

# **SOUTH WARREN MIDDLE SCHOOL**

**Warren County Public Schools  
Bowling Green, Kentucky**

Opened: August, 2010

Grades: 7<sup>th</sup> & 8<sup>th</sup>

Enrollment: Approx. 720

Mascot: Spartans

School Colors: Black, Silver, and Royal Blue

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Dear Spartans,

Welcome to South Warren Middle School! We are thrilled to partner with you in the pursuit of your academic, social, and emotional growth. Expect to be challenged and supported as we build on the tradition of excellence that has made this place a Kentucky School of Distinction. Our caring, dedicated, professional staff is committed to providing a learning environment that is nurturing, positive, highly structured, and rigorous.

Set high goals, be involved, work hard, and never settle for yesterday's accomplishments. Engage in learning, show respect for others, have a positive, teachable attitude, be involved in extracurricular activities, and exceed standards of conduct and integrity! We invite parents to become an active part of their child's education and to support the school by reading the newsletter, reviewing grades frequently, checking the teachers' websites for curriculum updates, training students to stay organized, encouraging students to follow expectations, and by expecting students to demonstrate responsibility. The faculty strives to teach students to take ownership of their learning, behavior, and culture (*academic & social*). As students mature to greater independence, we hope to lead them to develop ownership, initiative, competence, personal reflection, and improved self-agency that will enhance and accelerate their capacity for life-long learning. Our desire is to inspire and educate thriving, global citizens!

Let's learn together, grow together, and change the status quo for middle school. We hope students have a transformational experience here that not only prepares them for high school, but also for life! Determine now to make this a great year for yourself, and you will have one! Go Spartans!

With Joy,

The Faculty and Staff of South Warren Middle School

***Educating Thriving Citizens***

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## SCHOOL CALENDAR

The Warren County Board of Education school calendar can be found on the school and district website. Cancellations of school will create changes to the school calendar. ***Anticipate that the designated make-up days on the district calendar will be used.***

***Vacations should be planned outside of the designated window for makeup days.*** Any absences for family vacations, trips, etc. must be counted as an unexcused absence.

The Warren County Board of Education makes calendar decisions; we will communicate those decisions as quickly as possible on our website, Twitter, newsletters, email, etc.

State testing will take place during the final 14 days of a district's school calendar. As well, final exams will take place in the last 2 days of the school year. WCPS expects students to attend school through the last day of school (***even if the school calendar is adjusted***).

## ATTENDANCE PROCEDURES

### **SUMMARY OF ATTENDANCE PROCEDURES** (\*\*See full WCPS Attendance Policy below.)

- **CALL THE OFFICE:** A parent/guardian must call the school as early as possible on the day that a student is absent to relay the reason for the absence. Student calls are not acceptable.
- **5 DAYS TO BRING A NOTE:** Any student who is absent, tardy, or signs out early must bring a note within **five (5) school days** of their return explaining the reason for the absence. A note is required even when a parent/guardian calls the school or signs the student out of school.
- **TARDIES COUNT:** All students are required to be in 1<sup>st</sup> period by the time school starts (7:30 am) to avoid being considered tardy to school. If students are not in their 1<sup>st</sup> period on time, they are considered late to school. Any event (tardy, check-out) must be counted in the attendance count.
- **Buses Ensure Punctuality.** The bus is the best way to ensure that your student is on time. Late buses are always excused. Car riders should expect traffic delays around the school in the morning.
- **MAXIMUM 7 PARENT/GUARDIAN NOTES:** A maximum 7 parent/guardian notes are allowed per year. A parent/guardian note is only valid for 1 day of absence/tardy. A doctor's note will be required to cover a health event of consecutive days. Once a student uses all their parent notes for the year, only a third-party note, document, or other information requested by the school will excuse the absence or tardy. Otherwise, all absences and tardies after the 7 excused ones will be unexcused.
- **LONG FORM AFTER 10 DOCTOR'S NOTES:** Any absence event due to medical reasons in excess of ten (10) will require the presentation of the Warren County Schools Medical Excuse Form before the absence will be excused.

## WCPS ATTENDANCE POLICY

***\*\*Updated at 6.18.19 Board of Education Meeting***

The progress of a student at school depends greatly on the punctuality and regularity of attendance. It is desirable that every student should be in the designated area five minutes prior to the beginning of school. Also, each student should be in each class on time. To secure such attendance, we ask your hearty cooperation. We firmly believe that attendance is a student-parent/guardian responsibility. The intent of this attendance procedure for the Warren County Public Schools is to provide a structure within which students can gain maximum benefit from the instructional program. Regular attendance in class is necessary if students are to receive adequate guidance through their classwork and benefit from the discussions. All students are expected to attend class, on time, every day that school is in session. When a student must be absent from school, it is the responsibility of the parent/guardian to call the school where the child is enrolled on the date of

the absence to inform the school of the reason for the absence. The parent/guardian must send a written excuse or doctor's note with the student when he or she returns to school. If a note is not received by the school, the absence will be counted as unexcused. Up to 7 days of valid absences for which parents/guardians have sent written excuses giving valid reasons for the absence will be excused. Invalid absences will be considered unexcused. Seven parent notes will be excused for valid reasons (see below). Parent notes submitted for invalid reasons will be considered unexcused.

### **KENTUCKY COMPULSORY ATTENDANCE LAWS**

Except as provided in KRS 159.030, each parent, guardian, or other person residing in the state and having custody or charge of any child between the ages of six (6) and eighteen (18) shall send the child to a regular public day school for the full term that the public school of the district in which the child resides is in session, or the public school that the board of education of the district makes provision for the child to attend. Any parent or guardian who elects to send a child five (5) years of age to school shall keep the child in regular attendance. Every child actually residing in this state is subject to the laws relating to compulsory attendance, and neither he nor the person in charge of him shall be excused from the operation of those laws or the penalties under them on the ground that the child's residence is seasonal or that his parent is a resident of another state.

### **EXCUSED ABSENCES** (requires written statement)

1. Illness - Medical Excuse
2. Death in family
3. Medical appointment of student
4. Student sent home from school sick
5. Religious holidays
6. Reporting to court
7. Driver's license test or examination (1/2 day-2 times)
8. Military leave, deployment, or training
9. Other circumstances as approved by the principal

**NOTE** - Students with medical appointments during the school day will be given an unexcused absence until a statement is brought from the doctor. All absences due to illness will require a doctor's statement for the absence to be counted as excused. Written statements must be received within a week of a student's return to school to be counted as excused. Excuses brought in after the week period will remain unexcused.

