

WARREN EAST MIDDLE STUDENT HANDBOOK 2018-2019



Empowering students to reach for excellence

**7031 Louisville Road
Bowling Green, KY 42101
(270) 843-0181**

David Cloyd, Principal

Dear Student and Parent/Guardian:

I would like to welcome you to Warren East Middle School. The faculty and staff at Warren East Middle works extremely hard to help every student be successful and provide you with many opportunities to participate in a wide range of extra-curricular activities.

This student/teacher handbook has been provided through our Youth Service Center and Title 1 program to communicate to you the high expectations we have set forth for all Warren East Middle School students. It is important that you take the time to read and become familiar with its contents. The handbook is designed to better acquaint you with the procedures, policies and academic expectations here at Warren East Middle School

Warren East Middle School is a phenomenal school to be a part of, and we pride ourselves on having school spirit and being a family. You will have several opportunities to lead and be actively involved in a variety of activities at Warren East Middle School. I encourage you to set high goals and expectations for yourself and your school while giving your best effort every day. As a Warren East Raider you will be expected to always come to school demonstrating a POSITIVE ATTITUDE, take OWNERSHIP of your own learning, WORK toward your goals, be EMPOWERED to reach for EXCELLENCE, and RESPECT the differences of others. These are the attributes of an Exemplary Raider. I would also encourage each parent/guardian to play an active part in your child's education. Please join with us in placing a high priority on academic achievement, attendance and appropriate behavior. Let's work together to build school spirit and pride throughout the Warren East Community.

I look forward to working with all students, teachers, parents and all stakeholders in this community to build a culture of pride and excellence to Warren East School. We look forward to our most successful and rewarding school year ever.

Sincerely,

David Cloyd
WEMS Principal

WELCOME TO WARREN EAST MIDDLE SCHOOL

This handbook has been prepared to inform parents and students of the school policies, which govern Warren East Middle School. It will be the responsibility of each parent/guardian to become familiar with the policies listed herein. We, the faculty, ask your cooperation and support of the following policies.

School begins at 7:30 a.m. and is dismissed at 2:20 p.m. Students that are transported by parents will need to arrive no earlier than 7:00 a.m. The doors will not be open until that time. In order for your child to get full benefit of his/her academic day, please do not check your child out before 2:20 p.m. This will allow students to benefit fully from all their classes.

WARREN EAST MIDDLE SCHOOL MISSION STATEMENT

The mission of the teachers, students, parents, and community of Warren East Middle School is to empower students to reach for excellence.

SCHOOL-WIDE EXPECTATIONS - RAIDER POWER

WE HAVE POWER is the vision for Warren East Middle School:

P Positive Attitude

O Taking Ownership of our own Learning

W Working toward our Goals

E Empowered to reach for Excellence

R Respect the Differences of others

Our behavior expectations, rewards, and consequences all stem from POWER. Memorize what POWER stands for quickly, and start thinking of ways you can demonstrate you have POWER.

WARREN EAST MIDDLE SCHOOL SCHOOL-WIDE EXPECTATIONS

<i>Expectations</i>	<i>All Settings</i>	<i>Hallways/ Transitions</i>	<i>Cafeteria</i>	<i>Restroom</i>
<i>Always Positive</i>	Be polite and greet others Look for the best in all situations Support your friends	Be patient when at lockers and during transitions. Greet others politely	Speak courteously to all staff and peers. Say "please" and "thank you"	Be polite and use manners.
<i>Taking Ownership of our learning</i>	Maintain a leadership notebook You are a product of your choices and decisions Participate and lead conferences about your grades/goals	Walk directly to your destination Plan ahead for locker and restroom breaks	Make healthy choices Socialize appropriately with friends	Use your time wisely Plan ahead for restroom breaks
<i>Working Toward our goals</i>	Be prepared with all necessary supplies. Complete all assignments. Ask questions if you do not understand. Homework before play	Get prepared with all necessary supplies Bring your leadership notebook Bring your agenda and a book to read	Stay seated unless given permission by adult. Clean up your area on table and floor. Use proper level two voice Use proper line behavior	Use your time wisely Return to class promptly so nothing is missed. Use proper level one voice Listen and follow adult directions
<i>Empowered to reach Excellence</i>	You are a product of your choices not your circumstances	Remembering your academic goals, maintain that focus as you get to class on time with your leadership	Support your friends in their goals as well Make healthy choices	Use your time wisely

