

Drakes Creek Middle School Student Handbook 2018-2019



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www.warrencountyschools.org/dcms

**Drakes Creek Middle School
Warren County Public Schools, Bowling Green, KY**

General Information:
Opened in August 1988
Grades 7-8
Approximate Enrollment 660
Mascot: Gator
Colors: Green, Gold and Maroon

Administration

Daryl Woods	Principal
Ben Jones	Assistant Principal
Tracy Downing	Guidance Counselor
Emily Perkins	Curriculum Coordinator
Emily Duryea	Intervention/GT Coordinator
Renee Hale	Library/Media Specialist
Brian Wilhelm	Athletic Director

Office Staff

Deanna Hunt	Attendance Clerk
Jackie Wright	Office Support Specialist
Megan Blackburn	Guidance Support Secretary
TBA	Receptionist

Youth Service Center

Jennifer Madison	Director
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SCHOOL ORGANIZATION

The Drakes Creek Middle School is organized into inter-disciplinary teams. Each complete team will include a social studies, language arts, science, and mathematics teacher. The teaching team gives the student a sense of belonging and provides for a consistent environment. The team structure allows greater communication between the student and teacher, which builds closer student-teacher relationships. Communication between the team and the family is also improved. This results in a better understanding of the common goals of the school and community. A natural outgrowth is improved discipline. A team approach also benefits teachers by maximizing strengths and by sharing information when organizing, planning, scheduling, and evaluating. Consistent expectations developed through team interaction will provide an atmosphere of discipline conducive to learning.

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.

DCMS Faculty/Staff Directory**2018-2019****Administration and Office****Phone Ext.**

Daryl Woods	Principal	1701
Ben Jones	Assistant Principal	1714
Emily Perkins	Curriculum Coordinator	1702
Emily Duryea	Intervention/GT Coordinator	1789
Tracy Downing	Guidance Counselor	1703
Jackie Wright	Office Support Specialist	1752
Deanna Hunt	Attendance Clerk	1705
Megan Blackburn	Guidance Secretary	1707
TBA	Receptionist	1700
Jennifer Madison	Youth Service Center	270-467-0262
Renee Hale	Library Media Specialist	1708

7th Grade Gold Team Teachers**Phone Ext. Room #**

Derek Jonhson	Science	1719	320
Brenda Stokes	Social Studies	1722	322
Ginger Travis	Math	1731	318
Michael Timmer	Language Arts	1721	323
Stacy Kupchella	Language Arts	1720	319

7th Grade Green Team Teachers

Logan Stovall	Science	1726	405
Jeanie Smith	Social Studies	1728	312
Nina Doan	Math	1725	403
Carissa Hartis-Miller	Language Arts	1723	401
Melanie Gentry	Language Arts	1729	314

8th Grade Gold Team Teachers

Ecil Miller	Science	1724	208
Daniel Bemiss	Social Studies	1785	210
Jennifer Webb	Math	1784	209
Wendy Srivastava	Language Arts	1782	207
Nicole Jenkins	Language Arts	1790	206

8th Grade Green Team Teachers

Zachary Vincent	Science	1778	125
Kirby Weaver	Social Studies	1779	126
Hannah Robertson	Math	1780	127
Aleecia Moss	Language Arts	1781	128
James Margarella	Language Arts	1736	123

Related Arts Teachers

		Phone Ext.	Room #
Rebecca Fields	Music/Choir	1715	306
Brian Wilhelm	Physical Education	1712	Gym
Joelene Martin	Coding/Career Choices	1746	406
Lisa Cary	Technology Education/STLP	1748	302
Kandice Kilcoyne	Art	1747	310
Keegan Finkbine	Band	1755	304
Jessica Stuppy	Strings Orchestra		

Resource Teachers

Nix Crawford	Special Education	1730	316
Erin Smith	PASS Specialist	1745	402
Michelle Ewing	Special Education	1735	119
Karen Bucklew	Special Education	1732	117

Other

Kate Livchak	ESL	1744	203
Nichole Little	ESL	1743	204
Melanie Owens	Adv. Math/Int. Math	1737	120
Xiaoqin Liao	Chinese	1718	321
Brittany Hogue	Adv. Science	1733	121
Stacey Rose	Algebra/Geometry	1740	122
Blake Button	Social Studies/Reading	1743	124

Instructional Assistants

Greg Witty	ISS
Rose Dukes	PASS Assistant
Kathryn Kirtley	Special Education
Stephanie Lewis	Special Education
Magally Martin	ESL
TBA	ESL

Cafeteria Staff

Britney Johnson	Cafeteria Manager		
Peggy Chambliss	Cashier	Kim Vanderglas	Cashier
Lisa Smith		Mary Blair	
Patricia Chandler		Linda Resch	

Teachers may be reached by phone at 270-843-0165 or by e-mail at:
firstname.lastname@warren.kyschools.us
example: john.smith@warren.kyschools.us

REQUIREMENTS FOR ADMISSION

Students being admitted to Drakes Creek Middle School who have previously been enrolled in the system and who are residents of this attendance district will be admitted upon presentation of a valid transcript. Students who wish to enroll from another school district will be admitted when the following documentation is presented to the principal:

BIRTH CERTIFICATE

All pupils enrolling in the Warren County Public Schools for the first time shall present a birth certificate in order that accurate recording of the date and place of birth may be on the school record.

IMMUNIZATIONS

Except as otherwise provided in KRS 214.036, no child may enroll as a student without first presenting a current Kentucky certificate from a duly licensed medical or osteopathic physician stating that the child has been immunized.

MEDICAL EXAMINATION

A medical examination is required within six (6) months prior to or one month following a student's initial admission to school. The medical examination shall be reported on forms furnished by the Department of Education.