**NOTE** - A maximum of seven (7) parent/guardian notes are allowed per year. A parent/guardian note is only valid for one day of absence/tardy. A doctor's note will be required to cover a health event of consecutive days. Once a student uses all their parent notes for the year, only a third-party note, document, or other information requested by the school will excuse the absence or tardy. Otherwise, all absences and tardies after the 7 excused ones will be unexcused.

Any absence event due to medical reasons in excess of ten (10) will require the presentation of the Warren County Schools Medical Excuse Form before the absence will be excused. The form will be available at all schools, central office, and some medical facilities upon parent request.

**TRUANCY, WHAT CONSTITUTES:** Any student who has attained the age of six (6) years but has not reached his or her eighteenth birthday, who has been **absent from school** without a valid excuse for **three (3) days, or tardy on three (3) days, is a truant**. Any student enrolled in a public school who has attained the age of eighteen (18) years, but has not reached his or her twenty-first birthday, who has been absent from school without valid excuse for three (3) or more days, or tardy without valid excuse on three (3) or more days, is a truant. Any student who has been reported as a truant two (2) or more times is a habitual truant. A tardy is

defined as missing no more than 35% of the regularly scheduled school day. A tardy can occur in either the morning or afternoon.

**TRUANCY PROCESS – Elementary, Middle School, High School**

STEP 1—Upon the third (3) unexcused absence and/or tardy, the principal/designee will contact the parent/guardian in writing concerning the student’s absences.

STEP 2—Upon the fifth (5) unexcused absence and/or tardy, the district’s Delinquency Prevention Services Worker will be notified and will make contact in an attempt to avoid any court action.

STEP 3—When the sixth (6) unexcused absence and/or tardy occurs, court action may be pursued.

*WCPS Attendance Policy (2019)*

**EDUCATIONAL ENHANCEMENT OPPORTUNITY FORMS:**

A parent/guardian may request an absence to attend or participate in an “educational enhancement opportunity” (EEO). The request must meet certain criteria identified by the state of Kentucky. An educational enhancement opportunity form must be submitted to the office one month **PRIOR** to the absence. Please provide as much information as possible in order to verify the validity of the request. The EEO form can be found on the website under “forms.” This type of absence shall not be granted during the school’s state assessment window.

**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, no tardies, no check-outs.

**LEAVING SCHOOL EARLY**

Students leaving school during school hours may only be checked out by the parent, legal guardian, or designees who are **LISTED ON THE EMERGENCY CARD**. (\*\*Please refer to WCPS attendance policy.)

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

**NO EXCEPTIONS!!!**

**Anyone checking out a student MUST have his or her name listed on the student’s emergency card. A legal guardian must make changes to the emergency card in person.**  
All persons requesting to see or to check-out a student **MUST SHOW A VALID PICTURE IDENTIFICATION CARD.**

**TARDY TO CLASS**

A student is 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 teachers for make-up work, assignments, or tests missed during an absence. The first step is always for the student to check their teachers’ websites for work.

All work assigned **prior** to the student’s absence will be due the day the 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.)

### **CHECK TEACHER WEBSITES**

When absent, the student should get his/her homework by **checking the teachers' websites** or emailing his/her teachers. This is the easiest way to stay caught up on assignments.

## **HOMEWORK**

Homework is an extension of classroom instruction. Beneficial homework serves many purposes including helping students master key learning objectives. Accordingly, SWMS sets forth the following guidelines in conjunction with 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 and work ethic.
- Work with their child by helping to review his/her student agenda **and teacher websites**.
- Ensure homework gets completed.
- Check student grades in Infinite Campus regularly.
- Encourage their child to extend learning by studying/reading outside school and participating in enrichment opportunities.
- Coach students to communicate with their teachers about their learning.

### **Students are expected to:**

- Keep up with assignments and deadlines by using their agenda.
- Complete and submit homework on time.
- Supplement work in school with study out of school.
- Be proactive in completing assignments when absent such as checking teacher websites first.
- Check grades in Infinite Campus and respectfully communicate with your teachers about your learning.

## **AGENDAS**

Each student will receive an agenda on the first day of school. This agenda is free to students and serves three primary purposes:

1. **Organization** – helps students remain organized, responsible, and independent.
2. **Communication** – facilitates parent/student communication with one another about homework, day-to-day instruction, and upcoming activities. Students should record important dates from the announcements in their agendas.

3. **Student hall pass.** No student will be allowed in the hall without an agenda that is kept current by the student and then signed by the teacher.

### **REPLACEMENT AGENDAS:**

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

## **VISITORS TO SCHOOL**

When visiting the school, visitors (including volunteers) must do the following:

- Enter the office through the front entrance facing Rich Pond Road (door #2).
- Sign in and **exchange keys** to receive a visitor's badge. The key exchange is a safety feature that improves the accounting of persons in our building. The keys will remain in a closed-in area, only accessible to our receptionist and then returned when the visitor/volunteer properly signs out.
- **To pick up** or visit a student in the office:
  - **A valid, picture I.D. is required.**
  - The visitor's **name must be listed** on the child's emergency card.

## **BEFORE-SCHOOL HOURS**

School begins at 7:30 am, and the doors to the school will open daily at 7:00 am. Supervision will not be available until 7:00 am. Therefore, it is not recommended that students be dropped off prior to that time since the students will have to wait outside.

When arriving in the morning, car-riding students should use door #6 (the entrance closest to the flagpole between the gym and the auditorium). Students should exit vehicles as soon as entering

## **AFTER-SCHOOL HOURS**

### **AFTER DISMISSAL**

No students may remain on school property after 2:30 pm unless they are under the **direct supervision of school personnel**. Students may wait just outside the front doors (weather permitting) until 2:45 pm. **Other areas of the building are off limits.** Students should wait quietly for their ride and behave appropriately.

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

1. Student warning.
2. Parent notification that the student will be required to ride the school bus.
3. Further consequences such as additional disciplinary action and/or local law enforcement being contacted.