	Think before acting	notebook and agenda		
<i>Respecting our Differences</i>	Respect yourself Listen to others to understand them Use proper manners ("please" and "thank you")	Use appropriate voice level - 1. Keep hands, feet and belongings to self. Walk in lane on right side of hallway	Use appropriate voice level - 2. Follow proper traffic flow.	Use appropriate voice level - 1. Listen to and follow adult directions. Respect self, others and property.
<i>Expectations</i>	<i>Arrival/Dismissal</i>	<i>Assembly</i>	<i>Field Trips</i>	<i>Bus</i>
<i>Always Positive</i>	Be polite and use manners. Be patient and efficient at lockers.	Be polite and use manners. Say "excuse me"	Say "please," "thank you," and "excuse me" when appropriate	Say "please," "thank you," and "excuse me" when appropriate
<i>Taking Ownership of our learning</i>	Listen to understand Ask questions at the appropriate time if you do not understand	Listen to understand Ask questions at the appropriate time if you do not understand	Listen to understand Ask questions at the appropriate time if you do not understand	Listen to understand Ask questions at the appropriate time if you do not understand
<i>Working toward our goals</i>	The goal is safety Enter and exit building in orderly fashion according to staff instructions. Report directly to your destination when arriving and leaving.	The goal is safety Enter and exit gym in orderly fashion according to staff instructions.	The goal is opportunity: Follow all school rules as if in a classroom setting. Show the POWER of Warren East	The goal is safety: Follow the bus rules Use appropriate voice level-2 Sit in assigned seat.
<i>Empowered to reach Excellence</i>	Make good choices Support your friends in their	Think before acting Support your friends in their goals to reach excellence	Represent the POWER of Warren East	Make good choices Support your friends in their goals

	goals and decision making			and decision making
<i>Respecting our Differences</i>	Use appropriate voice level - 2. Listen to and follow adult directions. Respect self, others and property.	Use appropriate voice level. Listen to understand Respect self, others and property.	Use appropriate voice level. Listen to understand and gain knowledge Respect self, others and property.	Use appropriate voice level - 2. Help friends in proper decision making Respect self, others and property.

DISCIPLINE POLICIES

WEMS takes great pride in our high academic standards and in our commitment to fostering mature behavior in our students. Our discipline policies are designed to reinforce positive behavior and correct inappropriate behavior in an instructional and efficient manner. Several specific areas of behavior are detailed in this agenda, but here is a listing of "Major" and "Minor" offenses. In general, minors are dealt with by classroom teachers according to a flow chart based on this formula:

- 1.) Warn 2.) Consequence/Parent Contact 3.) Refer to Office**

Major offenses are sent directly to the office, and involve more serious consequences. Students found in violation of major offenses or referred to the office for continual minor violations are subject to time in the ISS room (In School Suspension) or in some cases, suspension from school. These specific offenses include, but are not limited to:

MINOR VIOLATIONS-

- Disrupting Class
- Inappropriate voice level
- Writing/passing notes
- Defiance/insubordination
- Unprepared for class
- Inappropriate language/conversation
- Failure to respond to adult request
- Tardy to class
- Horseplay

-MAJOR VIOLATIONS-

- Abusive, profane or vulgar language
- Fighting
- Instigating trouble
- Cheating/Forgery
- Bullying/Harassment
- Public display of affection
- Drugs/Alcohol/Tobacco
- Physical aggression
- Blatant Disrespect
- Skiping class
- Theft
- Misbehavior for sub
- Possession/Use of

weapon

CONSEQUENCES FOR MAJOR DISCIPLINE VIOLATIONS

All of these consequences include parent notification. In all behavioral and discipline matters, the administration retains final authority to interpret all policies and administer all punishments as they see fit in the best interests of the students involved and Warren East Middle School.

OFFENSE	1st OFFENSE	2nd OFFENSE	3rd OFFENSE
FIGHTING*	10 days of ISS or ASP	10 Days of ASP	ASP pending pre-board hearing
VULGAR/PROFANE LANGUAGE	1-2 day(s) ISS	Up to 3 days ISS	Up to 5 days ISS
DISRESPECT TO FACULTY & STAFF	1-3 day(s) ISS	Up to 5 days ISS or suspension	Up to 5 days ASP