PROOF OF RESIDENCE

All students must be able to provide proof of residence (utility bill, lease agreement, deed, etc.) within the Drakes Creek Middle School attendance area.

GUARDIANSHIP PAPER

If parents are divorced and no longer living together, copies of legal guardianship papers must be in the student's permanent record file.

GUIDANCE AND COUNSELING PROGRAM

The counselor is available to students and their parents during school hours for a conference when they feel they need to discuss personal, social, or educational matters. It is best to call and make an appointment.

PARENT CONFERENCES

Parents may make appointments for conferences with teachers, the counselor, or the administrators by telephoning the school office at 270-843-0165.

STUDENT MEDICAL CARE

ADMINISTRATION OF MEDICATION IN SCHOOL

An employee of the Warren County Board of Education may administer no over-the-counter medication to students.

Any student who is required to take medication during regular school hours shall comply with the following:

1. No medication will be supplied by the school.
2. Medication shall be brought to school office by the student's parent/guardian in the original container that is properly labeled with the student's name.
3. Office personnel will have the student's parent/guardian complete the appropriate authorization form 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
4. All medication will be kept in the office in a locked cabinet and distributed by trained school personnel.
5. The student taking medicine daily should have a parent release form on file in the office along with his/her medication.
6. Students are not to give or sell any medication to any other student. This is in violation of the Warren County Board of Education Drug Policy.

ILLNESS OR INJURY AT SCHOOL

A student who is injured or becomes ill should report it to his/her teacher. The student will be sent to the office where office personnel will contact the student's parents if necessary. All students who are injured or become ill must check out through the principal's office before leaving school.

CLASSROOM EXPECTATIONS

RESPECTFUL

RESPONSIBLE

READY TO LEARN

All students are expected to bring all materials, books, paper and pencils to class each day. Students are expected to complete all daily assignments; if not, he or she may be placed in ISS, After-School Tutoring, and/or parent/teacher/student conferences will be held.

AGENDA PROGRAM

Students are required to have a daily planner with space to write their daily class assignments and record grades. The school will provide an agenda book each year at no cost. Damaged or lost books must be replaced at student expense of \$5.00. This program will help to instill in the students the realization that "If you plan to learn, you must learn to plan." Parents can also use this program to monitor recorded assignments.

TEXTBOOKS

Textbooks are furnished by the school; however, many classes do not have a text due to the age and condition of the materials. If a book is issued and then lost or damaged while it is checked out to a student, that student will be expected to pay for it.

LOCKS AND LOCKERS

Advisory teachers will issue lockers at the beginning of the school year. Each student will be assigned a locker.

Students will be expected to pay for abusive damages, kicking, or slamming lockers.

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.

- A student should:
1. Keep the locker locked at all times.
 2. Keep the locker combination private.
 3. Avoid placing belongings in friends' lockers.
 4. Keep the locker clean and neat at all times.
 5. Avoid using permanent stickers on the lockers.
 6. Avoid taping items to the outside of the locker for more than one school day.

Students are not to change lockers without permission of the advisory teacher.

Combination locks are provided by the school. Key locks are not allowed except in special cases. If a lock is damaged or lost, the student will be expected to pay \$10 for its replacement.

HALL PASSES

Students are allowed to leave class only for genuine need and must carry a hall pass. Students will also sign out when leaving the classroom.

DRAKES CREEK MIDDLE SCHOOL ATTENDANCE POLICY

Any student who is absent must bring to school with him/her a note from his/her parents or doctor explaining the absence within 5 school days of returning from the absence. 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 will be allowed up to five (5) absence events per year to be excused with a written parent note and up to seven (7) events with doctor/medical excuse/note. Any absence event due to medical reasons in excess of seven (7) will require the presentation of the Warren county Schools Medical Excuse Form before the absence will be excused. The form will be available at school, central office and some medical facilities upon parent request.

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 who is responsible for the student.

All students are expected to arrive at school on time. The day begins at 7:30 A.M. Students tardy for the third time without a valid excuse are considered to be truant. 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.

District policy defines truancy as “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 valid excuse. Absence for less than half a school day without a valid excuse shall be regarded as being tardy”. Habitual truancy occurs when a student is reported as a truant two (2) or more times (absent or tardy six (6) or more times without a valid excuse).

Drakes Creek Middle School will take the following action when students are determined to be truant:

- Written notice from the school will be sent to parents following a student’s third unexcused absence or tardy.
- Students will be reported to the Delinquency Prevention Service Worker following his/her fifth unexcused absence or tardy. The worker will make contact in an attempt to avoid any court action.
- When the sixth unexcused absence or tardy occurs, the Delinquency Prevention Service Worker may pursue court action.

If a student must be out of school for any reason other than sickness or an emergency, parents may send a note to the Principal or request that it be excused by submitting an **Educational Enhancement Opportunity Request** form. Forms are available at the school. Absences due to vacations, business trips, and visits to relatives will not be considered excused.

Further information pertaining to absences/tardies can be found in the Warren County Board of Education's District Student Handbook. This handbook is explained to your child the first day of school and should be in his/her first day packet of information. Please feel free to discuss any unusual circumstance(s) with us.

TARDY TO CLASS

Tardiness is a part of attendance. Be in class on time. A student is to be considered tardy if he/she is not in the classroom with textbooks and required materials with which to work at the scheduled beginning time of class. Each teacher will keep a record of students who are tardy to his/her classroom. Unexcused and excessive tardiness will result in disciplinary action. Students will receive a minor write-up after three tardies, a major write-up after six tardies and assigned ISS after the seventh.