### **EXTRACURRICULAR ACTIVITIES**

Students involved in supervised activities after school should make arrangements for transportation **before** coming to school. Coaches and sponsors will announce practice schedules in advance whenever possible. Students should demonstrate responsibility by communicating with parents about extracurricular activities. At any time, extracurricular activities may be canceled for inclement weather. Please pay attention to the communication medium that the coach has selected for such announcements.

Students must have rides waiting for them promptly after attending any after-school activity (e.g. 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. Parents/Guardians should immediately contact the school sponsor or school administration if they are unable to pick up their student on time. School personnel have appointments to keep after their supervision duties; please be courteous and honor pickup times.

## **WALKING TO THE HIGH SCHOOL**

### **EXTRACURRICULAR ACTIVITIES AT SWHS:**

Students who participate in high school activities should exit the middle school bus doors and immediately turn RIGHT (even if walking to the athletic complex). *Do not walk through the auditorium or band areas over to the high school.*

**The two (2) permissible options are as follows:**

1. Enter the high school through the high school's bus entry doors.
2. Or, use the high school sidewalk/crosswalk to travel to the athletic complex.

**Students may not cross through the parking lot or the bus loop to go to the athletic complex. Follow the sidewalk and use the crosswalk.**

### **DURING THE SCHOOL DAY:**

Students are not permitted to travel to the high school at any time during the school day. Permission to do so can only be granted by the administration of SWMS. Violation of this policy is a major offense that could warrant a suspension from school.

### **WAITING FOR A SIBLING INVOLVED IN AFTER-SCHOOL ACTIVITIES:**

Students are not allowed to wait around at either school for their sibling to finish extracurricular responsibilities. If a sibling is not ready to leave at dismissal, the middle school student must arrange other transportation home. (The same is true for high school students; they may not wait inside SWMS for a younger sibling to complete an after-school activity).

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

1. If a middle school student rides home with a high school student-driver, he/she must exit the middle school through the main entrance (door #2) and follow the sidewalk around the front to the high school parking lot. At the high school, students should carefully use the crosswalk to safely make their way to their sibling's vehicle.
2. If preferred, students may wait in the middle school car-riders line. In which case the high school student-driver should exit the high school parking lot and enter the middle school car riders line at the entrance by Rich Pond Elementary School following the SWMS car rider traffic pattern.

## **CAR RIDERS**

Over 2000 students and staff commute to and from the combined campuses of South Warren Middle and High School each day. It is critical to follow traffic procedures in order to ensure safety for all. Refusal to follow the school traffic pattern is a serious safety hazard that will be reported to the sheriff's department and may result in consequences including a traffic citation from the school resource officer.

Vehicles dropping off only MS students should enter our campus using Richpond Rd across from Richpond Elementary School. Cars dropping off students at both MS & HS may enter the HS traffic flow, drop off students in front of our flag-pole, then exit through the MS parking lot (see arrows on the diagram below).

**CAR RIDER TRAFFIC SHOULD NEVER ENTER THE PARKING LOT AT THE MARQUIS OR THE BUS LOOP BEHIND THE SCHOOL.**

MORNING VEHICLES

- 1) Unload all along yellow lines that mark the unloading zone without leaving gaps between vehicles. **Use the entire unloading zone!**
- 2) Student should immediately exit the vehicle.
- 3) Do not wait to creep up to the flagpole.

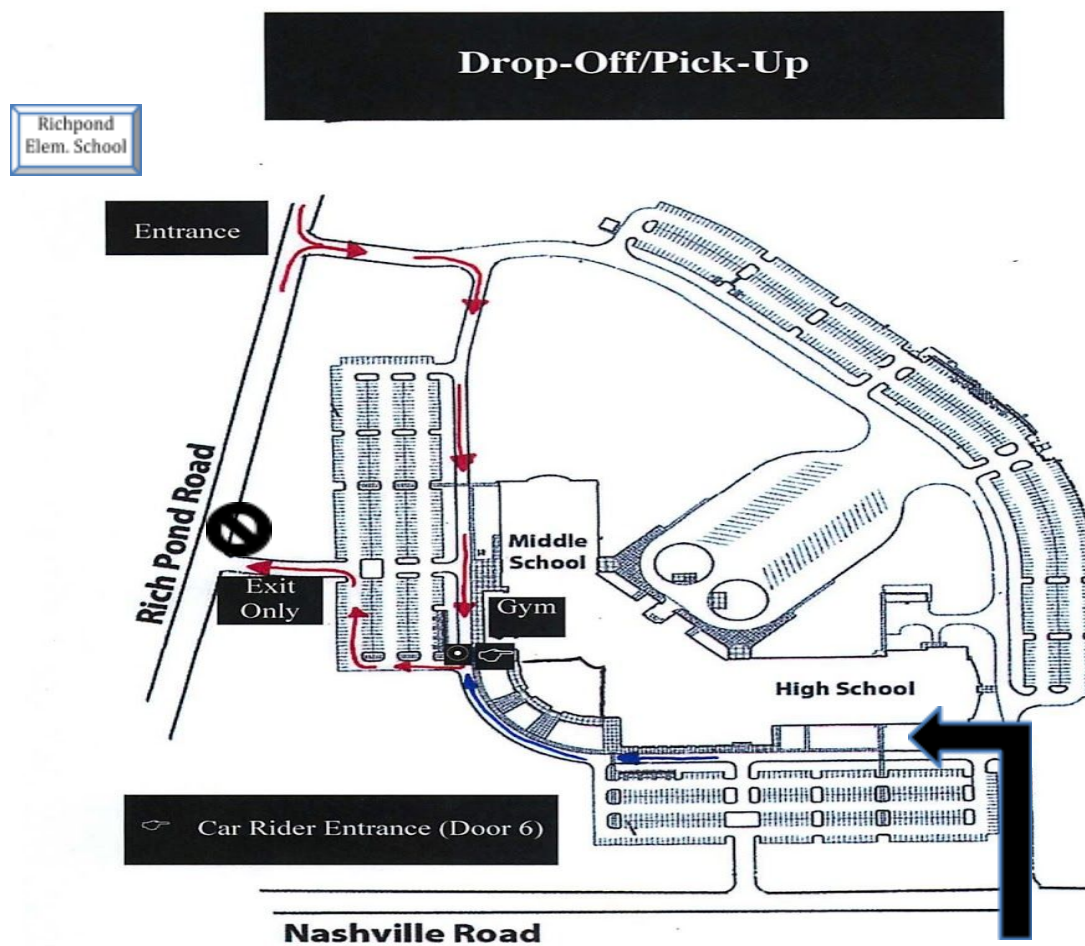
No passing other vehicles in the morning.