DEFIANCE/REFUSAL TO FOLLOW ADULT INSTRUCTION	1 day of ISS	Up to 3 days ISS or suspension	Up to 5 days ASP
MISBEHAVIOR FOR SUBSTITUTE	ISS Block or up to 1 day of ISS	1 day ISS	ISS whenever sub is in class
DISRUPTIVE BEHAVIOR	1-3 day(s) ISS	Up to 5 days ISS	Up to 5 days ASP
THREATS*	Refer to Student Assistance Counselor to determine next steps	Refer to Student Assistance Counselor to determine next steps	Refer to Student Assistance Counselor to determine next steps
THEFT*	3 days ASP	5 Days ASP	10 days ASP
SKIPPING CLASS	1-3 day(s) ISS	3-5 days ISS	Up to 5 days ASP
MISBEHAVIOR AT OUT-OF-CLASS ACTIVITIES (Assemblies, dances, sporting events, etc.)	Removal from event and up to 3 days ISS	Removal from event & up to 5 days ASP. Barred from future programs remainder of school year.	
POSSESSION OR ACCESSING PORNOGRAPHY*	Loss of internet privileges and 4 days of ISS	5 days ASP	ASP pending pre-board hearing
TRANSFER OR RECEIPT OF CHILD PORNOGRAPHY*	Notify Law Enforcement Principal's discretion Follow pornography guidance (above) if appropriate	Notify Law Enforcement Principal's discretion Follow pornography guidance (above) if appropriate	Notify Law Enforcement Principal's discretion Follow pornography guidance (above) if appropriate
ABUSIVE LANGUAGE TOWARD TEACHER	3 days ASP	5 days ASP	10 days ASP
BULLYING, CYBERBULLYING, AND HAZING*	Refer to WCPS Policy 09.422	Refer to WCPS Policy 09.422	Refer to WCPS Policy 09.422
INAPPROPRIATE SEXUAL BEHAVIOR	3 days ASP	5 days ASP	10 days ASP
SEXUAL HARASSMENT*	Refer to WCPS Policy 09.42811	Refer to WCPS Policy 09.42811	Refer to WCPS Policy 09.42811
ASSAULT*	Notify Law Enforcement 10 days ASP	Notify Law Enforcement ASP pending pre-board hearing	Notify Law Enforcement ASP pending pre-board hearing

PULLING THE FIRE ALARM, ARSON, BOMB THREAT*	Refer to WCPS Policy 09.425 Refer to Student Assistance Counselor and District Safety Personnel	Refer to WCPS Policy 09.425 Refer to Student Assistance Counselor and District Safety Personnel	Refer to WCPS Policy 09.425 Refer to Student Assistance Counselor and District Safety Personnel
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)

Warren County Substance/Tobacco Matrix

Materials or substance	First Time Possession	2nd Offense	3rd Offense	Under the Influence	Give to Someone Else Receipt/transfer	Purchase or Sell	Assessment Recommendation
Tobacco or Tobacco Products	2 days ISS	4 days ISS	Minimum 4 days ISS or 3 days ASP	N/A	4 days ISS	4 days ISS	
Nicotine Vapor Products or paraphernalia	2 days ISS	4 days ISS	Minimum 4 days ISS or 3 days ASP	N/A	4 days ISS	4 days ISS	
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)	10 days in ASP	6 days in ASP	10 days in ASP	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 of ISS	Minimum 4 days ISS or 3 days ASP	N/A	Principal Discretion	6 days in ASP	Principal's Discretion Refer to Student Assistance Counselor
Prescription Medicine (with a prescription)	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)	N/A	6 days in ASP	10 days in ASP	Refer for outside drug/alcohol assessment Refer to Student Assistance Counselor
Prescription Medicine* (without a prescription)	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)	Seek medical advice 10 days in ASP	6 days in ASP	10 days in ASP	Refer for outside drug/alcohol assessment Refer to Student Assistance Counselor

			DPP)				
Any substance causing altered state of mind* e.g., marijuana, inhalants, some vapor products, drug paraphernalia, etc	10 days in ASP	Board Hearing Notify DPP Suspend out (not to exceed 10 days unless authorized by DPP)	Board Hearing Notify DPP Suspend out (not to exceed 10 days unless authorized by DPP)	10 days in ASP	ASP pending pre-board hearing	ASP pending pre-board hearing	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

Look-alikes will be treated as the actual substance.

Offenses are for career lifetime (not just per year).

Principal may adjust consequences based on additional circumstances (i.e., intent, quantity, impact on others, etc.)

WEMS DRESS CODE

The goal of our dress code is the same as all our policies: to promote the smooth, orderly operation of the school day. In general, our dress code is designed to promote modesty and avoid unnecessary distractions. We understand that current fashion trends do not make maintaining these guidelines any easier, but we trust that parents and students will work with us and adhere to these policies:

Students may not wear backless tops. Shirts must have a sleeve covering at least a portion of the shoulder, must completely cover the underarm area, must completely cover the midriff area, and may not show any cleavage.

Sheer tops are not allowed unless the clothing under the top is in compliance with the school dress code.

Pants must be worn at the waist and must remain there constantly through normal activity, without having to be held up by the hands. If the pants do not remain securely at the waist then a belt will be required. Absolutely no "sagging" is allowed.