EARLY ARRIVAL AT SCHOOL

Students arriving at school before 7:30 A.M. are to be in the cafeteria or gym. Students will not be permitted to enter the school building until 7:00 A.M. Supervisory personnel are not available until 7:00 A.M., therefore it is not recommended that students be dropped off prior to this time

CHECKOUT PROCEDURES

All students who leave school during the day must check out from the main office.

Students are encouraged not to check out before 2:20 PM unless there is an emergency. Appointments with doctors and dentists should be made outside of school time, since students are in academic classes until school is dismissed.

A student will not be permitted to leave school with anyone other than a parent or guardian unless noted on the student's emergency card. The adult must come to the office with a photo ID to check out a student. Students are not permitted to meet a parent in the parking lot or at the front door. No exceptions will be made. This policy is for the child's protection.

If a student is to go anywhere after school other than home, he/she must bring a note from his/her parents. This includes riding another bus, riding in a car, and riding to Greenwood High School. The reason for going to Greenwood High School must be stated in the note. DCMS students cannot get off the bus at GHS to ride home with anyone. Older siblings must pick them up at DCMS.

STUDENTS STAYING AFTER SCHOOL

Students staying after school for any reason, i.e. football, art, tutoring, basketball, cheerleading, band, etc., may not leave the school grounds, even with a note, for any reason unless accompanied by school personnel. This includes walking to stores, restaurants, etc. Furthermore, unless the student has secured permission to walk home, parents are expected to pick students up on time.

AFTER-SCHOOL TRANSPORTATION

Students who are not transported by school bus must be picked up no later than 2:45 P.M.

Students and parents must arrange for transportation home prior to an after-school activity. When an activity is over, parents should be waiting for the student. In most cases, students should not use the phone asking for rides, as transportation should be pre-arranged.

Sponsors of after-school activities will supervise groups in designated areas until parents pick up students. Students who repeatedly lack transportation within a reasonable amount of time after an activity has concluded may be dismissed from those activities.

VISITATION POLICY

ALL VISITORS DURING THE SCHOOL DAY MUST REPORT TO THE OFFICE AND RECEIVE THE APPROPRIATE VISITORS' BADGE BEFORE GOING TO ANY OTHER PART OF THE BUILDING.

Students from Greenwood High, Bowling Green High, Warren East, Warren Central, and Western Kentucky University are not to be at Drakes Creek or in Drakes Creek's parking lots without the above-mentioned authority. The building is off-limits to these students.

All teachers are to help implement this policy by openly asking visitors if they are properly cleared, and by stating this policy to their classes periodically

STUDENT ASSIGNMENT POLICY

It is the student's responsibility to make arrangements with the teacher for make-up work, tests, etc., missed during absences. Teacher websites are a good place to look for makeup work and daily homework assignments.

Any absence

If an assignment was made prior to the student's absence, it is due the day a student returns to school.

If absent 1-2 days

Monday	Tuesday	Wednesday	Thursday	Friday
If you return to school on this day, work is due on Wednesday.	If you return to school on this day, work is due on Thursday.	If you return to school on this day, work is due on Friday.	If you return to school on this day, work is due on Monday.	If you return to school on this day, work is due on Monday.

If absent 3 days or more

If a student is absent for 3 or more days, the make-up work is due 1 week from the day the student returns.

Parent pick up

Work will not be collected by teachers for parent pick up unless a student misses 3 or more days of school. The work will then be due 1 week from the day the student returns to school.

Vacation

A student who is leaving for a vacation should not request assignments prior to leaving. He/she can receive work when the student returns to school.

Grading Scale

A	90 and up
B	80 - 89
C	70 - 79
D	60 - 69
F	0 - 59

PROGRESS REPORTS

Progress reports may be viewed in the Infinite Campus Parent Portal at the end of each nine weeks and an interim report is available midway through each quarter. A copy of these progress reports is kept in the Guidance Office. Parents may request a paper copy to be sent home with students.

ONLINE GRADE CHECKS

Student grades and attendance can be monitored online at <https://kycde6.infinitecampus.org/campus/portal/warren.jsp>.

HOMEWORK INFORMATION

Information on classes and daily assignments can be obtained by checking the teachers' websites. Homework information is available on teachers' websites linked to the school site – <http://www.warrencountyschools.org/dcms>.

Student Failure and Retention Policy

In order to earn promotion to the next grade level Drakes Creek Middle School students must earn a passing grade in at least 3 of the 4 core classes and pass 3 of 4 nine weeks related arts classes

A passing grade is defined as a cumulative (entire year) numerical average of 60 or above.

Core classes are – social studies, science, mathematics, and language arts.