AFTERNOON VEHICLES

- 1) Pull all the way to the front of the line without leaving gaps between vehicles.
- 2) Students should walk to their car's stopping location rather than wait for the car to taxi to them.

Carefully follow the adults directing traffic in the parking lot. Do not pass unless directed to do so.

**CAR RIDER PROCEDURES DIAGRAM**



Cars may enter either school's traffic flow.

⊙ All traffic must converge and exit the MS parking lot at this point.

## 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. We aim to return correspondence within 48 hours. If you do not receive a reply, please call the office and we will be happy to facilitate contact.

## REPORT CARDS / INFINITE CAMPUS

### VIEWING GRADES/REPORT CARDS

You can stay up-to-date with your child's progress by checking the grade book in Infinite Campus. To view grades (INCLUDING REPORT CARDS), you will need your child's Infinite Campus username and password. We may not give out usernames or passwords over the phone. (See student schedule for student ID number or contact the guidance office for assistance.)

**Username** (student ID number)

**Password** (student first and last initial, then 6-digit birth date)

\*Entering username and/or password incorrectly 3 times will lock you out of the system!  
Refreshing your browser may prevent lock-out.

If your Infinite Campus account has been \*disabled, you will not have access to your grades. To reactivate the account, send a message to [passwordic@warren.kyschools.us](mailto:passwordic@warren.kyschools.us) as account access is not controlled at the school level.

## 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 designed to accelerate learning for all students.

### GRADING SCALE

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

### SCHOOL POLICY FOR PROMOTION

1. 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.)
2. According to the Warren County Board of Education, "Promotions in the middle grades (7<sup>th</sup> - 8<sup>th</sup>) are under the discretion of the school principal."

## USE OF SCHOOL TELEPHONES

The office telephone will be available throughout the school day for emergencies. If an instance is not deemed an emergency by office staff, students will be asked to go back to class. All other business (such as forgotten homework or items, alternate ride arrangements, etc.) must be **conducted at home prior to coming to school**. Please help us reinforce this expectation in order to protect instructional time.

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 the lost and found in the cafeteria (students who find lost articles should take them to the office). Unclaimed items will be donated quarterly.

### STUDENT VALUABLES:

Students should not bring unnecessary valuables to school. If any valuable items 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 assign resources to such investigations.

## 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. **For medication questions, contact the district nurse: [angie.mcdaniel@warren.kyschools.us](mailto:angie.mcdaniel@warren.kyschools.us)***

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

- 1. No medication will be supplied by the school.** It should 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
- 2. The parent must complete and sign the written authorization form, which will only be valid for three consecutive days** unless signed by the student's physician.
- 3. Any student taking medicine daily shall have a parent release form on file in the office along with his/her medication.** (Cough drops are considered medicine and included in this policy).
- 4. Emergency Medication** such as glucagons, epi-pen, diastat may be administered by trained school personnel as approved by the physician.
- 5. Students are not to give or sell any medication to anyone else.** This is both a law violation and a violation of the WCBOE Drug Policy. Never send medication to school with a student.

## DISCIPLINE

### INTRODUCTION:

Middle school is a transition time toward increased freedom, responsibility, and agency. SWMS is committed to providing a structured and positive learning environment to maximize success and minimize behaviors that compete with learning. Discipline comes from the word "disciple" and literally means training to act in accordance with rules, or a regimen that develops skill. The purpose of our discipline is to maximize student success and marginalize anything that shifts our focus from learning. We discipline ourselves to learn as athletes discipline themselves to compete and win!

The school's behavior expectations serve to guide student conduct in classrooms, buses, hallways, and other areas of campus in a manner that best supports safety, learning, and opportunities for all students. Therefore, every member of the school staff is committed to teaching, supporting, and enforcing these expectations. **It is vital that students follow school guidelines and expectations in order to maximize their success in school.**

### **POSITIVE RECOGNITION:**

SWMS has a system established that recognizes students for meeting academic and behavioral expectations. This is our way of thanking students for meeting or exceeding high behavioral standards. We recognize students daily by giving S.W.O.R.D. cards to highlight the schoolwide expectations found in the acronym: **S**partans **W**ork together, **O**btain excellence, **R**espect others, and **D**emonstrate responsibility. We also recognize students weekly through SWORD card drawings at lunch, through postcards in the mail, in the newsletter, on the new show, and periodically through schoolwide activities.

## **WHAT HAPPENS WHEN MISBEHAVIOR OCCURS?**

*Misbehavior creates a rift in the learning community.*

*We can restore community through recognition, responsibility, and restitution.*

### **MINOR OFFENSES:**

"Notifications" address small misbehaviors. Various interventions are in place to prevent and correct misbehavior before it becomes a major offense. Although minor corrections are not sent to the office, they are documented ("written down") to provide students and teachers with clear, consistent communication regarding the behavior that requires correction and steps for future prevention. Our goal is to teach students to prevent problems, to self-correct their behavior, and to reconcile the disruption to the learning community.

### **MAJOR OFFENSES:**

Major infractions generally require *immediate attention* from the school administration. These are typically handled through an "Office Referral". Some examples include physical aggression, defiance, threats, large or repeated disruptions to learning, disrespect, insubordination, etc. **Disrupting learning for other students is a major behavior infraction.**

## **BEHAVIOR FLOWCHART**

The following flowchart outlines our school-wide system for standard behavioral interventions to promote fairness and consistency. Our goal is to focus on learning. This goal requires clear communication about expectations and instruction aimed at helping students prevent and correct their own behavioral errors.

