 - b. It is also a violation to be visiting sites that are not relevant to the instructional content approved by the teacher (for example, surfing the ESPN website during Science class). This is a judgment of the classroom teacher.

In today's world, technology changes quickly, but SWMS strives to make sure that it is on the cutting edge of educational technology. Because technology constantly changes, these policies and procedures may be added/amended at any time.

In short, we want students to have easy access to technology and to use it safely & responsibly in order to enhance the learning experience!

Other information.

- Students should have their names on their devices (engraved if possible).
- Parents/guardians that allow their child to participate in the BYOD initiative are personally responsible for maintenance of the equipment. District technicians and/or school personnel will not service or repair equipment owned by the student.

- No internal components belonging to the district shall be placed in any personal equipment.
- It is important to note that with a global network, it is impossible to control or predict all materials a user may accidentally discover on an electronic resource. The personnel of Warren County Public Schools attempts to educate and guide all users in the proper use of electronic media, including the Internet. Because access to the Internet provides connections to other computer systems located all over the world, users (and parents of users) must understand that neither WCPS nor any district staff member controls the content of the information available on these other systems. Some of the information available on the Internet may be controversial, offensive, or possibly inappropriate (no filter can catch every single site due to the vastness of the Internet). South Warren Middle School does not condone the use of such materials. Therefore, we hold every user to a high ethical standard when it comes to use of this technology.

Consequences.

There will be no tolerance for inappropriate use of this technology.

The ultimate decision of “inappropriate use” is up to the administration of SWMS. Consequences for violations of this policy can result in the following (in no particular order – depends on the severity and frequency):

- Classroom consequences administered by the teacher.
- Removal of privileges for a period of time.
- Alternate assignment.
- Detention, ISS, Suspension, Expulsion, etc.

SPARTAN ATHLETICS & CLUBS

ATHLETICS:

South Warren Middle School offers the students a wide variety of sports for students to participate in. While at SWMS, students have the opportunity to participate in volleyball, boys’ soccer, football, boys & girls’ basketball, cheerleading, baseball, softball, and academic team.

For those sports not offered at the middle school level, the high school will often allow interested students to participate in the high school program (this is at the discretion of the high school). These sports are sponsored by SWHS (not SWMS) and usually allow middle school students to try out: cross country, girls’ soccer, bowling, track, tennis, golf, & swimming. **(Please keep in mind that these sports are directed by the coaches and administration of SWHS.** For more info on SWHS Athletics, call 270-467-7500.)

Tryouts, open gyms, and practices for each sport will be announced well in advance. Any student may try out. To do so, students will have to have an up-to-date physical and be academically eligible (see “Sports Eligibility”). Parental support of all SWMS students at these athletic events is essential.

CLUBS:

South Warren Middle School offers a variety of clubs. We encourage the students to get involved because this is a great way to enhance both social and academic experiences at school! Club offerings are dependent upon teacher availability & principal approval.

Clubs that are available to students will be announced early in the school year. Most of these clubs are offered outside of school hours. But, students are strongly encouraged to be involved!

SPORTS ELIGIBILITY

Athletes must remember they are students first and athletes second. The following standards must be met to be eligible for participation in sports at South Warren Middle School.

1. Students repeating 7th or 8th grade are not eligible to participate during their repeated year. If a 7th grade athlete turns 14 before August 1st he/she must participate at the 8th grade level. An 8th grader who is 15 or older by August 1st may not participate as an 8th grader. He/She should be encouraged to participate on the high school level.
2. When selecting the teams, the coach will also take into consideration grades, attendance, and prior discipline reports. Selecting of the team is a responsibility of the coaches and supported by school administration.
3. Proper grades must be maintained. Grades will be checked at the end of each week by the coach, sponsor, or administrator. An athlete receiving 1 (or more) failing grade(s) based on the weekly check will be suspended immediately from the team until the failing grade(s) turns back into a passing grade. As soon as that happens, the student will immediately resume eligibility. No practice or participation is allowed at any time during suspension.
4. Students who have 2 or more failing grades upon receipt of progress report or report card shall be dismissed from the team immediately for the rest of the season.
5. Any athlete receiving ISS or ASP once the season has begun shall be ineligible to practice/play on the days of the ISS/ASP assignment. Any athlete receiving a second ISS/ASP assignment may be dismissed from the team immediately.
6. Any athlete receiving 3 or more days of out-of-school suspension will be immediately dismissed from the team for the remainder of the season. This also goes for any student referred to Jackson Academy. Players or participants may be dismissed without prior offenses if they become involved in any serious disciplinary problem (examples include, but are not limited to, alcohol, drugs, theft, disrespect to faculty/staff, fighting etc.). Serious behavioral issues which occur off-campus may also be considered grounds for dismissal from extracurricular activities. Final decisions will be made by the administration.
7. A coach or administrator has the authority to take whatever disciplinary matters are necessary to ensure proper sportsmanship by all participants. This may include game suspension or removal from the team.
8. Any athlete absent from school shall not practice or play on that day. Athletes who check-in for at least one-half day will be eligible for participation. Students need to be at school by 11:00am to be able to participate in a game/event that evening.
9. Athletes are representatives of South Warren Middle School and Warren County Public Schools at all times. Any misconduct in the community and/or away from school may result in disciplinary action by the coach or administrator, including dismissal from the team.
10. A copy of an athletic physical must be on file **with the coach** in order to even try out for a team, participate in conditioning, open gyms, etc. Physicals are good for one calendar year. Parents should keep the original physical form and turn in a copy to the coach.
11. Insurance must be available on the participant. The student's parent may purchase a plan offered by the Warren County Schools for athletes or provide proof of insurance through a private policy.
12. Athletes are under the direct supervision of their coach. Additional rules and requirements may be enacted and enforced by the coach.

**** SWMS Administration supports coaches and their philosophies. ****

The Warren County Schools do not discriminate on the basis of race, color, national or ethnic origin, sex, genetic information, religion, political affiliation, age or disability in the employment or the provision of services. Any and/or all questions or issues related to discrimination policies, procedures, or practices are to be directed to the Office of Superintendent, Warren County Public Schools, and P.O. BOX 51810, BOWLING GREEN, KY 42102-6810, 270-781-5150.