STUDENT DRESS AND APPEARANCE

- The wearing of any attire, cosmetics, accessories, presentation of extra-ordinary personal appearance, or any unsanitary body condition, which in the judgment of the principal significantly disrupts school work, interrupts scholastic endeavors, or threatens the health of any pupil or staff member, is prohibited.
- Shorts, skirts and dresses must extend to or beyond a modest length such that undergarments cannot be seen when sitting or bending (at locker for instance).
- Tights (leggings) cannot be worn solely as the bottom garment; they must be covered by another garment that extends to or beyond a modest length such that undergarments cannot be seen when sitting or bending (at locker for instance). The covering garment must not be see-through, have slits, or holes that are above the knees.
- Pajamas and flannel lounge pants are not permitted.
- Sagging and baggy pants are not permitted.
- The torso must remain covered so that no cleavage is visible and the midriff is covered while standing in a normal posture. Shoulder straps must be at least (3) fingers wide.
- See-through, cut-away style garments (such as racer backs), plunging necklines/backs or garments with holes in them above the fingertips are not permitted.
- Tank tops and muscles shirts are not permitted. Boys' shirts must have a sleeve.
- Upper body garments shall be required at all times, including at extracurricular events.
- No undergarments should be visible.
- Shoes must be worn at all times. House shoes/slippers are not permitted.
- Hats, caps, bandannas, hoods or headdresses are not permitted unless they are necessary for health, safety purposes or cultural/religious requirements and have prior administrator approval.
- Sunglasses or tinted prescription glasses are not permitted to be worn inside the school building without a medical excuse; a doctor's note must be presented beforehand.
- Inappropriate symbols, pictures, advertisements on article of clothing, item of jewelry or the body is prohibited. This includes, but is not limited to, the promotion of alcohol, tobacco, drugs, illegal substances, gangs or vulgarity or that is sexually explicit or racially/culturally inappropriate. Anything that is perceived to be degrading and offensive to others is not permitted. This includes but is not limited to the following: Malcolm X, Confederate Flag, Nazi Swastika, gang symbols, etc.
- Hair shall be clean and well groomed. Distracting extremes are not permitted.
- Trench coats, dusters, or full-length overcoats are not permitted to be worn in the school building during regular school hours. (7:00 a.m. to 2:45 p.m.)
- Chains and/or jewelry, which may present a safety hazard or are distracting when misused, are not permitted.

THIS DRESS CODE IS IN COMPLIANCE WITH THE WARREN COUNTY BOARD OF EDUCATION'S DRESS CODE.

ZERO TOLERANCE POLICY

With the goal of creating the best possible learning environment the Drakes Creek Middle School Site-Based Decision Making Council adopted the following Mission Statement and Goals regarding zero tolerance:

MISSION STATEMENT

Drakes Creek Middle School's faculty, staff, administration, and parents believe that a school-wide discipline plan that teaches students how to make choices, face consequences, become responsible for their own actions and develop respect for each other is an essential part of the establishment of a school's unity, pride and achievement.

GOALS

1. To provide a safe school climate that allows for all students to learn how to become responsible, contributing members of society.
2. To enable students to learn skills necessary for problem-solving, self-control and enhancing self-worth.
3. To provide opportunities for students to assist in developing the classroom expectations for appropriate behavior.
4. To establish a discipline plan that requires students to take ownership of their behavior, thus initiating positive changes in students' behavior.
5. To provide a climate in which students are encouraged to achieve excellence in all areas.

To achieve these goals, the Drakes Creek Family has adopted the following Discipline Action Plan:

1. We will provide opportunities for students to develop respect and appreciation for self as well as for others.
2. We will teach and use conflict resolution rules.
3. We will provide group guidance for those students who do not follow the school and district's policies.
4. We will provide support services through the Student Assistance Counselor.
5. We will utilize every available option to assist students.
6. We will have ZERO TOLERANCE (automatic office referral) for the following behaviors:
 - A. Verbal or written aggression (threats, obscene language, promoting fights, defiance)
 - B. Physical aggression (fighting, pushing, hitting, kicking, biting, violating another's space)
 - C. Leaving the room or area without permission

- D. Deliberate disruption
- E. Destroying school property
- F. Sexually harassing remarks, jokes, touching, or any other conduct of a sexual nature, verbal and/or physical
- G. Racial slurs, remarks, jokes, etc., (written or spoken)
- H. Persistent use of name calling, insults, teasing and taunting (written or spoken)

WEAPONS

4170.01 (Warren County Board of Education Policy)

Students shall not carry on their person, or cause to be brought to school, firearms, knives, or any other objects that can be classified as a deadly weapon, destructive device, or booby trap or a facsimile that could be deemed as dangerous (ex., toy weapons).

Violation of the above weapons policy is considered as follows:

4280.05 (Warren County Board of Education Policy)

Level IV - Acts which result in violence to another's person or property or which pose a direct threat to the orderly operation of schools and/or safety of others in the school.

Response options include: Suspension, ASP, Alternate Programs, Expulsion.

UNLAWFUL POSSESSION OF A WEAPON ON SCHOOL PROPERTY IN KENTUCKY IS A FELONY PUNISHABLE BY A MAXIMUM OF FIVE (5) YEARS IN PRISON AND A TEN THOUSAND (\$10,000) FINE

DRUG/ALCOHOL

Drakes Creek Middle School will not allow possession, use, or sale of any drugs or alcohol on campus or on the school bus at any time. This is governed by strict Board of Education policy.

TOBACCO/VAPOR PRODUCT USE

No student shall possess or use (smoking, chewing, or dipping) cigarettes, pipes, vapor products, or any tobacco products in any form in or about school buildings, school grounds, and premises of Drakes Creek Middle School. This is governed by strict Board of Education policy.

IN SCHOOL SUSPENSION (ISS)

Any student who has infractions that require an office referral could be placed in the ISS room. This disciplinary action is designed so that the student has no interaction with other students. He or she will have assigned work to complete and must work continuously while in this room. The teacher assigned to the room will monitor the student so that if he/she stops working, the time will be recorded and made up the next day. While the student is in ISS, he/she is not to talk unless there is a question concerning his/her work. The student in ISS gets scheduled restroom and lunch breaks. This program is used to keep students in school if at all possible. Most of the students in ISS are one step away from suspension from school. Students placed in ISS may be barred from future extracurricular functions.

Teachers may also send students to the ISS to complete homework as needed. Five placements for this purpose will result in a full day assignment to ISS.

JACKSON ACADEMY

Jackson Academy provides an alternate learning environment for students in Grades 7-12 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.