## BEHAVIOR FLOWCHART

<b><i>Notifications</i></b>	
<p>When a minor offense occurs, interventions aim to teach students to correct their own behavior through behavior instruction and when necessary, a series of escalating consequences.</p> <p>We aim to swiftly resolve behavior issues within the classroom to minimize loss of instruction.</p> <p style="text-align: center;"><b>For minor offenses, students will receive written documentation of the correction. Each team leader will keep track of student progression through the flowchart.</b></p>	
1 <sup>ST</sup> MINOR CORRECTION	A documented warning & a conversation between teacher/student. Parent contact made (phone call, email, or letter sent home).
2 <sup>ND</sup> MINOR CORRECTION	Official team conference with the student. Parent contact made (phone call, email, or letter sent home).
3 <sup>RD</sup> MINOR CORRECTION	Detention. Parent contact will again be made by phone or email. Detention will be served at a time designated by each team.
4 <sup>TH</sup> MINOR CORRECTION	A problem-solving meeting between teachers & parents/guardians to analyze the function of the student's behavior and to clearly communicate expectations for student ownership of behavior. The goal is to empower students to correct their own behavior. This conference serves as a final warning to the student. The next minor offense turns into a <b><i>major referral</i></b> .
5 <sup>TH</sup> MINOR CORRECTION	After the prior 4 interventions, all subsequent minor write-ups will be sent to the school administration to be counted as a <b>MAJOR</b> offense.
<b><i>Office Referrals</i></b>	
WHEN IS IT A MAJOR OFFENSE?	<p>If school personnel immediately deem the misbehavior a MAJOR offense, a <u>major</u> referral will immediately be sent to the office and the student will meet with the principal, 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 flowchart listed above.</p>
CONSEQUENCES	Consequences could include suspension from school, referral to the alternate suspension program (ASP), referral to Jackson Academy, ISS (in-school-suspension), or other consequences deemed necessary to correct the behavior and preserve the integrity of the learning environment.

## CONSEQUENCES FOR BEHAVIOR

### REFERRAL TO JACKSON ACADEMY:

Jackson Academy is an off-campus alternative 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 committee who may assign students to Jackson Academy.

Certified teachers at Jackson Academy will provide a highly structured academic and behavioral support system that prepares each student for a successful 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 the regular school setting is planned, implemented, and monitored for continued student success.

Students may not 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, physical aggression, 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. Since a suspension is an unexcused absence, students suspended for any reason will not be able to make up their schoolwork unless it was previously assigned.*

Students are unable to attend or participate in extracurricular activities while suspended. Any students 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 a shorter duration program (usually 3-10 days) that 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 ASP guidelines regarding behavior and academic performance. Return to SWMS occurs when students have successfully completed the assigned number of days in ASP. **Students may not attend or participate in WCPS extracurricular activities while at ASP.**

### IN-SCHOOL-SUSPENSION (ISS):

Students should report directly to ISS upon arrival at school each morning.

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.

Students assigned to ISS must report immediately to ISS upon arrival to school. Students shall serve their days of ISS in full, or they may be assigned another day to compensate for the partial day. **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 must be completed successfully in order to count.

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 may not attend or participate in any WCPS extracurricular activities while in ISS.**

**\*\*\* THE ISS 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 (binders, pencils, paper, textbooks, etc.). No hall passes will be given.
3. The class will take a lunch break and food 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 may be added for the student to finish his/her work.**
5. Voice level 0 and all other school rules apply.

**ISS is a very serious consequence and the rules listed above will be strictly enforced. Failure to abide by the rules will result in escalating 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. Students are expected to be at level 0, obey the teacher rules, and clean up their area when finished. Violation of lunch isolation rules will result in additional days of lunch isolation or further disciplinary action.

##### Removal from Activities/Privileges:

For chronic misbehavior, students may be removed from activities such as pep rallies, field trips, attendance of ball games, assemblies, etc. Students may even be isolated in one teacher's classroom if deemed appropriate depending on the behavior of concern.

#### **DETENTION:**

Detention may be assigned for minor disciplinary infractions. Each team will clearly communicate the time/location for their detention. Students and parents/guardians will be given at least a 24-hour advance notice so they can make plans for alternate transportation. ***If transportation is an inconvenience, it is expected that students will follow the rules so that they do not receive detention.***

##### Detention Rules:

1. Report to detention on time and leave on time.



2. Level 0.
3. Come prepared & work hard for the duration of detention. Follow teacher directions.
4. Follow behavior expectations (the same rules for the school day apply).

*\* Violation of any of these rules will forfeit the detention, which will have to be made up.*

**If a Student Misses Detention:**

1. If a student skips detention, that student will have one final chance to serve the detention. The student may be placed in lunch isolation until detention is served.
2. If both chances to serve 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 may be scheduled and will be served with an administrator as soon as possible (at the administrator's convenience).
3. Failure to serve detention within 2 weeks is considered defiance of school rules and may result in out-of-school-suspension or referral to ASP.

## **VOICE LEVELS**

The following voice level descriptions provide a common language for school-wide expectations:

**0** = No talking

**1** = Whisper

**2** = Conversation voice

Teachers will teach students when and where each voice level is appropriate to use.

## **BULLYING POLICY**

A safe and civil environment in school is necessary for students to learn and achieve high academic standards. For this reason, Kentucky Revised Statutes, the Warren County Board of Education and South Warren Middle School prohibit 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 campus, buses, and all extracurricular activities).

Bullying, intimidation, harassment, or discrimination take *many* forms, including slurs, rumors, jokes, innuendos, demeaning comments, drawing cartoons, pranks, gestures, physical attacks, physical posturing, threats, social media posts, or other written, oral or physical action. A student shall not be justified in such behavior by claiming that they are "just joking."

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

**SOUTH WARREN MIDDLE SCHOOL'S APPROACH:**

South Warren Middle School's faculty and staff strive to be proactive about bullying by creating an environment that is positive, focused, consistent, and structured. We provide social-emotional learning in addition to academics. Behavior education takes many forms from coordinated school-wide lessons to real-time embedded instruction in response to the situation at hand. Our Positive Behavior Intervention & Support (PBIS) system provides clear expectations, instruction, support, positive reinforcement, and coaching for students and teachers. We routinely analyze data to respond to the needs of our student body. We teach students to distinguish between different forms of incivility and how to respond using the Stop/Walk/Talk guideline. Students are empowered to problem-solve and be a part of the solution when problems arise in their peer group. We teach students the legal definitions of violations such as bullying, harassment, menacing, intimidation, discrimination, and assault so they can distinguish between such

behaviors. Additionally, we educate students and guide them to handle problems proactively through proper legal channels.