Clothing items with HOLES above the knee are permitted as long as the skin and undergarments are covered.

Shorts, skirts, and dresses must reach no less than three inches above the knee. No exceptions will be made for wearing material under the clothes.

Hooded garments may be worn, but hoods or caps shall not cover a student's head when inside the building.

Facial Piercings are permitted as long as it is limited to a small stud due to safety concerns. Any distracting or inappropriate jewelry is prohibited.

Leggings or extremely tight clothing may not be worn alone as pants. These items must be covered by another garment that is long enough to cover the mid-thigh in the front and back.

Pajamas are not to be worn at school. This includes house shoes or slippers.

No sunglasses, unless a doctor's note is on hand that allows a student to wear the glasses for a medical reason, are permitted.

No distracting or inappropriate writing on clothing or body is permitted. This includes sexual references, profanity, and alcohol/drug references.

No clothing or accessories depicting or promoting racial, sexual, vulgar, or provocative messages, pictures, or symbols, including rebel flags, drugs/alcohol/tobacco or gangs will be allowed

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

ELECTRONIC DEVICE POLICY

Electronic devices and other non-instructional materials, including but not limited to cell phones, gaming devices, and Apple Watches may not be used during instruction unless students have received permission from a teacher. Any and all such items must be turned off and put in their locker during the school day unless they have received permission from the teacher. [If these rules are not met, the device can be taken from the student and turned into an administrator](#)

If this policy is violated, including another student using your device, the item will be taken from the student and turned into an administrator. The following consequences will take place:

1st offense of having any unauthorized electronic device:
Student warned. Item returned to parent.

2nd offense of having any unauthorized electronic device:
Parent/guardian will be able to pick up the item after one day.

3rd offense of having any unauthorized electronic device:
Parent/guardian will be able to pick up the item after a conference with an administrator.

Further violations will result in more serious consequences. WEMS Administration reserves the right to take specific circumstances into consideration when assigning consequences for possession and/or use of unauthorized electronic devices. The school is not responsible for any lost or stolen devices.

WEMS VOICE LEVEL SYSTEM

Voice Level 0	No Talking
Voice Level 1	Whisper
Voice Level 2	Normal Conversation Voice
Voice Level 3	Any Tone Above a Normal Conversation Voice (only allowed at Pep Rallies)

WEMS ANTI-BULLYING POLICY

I. Bullying

Warren East Middle School will not tolerate any acts of bullying from any student at any time. The entire staff and community of WEMS seek to provide a safe, welcoming, and secure environment for all students. The WEMS staff agrees to provide suitable interventions and strategies for targets for bullying and students prone to bully. The primary purpose of this policy is to provide a physical and emotional environment that fosters and encourages good behavioral patterns and exceptional character.

II. Definition

Bullying is defined as a repeated and unwelcomed gesture, electronic communication, or a verbal, written, physical, or sexual act to another student that has the intent or effect of:

- Physically or mentally harming a student
- Damaging, extorting, or taking a student's personal property
- Creating an intimidating or hostile environment that substantially interferes with a student's educational opportunities
- Insulting or demeaning a student/group of students in such a way as to cause substantial interference with the orderly operation of the school.

III. Student Rights

WEMS seeks and affirms each student's worth, self-respect, and dignity. Bullying strikes at the basis of these values and prevents students from reaching their maximum potential in school and in life.

Students are entitled to receive an education that is free from harassment, humiliation, intimidation, and oppression. Bullying affects everyone, not just the bullies and the targeted individuals. Bullying can damage the entire climate of the school, and no one attending WEMS will be subjected to this type of intimidating behavior.

IV. Responsibilities

Anyone who witnesses or has knowledge of an incident of bullying must report this information to an adult within the school.

Students shall:

- Treat each other with respect and dignity
- Not isolate, threaten, or harm my peers, or hurtfully tease, exclude, insult or mock them.
- Refuse to watch, laugh, or join in when someone is being bullied
- Try to prevent or discourage my peers from humiliating, threatening, isolating, or harming others.
- Report bullying to a trusted adult in the school
- Provide a detailed written report to an adult of everything that has happened
- Make a list of witnesses

All Staff Members shall:

- Closely supervise students at all times
- Watch and listen for signs of bullying and stop it immediately
- Respond promptly to any reports of bullying
- Report all information gathered on the bullying incident to an administrator
- Agree to keep all names confidential
- Talk with students about appropriate behavior and how to deal with bullies

Administrators shall:

- Investigate all allegations of bullying and follow up accordingly
- Agree to keep all names confidential
- Provide needed support and intervention for students who are bullying or being bullied

Parents/Guardians shall:

- Watch for signs of distress in their children
- Listen to their children and take interest in the child's social life
- Inform the school immediately if their child is being bullied

- Keep written and audio documentation of bullying as it occurs

V. Investigation Procedures

Immediately after a report of bullying has been brought to the attention of an administrator he or she is authorized to investigate the situation. Administrators will take all bullying reports seriously by meeting with all students, parents, or staff members who are involved with or have knowledge of the bullying that is taking place. Administrator will also review student's records and investigate all other circumstances surrounding that situation in order to better understand the entire bullying situation. All information pertaining to the bullying incident shall be documented.