Designed as a medium-term solution, the purpose of Jackson Academy is to 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 by the District Alternative Committee to Jackson Academy is required to complete 45 days in the program with full, cooperative participation. At the conclusion of 45 successful days, transition into the regular school setting is planned, implemented, and monitored for continued student success.

ALTERNATIVE TO SUSPENSION PROGRAM (ASP)

The purpose of the Alternative to Suspension program is to provide a productive option to out-of-school suspension for students who violate specific school or district policies. ASP offers one to ten days of instruction and targeted guidance in a setting away from the regular school campus for these students. Placement and length of time students are assigned to ASP are determined by the administration of the A1 school. Students are expected to follow the Alternative to Suspension guidelines regarding behavior and academic performance. Return to the A1 school occurs when students have successfully completed assigned days in ASP.

Warren County Public Schools
Middle and High Behavior Matrix
Updated Spring 2017

Major Behavior	1st Offense	2nd Offense	3rd Offense		Major Behavior	1st Offense	2nd Offense	3rd Offense
Abusive language towards a teacher (Major)	3 days ASP	5 days ASP	10 days ASP		Threats *	Must refer to Student Assistance Counselor to determine next steps		
Possession or accessing pornography	Loss of internet privileges 4 days in-school suspension	5 days ASP	ASP pending pre-board hearing		Fighting *	10 days ISS and/or ASP	10 days ASP	ASP pending pre-board hearing
Transfer or receipt of child pornography *	Contact law enforcement. Follow pornography guidance (above) if appropriate				Assault *	10 days in ASP	ASP pending pre-board hearing	ASP pending pre-board hearing
Bullying * Cyberbullying * Hazing *	Refer to WCPS Policy 09.422				Pulling the Fire Alarm * Arson * Bomb Threat *	Refer to WCPS Policy 09.425 Must refer to Student Assistance Counselor and District Safety Personnel		
Inappropriate Sexual Behavior	3 days ASP	5 days ASP	10 days ASP		Weapons * (excluding pocket knives with blades less than 3 inches)	Pre-Board Hearing Notify DPP Suspend out (not to exceed 10 days unless authorized by DPP)	Pre-Board Hearing Notify DPP Suspend out (not to exceed 10 days unless authorized by DPP)	Pre-Board Hearing Notify DPP Suspend out (not to exceed 10 days unless authorized by DPP)
Sexual Harassment *	Refer to WCPS Policy 09.42811				Theft of item over \$20 *	3 days ASP	5 days ASP	10 days ASP

Always contact parents. Collaborate with the special education department for students with IEP's. Pre-Board/Board committees may alter consequences based on specific circumstances.
 Look-alikes will be treated as the actual substance. Offenses are for a career lifetime (not just per year). Principal may adjust consequences based on additional circumstances (i.e., intent, quantity, impact on others, etc.)
 *Consult law enforcement.

DISCIPLINE MATRIX

Warren County Public Schools
Middle and High Behavior Matrix
Updated Spring 2017

Materials or Substance	1st Offense	2nd Offense	3rd Offense	Give to someone else Receipt/Transfer	Purchase or Sell	Assessment Recommendation
Tobacco or tobacco products	2 days in-school suspension	4 days in-school suspension	Minimum 4 days in-school suspension or 3 days ASP	4 days in-school suspension	4 days in-school suspension	
Nicotine vapor products or paraphernalia	2 days in-school suspension	4 days in-school suspension	Minimum 4 days in-school suspension or 3 days ASP	4 days in-school suspension	4 days in-school suspension	
Alcohol *	5 days in ASP	ASP pending pre-board hearing	Pre-Board Hearing Notify DPP, Suspend out (not to exceed 10 days unless authorized by DPP)	6 days in ASP	10 days in ASP	Must refer for outside drug/alcohol assessment. Refer to Student Assistance Counselor
Over the counter medicines	Not properly contained or not turned into the office - Principal's discretion	4 days in-school suspension	Minimum 4 days in-school suspension or 3 days ASP	Principal discretion	6 days in ASP	Principal's discretion Refer to Student Assistance Counselor
Prescription medicine	Not properly contained, not following the prescription, or not turned into the office - Principal's discretion	ASP pending pre-board hearing	Pre-Board Hearing Notify DPP, Suspend out (not to exceed 10 days unless authorized by DPP)	ASP pending pre-board hearing	ASP pending pre-board hearing	Must refer for outside drug/alcohol assessment. Refer to Student Assistance Counselor
Prescription medicine that is a controlled substance*	Pre-Board/Board hearing Notify DPP, Suspend out (not to exceed 10 days unless authorized by DPP)	Pre-Board/Board hearing Notify DPP, Suspend out (not to exceed 10 days unless authorized by DPP)	Pre-Board/Board hearing Notify DPP, Suspend out (not to exceed 10 days unless authorized by DPP)	Pre-Board/Board hearing Notify DPP, Suspend out (not to exceed 10 days unless authorized by DPP)	Pre-Board/Board hearing Notify DPP, Suspend out (not to exceed 10 days unless authorized by DPP)	Must refer for outside drug/alcohol assessment. Refer to Student Assistance Counselor
Any substance causing altered state of mind* e.g., marijuana, inhalants, some vapor products, drug paraphernalia, etc.	Pre-Board/Board hearing Notify DPP, Suspend out (not to exceed 10 days unless authorized by DPP)	Pre-Board/Board hearing Notify DPP, Suspend out (not to exceed 10 days unless authorized by DPP)	Pre-Board/Board hearing Notify DPP, Suspend out (not to exceed 10 days unless authorized by DPP)	Pre-Board/Board hearing Notify DPP, Suspend out (not to exceed 10 days unless authorized by DPP)	Pre-Board/Board hearing Notify DPP, Suspend out (not to exceed 10 days unless authorized by DPP)	Must refer for outside drug/alcohol assessment. Refer to Student Assistance Counselor
Under the influence of any substance causing altered state of mind* (e.g., alcohol, marijuana, etc.)	Pre-Board/Board hearing Notify DPP, Suspend out (not to exceed 10 days unless authorized by DPP)	Pre-Board/Board hearing Notify DPP, Suspend out (not to exceed 10 days unless authorized by DPP)	Pre-Board/Board hearing Notify DPP, Suspend out (not to exceed 10 days unless authorized by DPP)	Pre-Board/Board hearing Notify DPP, Suspend out (not to exceed 10 days unless authorized by DPP)	Pre-Board/Board hearing Notify DPP, Suspend out (not to exceed 10 days unless authorized by DPP)	Must refer for outside drug/alcohol assessment. Refer to Student Assistance Counselor