#### **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 may include 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 bullying 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).” It is characterized by a wide spectrum of offensive behavior, all of which intend to disturb, upset, or threaten. Harassment is different from bullying in that it does not create an imbalance of power.

#### **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. Problems may also be reported anonymously through the WCPS Report A Bully/Threat link found on the WCPS or SWMS web page under Parent/Student links.

#### **CONSEQUENCES:**

Minor problems that are caught early can often be solved with a single intervention. However, more serious violations, such as those meeting the legal definition of bullying or \*harassment, will include law enforcement and receive more severe consequences that may include ASP, suspension, or a pre-board hearing with the district discipline committee.

\* False reports or retaliation for harassment, intimidation, discrimination or bullying is not only a law violation but also considered a violation of school policy and will result in similar consequences.

## **ELECTRONIC DEVICE POLICY**

*\* This policy applies to smartwatches, toys, and other non-essentials.\**

#### **INTRODUCTION**

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

Electronic devices that can be used for instruction (laptops, tablets, e-readers) are allowed only when students have returned an approved permission form for the “bring your own device” initiative (see page 31 for information). If students choose not to participate in the BYOD initiative, these devices are not allowed.

#### **THE POLICY: POWER OFF & AWAY**

- When students enter the building at 7:00 am, unapproved devices should be **POWERED OFF** (*not silent mode*) and **PUT AWAY** completely out of sight (pocket, bag, etc.).

- After morning release (7:22 am), all unapproved items must be stored the locker until afternoon dismissal. Devices may not be accessed during locker breaks.
- **Ring/vibrating in the locker is a violation. The device must be powered off.**
- During afternoon dismissal, students should wait until they exit the building before using their devices.
- This policy shall apply to ESS programs, detentions, and any other point in time where students are receiving instruction or are under the supervision of a faculty member for an academic-related endeavor.
- All other after-school activities are at the discretion of the coach/sponsor.

### **VIOLATION OF ELECTRONIC DEVICE POLICY (CELL PHONE POLICY)**

If this policy is violated (that includes someone else using the 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:

#### **1<sup>st</sup> offense:**

Warning and confiscation of item. A parent/guardian may pick up the item **in 1 school day.**

#### **2<sup>nd</sup> offense:**

Student serves 1 day of ISS and a parent/guardian may pick up the item in **1 week.**

#### **3<sup>rd</sup> offense:**

Student serves 2 days of ISS and a parent/guardian may pick up the item in **2 weeks.**

#### **4<sup>th</sup> offense:**

Student serves 3 days of ISS and a parent/guardian may pick up the item in **1 month.**

#### **5<sup>th</sup> offense:**

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

### **RELAYING MESSAGES TO YOUR CHILD:**

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. Students will not be able to access their devices in time to make changes to transportation after school. Please do not rely on email for same-day transportation changes; network outages could interfere with communication.

## **COMPUTER USAGE POLICY**

The computer usage policy applies to all computers and related electronic devices. This policy aims to ensure appropriate use and preserve the life of the equipment. Therefore, students are asked to abide by the following rules when using our electronic resource equipment:

### **APPROPRIATE USE:**

- First and foremost, students must take care of the technology in their possession. Upon discovery, students should **immediately report damage or irregularities** of hardware or software to the supervising teacher. Immediate reporting helps prevent liability on the part of the innocent student and prevents further damage to the device. (Repair or replacement expenses will be billed to the student liable for the damage.)
- Students must **only use his/her own USER ID and 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 and/or password; it is considered possession of another person's private and personally identifying information.

- Students should only use WCPS technology as directed by the teacher for the purpose of that day's specific learning task.
- Students should not ....
  - download or play games on workstations unless assigned by the teacher.
  - change settings or boot files (for example screensavers, wallpaper, colors, backgrounds, voice command, WINDOWS, etc.).
  - modify any workstation, desktop, components of a workstation, server, printer, mouse, network connections, hubs, etc.
  - access, destroy, or alter another person's data
  - install programs from home or school, download programs, music, or files from the Internet onto a hard drive or server without permission from a supervisor.
  - be in the technology education lab without adult supervision.
- Student access to the Internet is available only under the direct supervision of a teacher or instructional assistant. Internet use should be directly related to educational research. Inappropriate use includes accessing any **sites not explicitly 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 outlined below.
- No unauthorized printing.

Due to rapid advances in technology, new policies and procedures may be added at any time during the school year as deemed necessary by the administration.

#### **CONSEQUENCES OF INAPPROPRIATE USE:**

Ultimately, inappropriate use is determined by school personnel. Consequences for violating this policy may result in the following actions (depending on severity and frequency):

- Removal of Internet privileges and use of school technology for a period of time.
- Alternate assignment
- Other major consequences may include detention, ISS, ASP, suspension, expulsion, etc

## **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 fails to follow the established policy, disciplinary action may result.

The guiding principle for the SWMS dress code is, **"NO EXPOSURE, NO DISTRACTIONS."**



**No skin should be seen inside the boxed area depicted in the preceding diagram.**

**No exposure above fingertip length.** Pants having frayed strings/holes should **not expose skin** above the fingertip line (if so, it's a violation). Large or excessive holes in any article of clothing should be avoided.

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

**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. Tops with cap sleeves must not expose undergarments.

**Underwear/undergarments shall not be visible** at any time.

**Pants/shorts must be worn at the waist** and must remain 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.

**Pajamas are not to be worn** to school. This includes slippers, house shoes, & 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.

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

**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 must NOT be up inside the building.**

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

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

**Hair and Grooming:** Hair shall be kept clean and well groomed. Distracting extremes in styles and colors should be avoided (Including but not limited to high spikes or hair dye that strays from natural hair colors).

**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. If an

article of clothing disrupts the learning environment, the learning environment is more important and the student will be asked to change.

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

Any questionable attire that does not fall into one of the above categories is decided upon by the judgment of the school's administration. Please remember that our focus is on student learning. We do not want dress code to compete with instructional time. Please support the learning environment by ensuring that students choose clothing that is compliant with the dress code.