VI. Consequences/Discipline

Depending on the severity of the particular situation, the investigating administrator will take appropriate steps and measures to ensure student safety. Consequences may include peer mediation, parent conference, loss of privilege, TIP, ISS, suspension, referral to Jackson Academy, or even Expulsion. The above consequences will also apply to any students who have falsely accused another student of bullying. Depending on the severity of the bullying incident, the administrator may report all information to a law enforcement agency.

CYBER BULLYING

KRS 525.080 makes it a crime for students to harass another student with electronic communication.

Specifically, the statute (in pertinent part) states that "a person is guilty of harassing communications when, with the intent to intimidate, harass, annoy, or alarm another person, he or she...communicates, **while enrolled as a student in a local school district, with or about another school student**, anonymously or otherwise, by telephone, the internet, telegraph, mail, **or any other form of electronic or written communication** in a manner which a reasonable person under the circumstances should know would cause the other student to suffer fear of physical harm, intimidation, humiliation, or embarrassment and which serves no purpose of legitimate communication." This crime is a Class B Misdemeanor.

DISRESPECT/INSUBORDINATION

A student shall not be disrespectful or insubordinate at any time to teachers, student teachers, substitute teachers, teacher's aides, principal, or other authorized school personnel. The refusal of a reasonable adult request is an act of insubordination, and will be subject to disciplinary action.

DISRUPTION OF SCHOOL

Warren East Middle School is a community based on mutual respect. Consequently, any behavior intended to demean or threaten students or school personnel will not be tolerated, including, but not limited to, violence, physical assault, coercion, verbal threats, and intimidation. This includes threats and actions given both during and outside school hours, in person and over the internet, telephone, or social networking sites. Abusive, threatening, and lewd behavior toward other students or school personnel will be subject to disciplinary action.

DANGEROUS WEAPONS AND INSTRUMENTS

A student shall not carry on his/her person or cause to be brought to school, firearms, knives, or any other objects that can be classified as dangerous or used as a weapon. A student shall not possess, handle, transmit or conceal any object that might be considered a dangerous weapon or instrument of violence. For example, but not limited to, guns, knives, mace, and explosives including firecrackers, while under the jurisdiction of the school. Warren County Board of Education policy and state and federal law will be followed to determine discipline.

TOBACCO AND SMOKING

No individuals shall be in possession of, use or distribute any tobacco products, including cigarettes, e-cigarettes, vapor products, cigars, pipes, and/or smokeless tobacco in or about school buildings, school grounds, school buses, or any school-related activity including sporting events, dances, conferences, conventions, club-sponsored activities and bus trips. Violations of this policy are subject to disciplinary action as listed in this handbook.

ALCOHOL/DRUG POLICY

No pupil shall possess, use, sell or transfer alcoholic beverages, narcotics, drugs, controlled substances, counterfeit controlled substances, and/or possess drug paraphernalia on or about school property, in school motor vehicles, in private motor vehicles located on or about school property, or at any location of a school-sponsored activity, including sporting events, dances, conferences, conventions, club-sponsored activities and bus trips.

DAMAGE OR THEFT OF PROPERTY

Any pupil who willfully cuts, injures, or defaces in any way any portion of the school building, furniture, free textbook or any other public property, shall be subject to disciplinary action by the principal or teacher. Such students and his/her parents/guardians shall be primarily responsible for the full amount of the damages.

A student shall neither misuse, damage, or destroy school or private property nor steal or attempt to steal public or private property. Stealing is noted as a major offense and corrective measures may include recommendation for expulsion.

FALSE ALARMS

Students shall not initiate a false warning of a fire or an impending bombing or catastrophe. Warren County Board of Education policy, state and federal law will be followed to determine discipline.