Always contact parents. Collaborate with the special education department for students with IEP's. Pre-Board/Board committees may alter consequences based on specific circumstances. Look-alikes will be treated as the actual substance. Offenses are for a career lifetime (not just per year). Principal may adjust consequences based on additional circumstances (i.e., intent, quantity, impact on others, etc.).
*Consult law enforcement.

ELECTRONIC DEVICES

Students are not allowed to be in possession of mp3 players, iPods, radios, disc players, other personal electronic devices during the school day. These items should remain in students' hall lockers during the day. Laser pointers or other distracting devices should not be brought to school. Prohibited items will be confiscated. Parents may pick them up at the school.

CELL PHONES

Students may bring cell phones to be used after school to arrange transportation or in emergencies. Phones are not allowed in class and should be turned off and left in students' hall lockers during the day unless a teacher allows them for a classroom project or assignment. Once the assignment or class period is complete, the device should be returned to the locker. Students are not allowed to make or receive cell phone calls and/or text messages during the day. Phones used in violation of this policy will be confiscated until a parent can come to the school office to retrieve them and students may be assigned to ISS. A second violation of this policy will result in a one-day assignment to ISS. A third violation will be a 3-day assignment to ISS. The school will not be responsible for lost or stolen phones and will not interrupt or use academic time to hunt lost or stolen phones.

SOLICITATION

Students are not to engage in any type of buying, selling, or trading of articles on school property. Any item brought to school for this purpose will be taken from the student and may be retrieved at the end of the school year.

BULLY PREVENTION PLAN

The effort to design and implement the DCMS Bully Prevention Plan is led by the assistant principal and guidance counselor. Each year, they meet with select teachers during the spring semester to plan the orientation period and to review and amend the school's bully awareness and prevention plans for the following year.

PREVENTION

Orientation Days (6 of the 10 days at the beginning of school) focus on building relationships, preventing bullying, and stopping sexual harassment. In conclusion of Orientation, the development of a healthy behavior ad by each student in the building is created and displayed throughout the building. In addition to orientation the following preventative measures are used:

1. Cyberbullying program presented in each grade level (1st Quarter by Barren River Health Department)
2. Bully Prevention program (2nd Quarter by Barren River Health Department)
3. CAST can be used to target students that are at-risk and exhibit bullying behaviors (bullies and victims) as well as other at-risk behaviors.
4. Target healthy relationship through Orientation Lessons.
5. Brochures are made available through YSC at DCMS Open House.

CONSEQUENCES

Level 1

- Try to remedy the situation by talking separately with both parties involved.
- Take both parties claims seriously.
- Gather all forms of proof: email, witnesses, texts, etc.
- Inform parents of allegations.
- Talk with student who is harassing separately, go over bullying brochure and educate the student bullying behavior, and explain why this behavior needs to stop.
- Call the parent of the bully to educate them and explain that a brochure will be coming home. Ask parents to go over the booklet with the child to stop any future bullying behavior.

Level 2

- If the harassment continues, 3 days of ISS will be assigned.

Level 3

- If the harassment continues, 5 days of ISS will be assigned.

Level 4

- If the harassment continues, further disciplinary action will be taken (up to suspension or ASP).

CAFETERIA POLICY

Students are provided with a choice of lunch at school that is available at a small cost. The student may apply for a free or reduced price lunch. The following rules and regulations are to be followed in the cafeteria:

1. Students are not permitted to have soft drinks or a commercially purchased fast-food meal.
2. Students are not permitted to leave the cafeteria without permission.
3. Throwing of food is not permitted.
4. A student who spills food is expected to clean it up.
5. Students are allowed to sit with friends in their class during lunch unless inappropriate behavior requires assigned seating.
6. Due to limited space, we ask that only immediate family (parents, siblings, grandparents) come to school to have lunch with students

The cafeteria, besides being a lunchroom, is also a place where good relations can be developed. Each student is expected to practice the general rules of good manners one should find in the home.

All students must report to the cafeteria with their class, and remain in the cafeteria until dismissed by their teacher. Food and drinks are restricted to the cafeteria at all times and at all activities.

Snack and Coke machines are only for those students who remain after school for special school activities, practices, or rehearsals.

Parents are not to check their child out of school to take them out for lunch or bring carryout to school for the student to eat in the parking lot or cafeteria.

BUS DISCIPLINE PROCEDURES

The Drakes Creek Middle School students are expected to demonstrate appropriate behavior at all times while riding the bus to and from school.

If students will not obey the transportation rules and regulations, then the following action will be initiated:

The bus driver will report inappropriate behavior on a misconduct report form.