### **DRESS CODE VIOLATIONS:**

Our aim is to have the student correct the infraction and return to class with minimal loss of instructional time. For this reason, **we do not allow students to call home and sit in the office** waiting for a change of clothes. The office or YSC will provide a change of clothing as a courtesy to prevent the need for a discipline referral. Provided clothing may not fit well or look fashionable; it is a quick fix to return the student to the classroom. (Students may change into their own clothing if they have spare clothes in their locker.)

### **CONSEQUENCES**

When repeated violations of the dress code occur, they will be handled as discipline infractions for defiance and may include the following:

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 non-compliance will result in more severe consequences.

\* If the problem *is not corrected*, in-school suspension may 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, narcotics, drug, a controlled substance, mood altering substance (such as inhalants), over-the-counter medication, prescriptions, paraphernalia, or any kind of look-alike. This also goes for anyone trying to assist in the purchase, possession, use, sale, or transfer of any of these products.

The administering of medication for students at school needs to be in compliance with the guidelines set forth by the school district (see "Medication Policy").

### **VAPOR/JUUL, HOOKAH 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. Consequences may include ISS, suspension from school, referral to the Jackson Academy or ASP, and/or expulsion from school, as well as potential referral to local law enforcement.

## **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 by 5 years in prison and a \$10,000 fine.

## **GUM, CANDY, FOOD, DRINK, ETC.**

SWMS prohibits the chewing of gum and candy in the building. In addition to maintaining a clean environment, prohibiting food minimizes risk for students who have serious food allergies. (Various dangerous food allergies are prevalent amongst our student population).

- Aside from a packed lunch and plastic water bottle, no food or drink should be brought into the school (including outside food or drink). The cafeteria provides breakfast and lunch.
- Teachers have the autonomy to allow or prohibit water bottles in their classrooms. Teachers will communicate this policy to their students and shall have the right to remove this privilege at their discretion. All water bottles must have a spill-proof cap and contain only water (no add-ins).
- Water bottles will not be allowed near technology, art, or science labs. No metal or glass bottles. Only transparent, plastic bottles are allowed.
- Food and/or drink should not be taken back to class or lockers from the cafeteria. In the past, forgotten lunches and drinks have generated expensive maintenance costs to clean up damage from stench and seepage behind lockers. Other students' belongings in neighboring lockers can also be damaged from spills and pestilence.

Violations may result in a written minor correction. Repetitive defiance would be deemed a "major" offense.

## **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 the sale of any items, such as fundraising.

## 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:

- No cutting line. Remain in a single file.
- Throwing of food is not permitted and is a major violation.
- Students are not permitted to have commercially purchased fast-food meals or purchase items from the vending machine.
- 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.
- Students will demonstrate appropriate manners and maintain proper voice levels while in the cafeteria.
- 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**).
- 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.
- 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 a 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

## 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, please call our Youth Service Center confidentially at the direct line of 270-467-7520.

## 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 is 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.

- Students are to walk in a safe manner, directly to the buses. Students may not stop and socialize or wait for others.



- Students should only load and exit buses via the front doors of the bus.
- Students are to obey all bus regulations and show the utmost respect to the bus drivers and other students.
- 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”).
- Likewise, students must get off the bus at his/her home unless pre-approved with a verified note (see “Bus Notes”).
- No glass containers (such as bottles and vases) or balloons are allowed on the bus.
- No eating/drinking on the bus (again, this is to protect students with food allergies).
- **Individual bus drivers have varying rules. It’s important that students get to know their drivers and learn each driver’s rules on their bus. The administration of SWMS supports the rules of each bus driver. “Their bus, their \*rules.”**

\*Bus 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:

1<sup>st</sup> Offense = Warning

2<sup>nd</sup> Offense = 2<sup>nd</sup> and final warning

3<sup>rd</sup> Offense = Loss of bus-riding privileges for 3 school days

4<sup>th</sup> 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.

5<sup>th</sup> Offense = Loss of bus-riding privileges for 10 school days

6<sup>th</sup> Offense = The student will have his/her bus-riding privileges removed for the remainder of the school year.

The 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 is the student’s first offense on the bus) in addition to school consequences.

### **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 a phone number 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 policy that all notes **MUST** be verified by a phone call to the parent/guardian in order for transportation changes to be

approved by the school. Alternate bus arrangements will not be approved unless verified by school staff. Bus drivers will not allow students to change routes without a note that has been both signed by parent and signed by the principal as verified by school personnel.

- Turn in bus notes to the office immediately in the **morning** upon arrival to school. Pick up the verified note at the end of the school day. The verified note must be delivered to the driver by the student.
- Notes may also be faxed to the school at (270) 467-7516 or e-mailed to the attendance clerk from the parent/guardian email that is listed on the emergency card.

## **MORNING CAFETERIA, GYM, & LIBRARY**

All students have the choice of eating breakfast. If choosing to eat breakfast, students should report to the cafeteria immediately in the morning to have enough time to eat. If not eating breakfast, students need to move to the gym or library. Students may not move between locations, they must remain in whichever location is chosen each day. 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 level 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, drinks, gum, etc. allowed.

### **Early Morning Library Rules:**

- Level 0 (this is a time to do homework, study, etc.).
- Only educational programs are to be used while on the computers.
- No food, drinks, gum, etc. allowed.

## **HALLWAYS**

### **EXPECTATIONS:**

The hallway rules are designed to promote safety, streamline travel in the hallways, and to preserve the learning environment for classes that are in progress:

- Level 1 voice to/from all classes. Level 0 when traveling the halls to/from the *restroom* and *lunch*.
- Students should walk in a single file on the right side of the hallway (~3<sup>rd</sup> tile).
- ALL students (friend or foe) must keep hands and feet to themselves.

During passing, students must proceed directly to their next class unless it is time for a scheduled locker break. At no time may students travel to high school (unless taking a high school class).

### **HALL PASSES:**

- Students have 1 hall pass per week (multiple restroom & locker breaks are built into the daily schedule).
- Agendas are used as a hall pass – nothing else can substitute for a 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.
- The agenda must be filled out by the teacher for it to be a valid hall pass.

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, travel to unauthorized areas, or conduct unapproved business are subject to consequences.

### **RESTROOMS**

In order to keep the restrooms clean and safe, restroom guidelines are as follows:

- No loitering. Take care of business and exit immediately.
- Voice level at a level 1.
- No horseplay, vandalism, or graffiti of any kind. Hands to self.
- Clean up after yourself.
- Immediately report any spills, damage, or unauthorized conduct to the supervising teacher.