CONSEQUENCES FOR MAJOR DISCIPLINARY VIOLATIONS

- **TIP** stands for Team Isolation Program and is the assignment of a student to one classroom teacher for the instructional day. TIP students receive their assignments just as ISS students do, and are assigned by teachers as an intermediate step aimed at preventing further misbehavior that could lead to more serious consequences such as ISS or suspension. TIP will be assigned after other classroom consequences have been used and after parent notification of the TIP assignment.
- **ISS** stands for In School Suspension and will be assigned to students for major offenses and repeated minor offenses. Only administrators may assign students to ISS based on office referrals by teachers and other staff members. ISS is intended to be a deterrent for extreme disruptive behavior. Students who are placed in ISS will not be allowed to attend any extra-curricular activities at the school that day which includes but not limited to sporting events, dances, and school performances.
- **DETENTION** will be held every Tuesday for students not completing their assignments. Detention begins immediately upon the dismissal of school, and is dismissed at 3:30 p.m. It is mandatory that students attend detention when assigned to do so and will receive additional consequences at the discretion of an administrator if they refuse to attend detention. Transportation will not be provided by the school.
- **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.

- **ASP** stands for Alternate to Suspension Program. Students will be referred to ASP for major offenses such as fighting, bullying, and repeated major offenses such as disrespect of staff members. ASP is located at Jackson Academy and students will be provided transportation to Jackson Academy unless there are safety concerns. Students referred to ASP will have to serve a minimum of three days and are responsible for completing all assignments while attend Jackson Academy. Repeated referrals to ASP may results in a permanent assignment to Jackson Academy depending on the severity of the behavior.

MEDICATION POLICY

Medication may only be taken at school under the following conditions:

All medications must be brought to school by a parent or legal guardian, not transported by students. This allows the parent or legal guardian to fill out any appropriate paperwork when dropping off the medication. Prescribed medications must be in an original container with the student's name and prescription information clearly labeled. Parent/guardian will complete the Permission Form for Prescribed Medication. Over-the-counter medications must be in an original container, and a parent/guardian will complete the Permission Form for Over-the-Counter Medication. Over-the-counter medication will be administered for up to three days with a parent/guardian signature, and as long as necessary with a Physician's signature on the Over-the-Counter Form.

All medications are locked securely in the school office. Only personnel trained in medication administration may dispense medication. Students will be supervised while taking medication and all medications given are documented in a medication log. Any student failing to follow this procedure may be considered in violation of Board of Education policies governing alcohol and drug use.

CONTAGIOUS DISEASES AND PARASITES

No pupil shall be permitted in the schools that has a contagious or infectious disease or is infected with parasites. If any pupil is known to have such diseases or parasites, he/she shall be sent home just as soon as arrangements can be made with his /her parents or guardian. He/She shall remain away from school until satisfactory evidence can be presented from his/her physician or the County Health Officer that he/ she is free from a contagious disease. In the case of parasites, the school health nurse or school designee can verify that the student is not infested. (WCBE 09.213; KRS)

MEDIA CENTER

The WEMS Media Center is open daily from 7:00 a.m. through 2:30 p.m. Homework Corner will be open Monday through Thursday from 7:00 - 7:30 a.m.

Students come to the media center as a class with their teacher for checkout or research. They also come to the media center in small groups, or individually. When using the media center as a small group or individually, they must have their agenda book with them, signed by their teacher.

They may check out 3 books, or 2 books and up to 3 magazines in a magazine bag at any given time. Books will be checked out for 1 week, and magazines will be checked out for **OVERNIGHT ONLY**. Any materials not renewed or returned on time, will be assessed a FINE of 5 cents per day, per item.

Students are responsible for any materials that leave the media center under their name, and must pay for any lost or damaged. Grades will be held for any student with obligations to the school.

Many students use the media center everyday, so talking and noise should be kept at a minimum, and behavior should follow all school rules.

COMPUTER USAGE POLICY

Warren East Middle School has an abundance of technology available for student use. When used properly, technology is an invaluable asset in the learning process. However, technology (most notably the Internet) can also be used for inappropriate things. Students are to abide by the following rules when using our electronic resource equipment:

APPROPRIATE USE:

1. Students must use their USER ID and their password to log onto their assigned account. Your electronic work is your property – you have a responsibility to protect it. Students are not to use anyone else’s USER ID. This is the same as being caught with someone else’s money or other personal property.
2. Students will not download or play games on workstations. Games are not appropriate unless part of instructional software.
3. Students are not to make any changes to boot files or settings for programs (e.g. Windows, computer wallpaper, and screensavers).
4. Students are to alert supervisors to any damage to hardware or software immediately upon discovery. (This will help prevent liability on the student’s part.)
5. Students are not to physically change or damage any workstation, components of a workstation, server, printer, mouse, network connections, hubs, etc.
6. Students are not to destroy or alter another person’s data.
7. Students are not to install programs from home or school or to download programs or files from the Internet onto a hard drive or server without the permission from a supervisor.
8. Students are not to be in the computer labs without supervision.
9. Student access to the Internet is available only under direct supervision of a teacher or instructional assistant. Internet use should be directly related to educational research. Inappropriate use includes accessing sites with inappropriate text, pictures, games, blogs, chat rooms, email, and sites not designated for use at that time of instruction by the teacher. Students are not to download executable files, graphics, games, or audio/video files without permission. Misuse of the Internet will result in consequences as outlined below.