1. Students will receive a warning after one misconduct report.
2. A second misconduct report will result in a warning and parent contact made.
3. The third misconduct report will result in removal from the bus for three days
4. The fourth misconduct report will result in a five-day bus suspension. Before riding privileges are restored, a conference with DCMS administrator, transportation director, parent/guardian and student must occur.
5. A fifth misconduct report will result in a 10-day bus suspension.
6. A sixth misconduct report will result in removal from the bus for the remainder of the school year.

This procedure will be followed in regard to common inappropriate behavior. In cases of severe misconduct, the principal reserves the right to remove a student immediately from the bus. Notice of all actions of the principal or assistant principal will be furnished to the parent after the second misconduct report, but such notice need not precede action by the principal or assistant principal.

REGULATIONS FOR MIDDLE SCHOOL TRANSPORTATION

The rules governing transportation are perhaps the most important of all regulations for failure to abide by these could cause injury to the student and to all on the bus.

1. Students are not permitted to walk to or from school, including residents of nearby trailer parks, unless a note from parents requests it.
2. Students are not permitted to ride bicycles to or from school without special permission.
3. Students taken to or from school by parents are to be let out and picked up at the parking lot to the left of the building. Bus lanes on the right of the school should not be used to drop off or pick up students.

4. Students are to obey all bus regulations.
5. Students are to walk in a safe manner to the buses for loading and exit only from the front doors.
6. A student may not leave the school on a bus not assigned to him/her without written permission from a parent and from the school principal.
7. A student may not get off the bus at any place other than his/her home without permission from a parent and from the school principal.
8. Students are not permitted to leave their assigned buses before reaching their homes, including Greenwood High School unless a parent provides a note.
9. Permission notes must be left with the school secretary in the morning and picked up in the afternoon.
10. If a student brings a note from home giving him/her permission to get off the bus at Greenwood High School, the note must explain the reason since permission will not be granted unless it is a legitimate reason and can be verified with Greenwood High School.
11. All students going to Greenwood High School for any after school activity must bring a note to Drakes Creek stating that they have parental permission to get off the bus at GHS and the activity that they will be participating in. Students are not allowed to walk, they must ride their regular bus. Any student who does not normally ride a bus will be assigned a bus by the office staff.
12. No more than two friends may join a student on the bus unless special permission is granted. Special permission will require at least two days' notice. Our concern is to allow the Transportation Department enough time to make appropriate arrangements.
13. No bus changes lasting more than ten days may be made without permission from the Transportation Department.

BUS TRANSPORTATION POLICY FOR EXTRA-CURRICULAR EVENTS

All transportation and disciplinary policies of the Warren County Board of Education shall be strictly enforced, and all students transported to extra-curricular events shall adhere to district policy as well as school policy.

TELEPHONES

Students may use the telephone in the office only with permission. Students may call their parents or guardians only. Telephone calls will not be accepted as permission for a student to ride a different bus, go any place other than directly home after school, or to get assignments or books left at home. Students will not be called to the phone. A message will be taken, and the student will return the call. Messages and notes from home shall be left in the office when arriving at school in the morning.

STUDENT PERSONAL PROPERTY

Each year, hundreds of articles of clothing and other personal property are left unclaimed at school. Most students do not identify what they have lost. Allow us to assist in returning these items by labeling them with the student's name. This applies to articles of clothing, shoes, personal books and school supplies.

We recommend that valuable items be left at home. This includes, but is not limited to, large sums of money, jewelry items and family collectibles.

LOST AND FOUND

Students who find lost articles are asked to take them to the office, where the owner can claim them. **Students are asked to place their name in or on personal property.** All articles lost are not stolen. Students are expected to keep up with their own personal property. For lost articles, students should check lost and found in the cafeteria. **The school cannot assume responsibility for lost, stolen, or damaged items.** However, if a student will report these incidents immediately, every effort will be made to assist with their return or repair.

OFF CAMPUS ACTIVITY POLICY

Drakes Creek Middle School will not sponsor any off-campus activities that begin before, during, or after the conclusion of a school-sponsored activity.

Drakes Creek will not allow the use of its name, or the name of any club, or the name of any class or club officer, or sponsor, in any activity held off campus without the approval of the school administration. The Drakes Creek administration, faculty members, and staff will not be held responsible for any activity involving Drakes Creek students that is not sponsored by the school. Students and/or adults at such activities will be acting as individuals and will be held responsible for their actions. Sponsors of special events or activities are to take note of the above policy and to relay this information to the students whenever necessary. This policy is for the protection of the entire staff.

INVITATIONS

If your child is hosting an event that requires invitations, please make arrangements for distributing them in some manner other than at school or on the school bus.

SCHOOL PICTURES

School pictures will be made early in the school year. All students are required to have pictures made for the yearbook. Students will be notified in advance regarding the date so that they can dress accordingly. Pictures will be sent home to be purchased if desired.

Spring pictures will be taken each year as a service to students.

DANCE POLICY

Drakes Creek Middle School holds approximately four (4) school dances each year. Teachers and administrators are present at each dance. Admission is five dollars.

Our dances are for Drakes Creek Middle School students only. No students from other schools will be admitted. Parents are requested to pick up students promptly after each dance. Any student bringing someone other than Drakes Creek's students to the dance may be barred from future dances. No dance requires formal attire. All dances require students to wear school clothes that follow the school dress code.

Students absent from school the entire day of a dance due to illness or other nonschool related matter or other unexcused absence will not be admitted to the dance. Also, students checking out of school early due to illness will not be admitted.

PLEDGE OF ALLEGIANCE

5101.01 (Warren County Board of Education Policy)

Each student in the Warren County School District shall be given the opportunity to participate in the pledge of allegiance to the flag of the United States at the beginning of each school day. However, such participation shall be voluntary, and no school employee shall attempt to persuade, coerce, or influence any student to participate or not participate against the student's own will. No student who chooses not to participate is to do anything that will persuade other students not to participate.