### **DANCES**

Dances are a privilege to enjoy time with peers. To make dances enjoyable for all, the following guidelines apply:

- Dress must be appropriate (no exposure), but school-day dress is not required.
- Appropriate behavior is expected. Failure to behave will result in forfeiting the right to attend dances as well as money paid upon entry.
- No inappropriate touching or dancing.
- Students **MUST** be picked up on time.
- Dances are for SWMS students only.
- Any students who are currently suspended, at Jackson Academy, at ASP, in ISS, or have an unserved detention may not participate in dances or other extra-curricular activities.

Students choosing to violate conduct guidelines may lose future extracurricular privileges and may also incur disciplinary action at school.

### **BOOKS, TECHNOLOGY, & LUNCH CHARGES**

Textbooks, library books, computers, technology, etc. are furnished by the school and part of school property. Students are liable for any lost or damaged items for which they are responsible. The Library Media Center has policies in place for appropriate payment procedures.

Students are to return library books ***on time and in good condition***. Fines will be incurred for overdue or damaged items.

Please avoid charging for lunch. Lunch charges should be paid weekly\*.

\* Outstanding fines or fees remain the responsibility of the student even when promoting to high school and must be resolved prior to graduation.

## EMERGENCY DRILLS

Because safety is a priority of WCPS, emergency drills will be conducted routinely. Students are required to follow the directions of the adult in charge. Students will receive instructions prior to the drill regarding procedures. **All drills should be conducted as if it were an actual emergency** to properly prepare everyone in the event of a real emergency.

Effective rehearsal is critical and could potentially save lives. **Therefore, consequences may be assigned for inappropriate behavior during emergency drills.**

In the event of an emergency, the school will communicate with families through the official school Twitter and through Blackboard Connect's email/messaging system as available. It is extremely important that families do NOT call or come to the school office. The additional traffic compromises safety and communication for everyone. If an emergency protocol is enacted that includes a reunification location, the school will contact families with the location as soon as possible.

## LOCKERS

Teachers will issue lockers to each student on the 1st or 2nd day of school. While in his/her possession, **the lockers are the responsibility of the student.** The contents and condition 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 sole property of Warren County Schools and may be inspected and/or searched by the principal (or designee) at any time without permission from students/parents/guardians.

### **Students should...**

- keep their lockers locked at all times. (No rigging the door to prevent closing.)
- not share their locker combination with others.
- not keep others' belongings since students are liable for their locker's contents.
- keep the locker clean (including the front of the locker door).
- keep bags, coats, and electronic devices in the locker during school hours.

Once assigned a locker, students may not change it. As with books and technological items, students are responsible for the condition of their locker and assume liability for damage.

## 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:

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

### **Procedures for seeing the counselor:**

- Self-referral. Leave your name/message with a teacher or the guidance receptionist.
- Teacher referral.
- Parent referral. Please email or call the guidance office.

For more information, click the Guidance link at [www.warrencountyschools.org/swms](http://www.warrencountyschools.org/swms)

## 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 **in the classroom** under the direct supervision of a classroom teacher for instructional purposes (**with teacher approval**).

### The policy.

- The usage of technology and access to technological resources is a privilege, not a right. Students must adhere to the following rules when using electronic resource equipment:  
Inappropriate use, as deemed by the teacher and/or school administration, is a violation of policy. A violation will result in a suspension or cancellation of these privileges as well as consequences. (Taking pictures and/or videotaping with devices is also prohibited)
- 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.
- 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.  
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.
- 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 inspect a student's technological item (the same way a locker can be inspected).
- Devices should only be used when approved by the classroom teacher as part of regular instructional time.
  - While using the devices, students should not visit any inappropriate sites. This includes any chatting, texting, or social media sites.
  - It is a violation to visit sites that are not relevant to the instructional content approved by the teacher (e.g. browsing ESPN's website during science class).

Technology evolves rapidly, therefore policies and procedures may be added/amended at any time.

### 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 on 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 attempt 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 the 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.

## **CLUBS**

SWMS offers a variety of clubs and encourage students to be involved as this is a great way to enhance social & academic experiences at school! Offerings are dependent upon staff availability & school 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!

## **ATHLETICS**

### **MIDDLE SCHOOL ATHLETICS:**

While at SWMS, students have the opportunity to participate in volleyball, boys’ soccer, football, boys & girls’ basketball, cheerleading, baseball, softball, and academic team. For more info on middle school athletics, contact SWMS Athletic Director Brad Stevenson at [Brad.Stevenson@warren.kyschools.us](mailto:Brad.Stevenson@warren.kyschools.us) .

### **ATHLETICS AT THE HIGH SCHOOL:**

Some sports not offered at the middle school level *may* be made available to students at SWHS (examples include: 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, contact SWHS Athletic Director, Chris Decker by email at [Chris.Decker@warren.kyschools.us](mailto:Chris.Decker@warren.kyschools.us) .

### **TRYOUTS & ATHLETIC PHYSICALS:**

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 athletic physical and be academically eligible (see “Sports Eligibility”). Parental support of all SWMS students at these athletic events is essential.

## SPORTS ELIGIBILITY

Athletes are students first and they are expected to prioritize and value learning. The following standards must be met to be eligible for athletic participation.

- Students repeating 7<sup>th</sup> or 8<sup>th</sup> grade are not eligible to participate during their repeated year. If a 7<sup>th</sup> grade athlete turns 14 before August 1<sup>st</sup> he/she must participate at the 8<sup>th</sup> grade level. An 8<sup>th</sup> grader who is 15 or older by August 1<sup>st</sup> may not participate as an 8<sup>th</sup> grade student-athlete.
- When selecting the teams, the coach will also take into consideration grades, attendance, and prior discipline reports. Selecting the team is the responsibility of the coaches and will be supported by the school administration.
- 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.
- Students who have 2 or more failing grades upon receipt of a progress report or report card shall be dismissed from the team immediately for the rest of the season.
- 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.
- 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 applies to 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.
- 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.
- 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 11:00 am to be able to participate in a game/event that evening.
- 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.
- A copy of an athletic physical must be on file **with the coach** in order to 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.
- 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.
- 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 policies. \**