CONSEQUENCES OF INAPPROPRIATE USE:

The ultimate decision of “inappropriate use” is up to the administration of WEMS. Consequences for violations of this policy can result in the following (depending on the severity of the offense and the frequency of behavior problems):

- Removal of Internet privileges for a period of time
- Removal of using any school technology for a period of time
- ISS
- Suspension

REPORT CARDS AND PROGRESS REPORTS

Making sure parents are aware of student progress is very important to us. Most of our teams post homework assignments on the Internet, and parents are encouraged to monitor student grades on Infinite Campus. Progress Reports are sent home midway through each nine-week grading period, and Report Cards are sent home at the end of each nine weeks. Progress Reports are an update of student progress, while Report Card grades are recorded on student transcripts. In each case, two records are sent home; one for parents to keep, and one to return to school with a parent signature.

End-of-the-year report cards will be mailed to parents providing a self-addressed stamped envelope, or may be picked up at school one week after the end of the school year.

TEXTBOOKS

Textbooks will be furnished to all students at no charge. There will be, however, a fine levied on any student who abuses or destroys any textbook during the school year. According to the policy of the Warren County Board of Education, students will be held responsible for any damage done to textbooks assigned to them. If a student is assigned a fine for damaging his/her textbooks, and does not pay the fine, the student will not be allowed to continue using free textbooks until the damage is paid.

OUTSIDE DRINKS

No drinks other than water in clear container will be allowed to be brought into the school. The school provides or sells food and beverages items.

LOCKS, LOCKERS & BACKPACKS

Locks and lockers will be specifically assigned to students by first period teachers. A non-refundable locker fee of \$5.00 will be charged to each student. A lock is included in the locker fee. However, if the lock is lost or stolen there is an additional \$5.00 charge to replace the lost lock. All locks must be rented through Warren East Middle School. Students are expected to keep their lockers:

1. Locked.
2. Clean and neat.
3. To themselves - no sharing lockers.
4. Only the student assigned a lock may use that lock. A student should not give his/her combination to others.
5. Students must keep their belongings in their own locker.
6. Students must use the locker issued to them. They are not to change lockers unless a teacher assigns them another locker.
7. Students are accountable for everything in their locker.
8. Students are responsible for their own possessions. The school is not responsible for recovery of stolen property.

Lockers are the property of Warren County Schools and may be inspected and/or searched by the principal or his/her designee at any time, with or without student, parent or guardian permission. Searches are done as needed, and when there is a reasonable suspicion that violation of school policy is occurring. Although done infrequently, drug search dogs may be brought to the school at unannounced times to conduct a search.

BOOK BAGS

Students who intend to use a book bag must abide by the following rules:

1. Book bags are to remain in lockers during the day.
2. Book bags must fit appropriately in a locker. The locker door must not bow out or be difficult to close when the book bag is placed inside the locker.
3. Students will be given a locker break at the end of the school day in order to pick up book bags and other belongings from their locker.
4. Book bags may be searched by the principal or his/her designee at any time.

STUDENT VALUABLES

Students should not bring valuable personal items to school. If any item or money must be brought then it is the responsibility of the student to keep up with it. Please do not take valuables to the P.E. locker room or other unsecured locations. Warren East Middle School will not be responsible for

lost or stolen personal items. We will assist as we can with the recovery of those items. Teachers or school personnel asked to keep valuables for students do so only as a favor to the student but will not be held responsible for them should they become lost or stolen. In the best interest of the student and their belongings, it is strongly recommended that valuables not be brought to school.

SCHOOL DANCES

We host several student dances throughout the year. Attending dances is a privilege, and to make them enjoyable for everyone, students need to observe a few guidelines.

1. WEMS rules and policies are still in effect, including dress code unless otherwise noted.
2. Appropriate behavior is expected. Students that misbehave forfeit their right to attend dances.
3. No inappropriate touching or dancing.
4. Students must be picked up on time. Dates and times of dances will be announced well in advance so that proper arrangements can be made.
5. Dances are for WEMS students ONLY.
6. The administration reserves the right to bar individual students from attending school dances.