BUILDING SCHEDULING POLICY STATEMENT

Any and all "OUTSIDE" groups wishing to use the Drakes Creek Middle School gym and/or cafeteria or any other part of the building or grounds, shall obtain permission from the Warren County Board of Education in advance of said activity. This includes ANY and ALL community groups and/or basketball teams and groups or teams from other schools or universities. All such group activities must be scheduled by the principal.

LIBRARY CARD CATALOG

Students can access our Library Card Catalog from home and follow us on Instagram @gatorsread. Students can search for materials by keyword, title, author, subject, and series; find where the book is located in our library; and see if it is available for checkout. Students can research a topic and print out a list of books they wish to check out. Type in the web address below and click on Drakes Creek Middle School:

<https://wcpslibrary.follettdestiny.com/>

ASBESTOS MANAGEMENT PLAN

Each school site in the District has an Asbestos Management Plan (AHERA Report) which identifies where asbestos-containing building materials (ACBM) are located in the school. The ACBM poses no health concerns as long as it remains in good condition. The ACBM is inspected every six months to ensure it remains in good condition while AHERA report is updated/ made available for review upon request.

DRAKES CREEK MIDDLE SCHOOL

Student/Parent/Teacher Learning Compact

The students, parents and staff of Drakes Creek agree that the following Title I Learning Compact outlines how each party will share in the responsibility of Engaging learning for improved student achievement, making Connections by building relationships in an effort to help all students become Successful.

As a student I will share responsibility for my learning by:

- ✓ Being an active participant in the learning process
- ✓ Giving my best effort
- ✓ Keeping a positive attitude
- ✓ Following school and classroom expectations

As a Parent, I will support my child's learning by:

- ✓ Taking an active role in my child's learning process
- ✓ Encouraging and supporting efforts made by teachers
- ✓ Encouraging regular attendance
- ✓ Attending conferences and Title I family nights, looking at school work, and calling the school as needed to monitor my child's progress.

As a Teacher, I will:

- ✓ Encourage and support the student in his/her learning process
- ✓ Provide an environment conducive to learning
- ✓ Provide meaningful and appropriate learning activities
- ✓ Demonstrate professional behavior and a positive attitude
- ✓ Maintain open lines of communication with students and parents.

As a School, we will:

- ✓ Treat all students with dignity, respect and fairness
- ✓ Engage and Connect with students, for Success
- ✓ Provide high quality curriculum and instruction in a supportive and effective learning environment.
- ✓ Provide parents with regular reports on their child's progress.
- ✓ Provide parent involvement opportunities such as Back to School Bash, Family Fun Night, Title I Parent Meeting, etc.
- ✓ Ensure that all certified and classified Title I Staff are highly qualified.



DRAKES CREEK MIDDLE SCHOOL
704 CYPRESS WOOD WAY
BOWLING GREEN, KY 42104
TEL. (270) 843-0165 · FAX (270) 782-6138

Daryl Woods, *Principal*
Ben Jones, *Assistant Principal*
Emily Perkins, *Curriculum Coordinator*
Tracy Downing, *Counselor*

Appendix F-NOTIFICATION OF RIGHT TO REQUEST TEACHER QUALIFICATIONS

July 10, 2014

Dear Parent or Guardian:

The educators in the Warren County School District are committed to providing a quality instructional program for your child. This letter is just one of the ways of keeping you informed of the educational commitment of our schools and our district.

Our district receives federal funds for the Title 1 program as a part of the No Child Left Behind Act (NCLB). Under NCLB, you have the right to request information regarding the professional qualifications of your child's teacher(s). If you request this information the district will provide you with the following:

1. Whether the teacher has met the state requirements for licensure and certification for the grade levels and subject matters in which the teacher provides instruction;
2. Whether the teacher is teaching under emergency or other provisional status through which state qualification or licensing criteria have been waived;
3. The college major and any other graduate certification or degree held by the teacher and the field of discipline of the certification or degree; and
4. Whether your child is provided services by paraeducators, and, if so, their qualifications.

If you would like to request this information, please contact Daryl Woods by phone at 270-843-0165 or by email at daryl.woods@warren.kyschools.us. Please include your child's name, the name of the school your child attends, the names of your child's teacher(s), and an address or email address where the information may be sent. Thank you for your interest and involvement in your child's education.

Sincerely,

Daryl Woods
Principal

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 the Superintendent, Warren County Public Schools, and P.O. Box 51810, Bowling Green, KY 42102-6810. 270-781-5150.

DRAKES CREEK MIDDLE SCHOOL

YOUTH SERVICE CENTER

Youth Services Centers were created as a part of the Kentucky Education Reform Act to be the tool for engaging parents and for reaching out to children and parents, in support of the educational process.

The Drakes Creek Middle School Youth Services Center picks up where the Family Resource Center stops. The goal is to enhance students' abilities to succeed in school by assisting youth and families in meeting some of their basic needs, removing some of their barriers to learning. This is done by providing services at the center, working closely with the school staff, and linking families to agencies in the community.

Who may use the Youth services center?

ALL students attending Drakes Creek Middle School and their families are eligible for services

Hours of Operation are 7:00 am – 3:30 pm Monday – Friday (year round). Voice mail is available for after hours by calling 270-467-0262. Arrangements to meet after 3:30 pm can be made upon request.

YOUTH SERVICES CENTER

**Drakes Creek Middle School
704 Cypress Wood Way
Bowling Green, KY 42104
Phone: 270-467-0262
Fax: 270-782-6138**

Email: Jennifer.madison@warren.kyschools.us