REWARD SYSTEMS

Warren East Middle School firmly believes in recognizing student achievement and rewarding students for meeting and exceeding expectations. We have several reward and recognition systems in place to recognize student excellence:

Positive Referral Slips- Teachers and other WEMS personnel distribute Positive Referrals to students for displaying POWER in any number of ways, for doing well academically to showing improvement in behavior and everything in between. Students can use Positive Referral Slips to for a variety of rewards that are offered throughout the school (Milkshake Monday, Thirsty Thursday, Special privileges at lunch, etc.,)

Exemplary Leaders- Each team recognizes one student weekly for meeting and exceeding expectations. These students are recognized during Friday lunch period, receive a free ice cream, a certificate and other rewards.

Leader of the Month- One seventh grade and one eighth grade student are recognized as Students of the Month by the WEMS Youth Service Center.

GUARDIANSHIP

Any pupil attending Warren County Schools shall be living with his/her parents or legal guardian. Guardianship must be established through the courts and a copy of the guardianship papers filed with the District Director of Student Services.

WARREN EAST MIDDLE SCHOOL ATHLETIC POLICY

Students participating in any sport, including cheerleading at Warren East Middle School or at the high school level are under the jurisdiction of the Kentucky High School Athletic Association and the school rules and policies set forth by coaches and administrators. Athletes must remember that they are students first and athletes second. The following must be met to be eligible for participation in sports at Warren East Middle School.

1. Students must be at proper grade level while at Warren East Middle School to participate in athletics. If a student repeats seventh or eighth grade, they are not eligible to participate in athletics. This does not apply to any grades repeated in elementary school.

2. Proper grades must be maintained. An athlete receiving one failing grade, based on weekly grade checks, will be placed on probation and will have one week in which to bring up that grade to a D or higher. This student may continue to participate during the probationary period. Failure to bring up the grade in the one-week probationary period will result in suspension from the team until the grade meets standard. No practice or participation is allowed at any time during the suspension. These grades may be checked at any time during the quarter by a coach, sponsor or administrator.
3. Students, based on Progress Reports/Report Cards/Random Check who do not maintain an overall C average or above will be immediately suspended from the team until these grades are brought up to a C average or higher. No practice or participation will be allowed during the suspension. Grades may be checked at any time during the quarter by a coach, sponsor or administrator.
4. Students, upon receipt of midterm Progress Reports or Report Cards receiving three or more failing grades shall be dismissed from the team immediately.
5. Any athlete receiving ISS/ASP once practice and/or the season has begun shall be ineligible to compete in the next game. They will not be allowed to practice/play on the day(s) of their ISS/ ASP assignment. If their ISS/ASP occurs on a game day, this will count as their one-game suspension. Any athlete receiving a second ISS/ASP assignment during the season will be dismissed from the team. This rule applies to full day ISS assignments.
6. Any athlete suspended from school will be barred from team activities for a minimum of three games. A second suspension will result in dismissal from the team for the remainder of the season. Players or participants may be dismissed without prior offenses if they become involved in any serious disciplinary problem (alcohol, drugs, theft, disrespect to faculty staff, fighting, etc.). These offenses include any off-campus violations as well. Final decisions will be made by school administration.
7. A coach or administrator has the right and authority to "bench" or discipline any player for misconduct during the school day. A coach or administrator has the authority to take whatever disciplinary matters are necessary to ensure proper behavior by all participants.
8. Any athlete absent from school shall not practice or play, on that day. Athletes present for at least one-half of the school day are eligible for participation in that day's athletic activities.
9. Athletes are representatives of Warren East Middle School at all times. Any misconduct in the community and/or away from school may result in disciplinary action by the coach or administration including dismissal from the team.
10. Students must attend practices to be eligible to play.
11. Although a physical examination is not required to try out for a team, a sports physical must be on file with the coach in order to participate. The parent may purchase a health plan offered by the Warren County School system for athletes or provide proof of health insurance through their private policy.
12. Athletes are under the direct supervision of their coaches. Additional rules and requirements may be enacted and enforced by the coach.
13. Any middle school student playing on a middle school team must finish that season before going to another sport at any level.
14. Before any middle school athlete can completely bypass participation on the middle school team, the student status must be discussed by all coaches and athletic directors. Student impact on the next level will be immediate.
15. Any middle school student playing a high school sport will be expected to follow the academic and discipline rules of the middle school.
16. A middle school athlete may participate at both levels as long as middle and high school coaches have a written agreement of expectations.
17. Any parent that is removed from a middle school athletic event for any reason may only return at the discretion of middle school administration.

ATTENDANCE POLICIES

All children between the ages of six (6) and eighteen (18) years shall be enrolled in school according to Kentucky Compulsory School Law, KRS 159.010, except those exempted by authority of KRS 159.030. (WCBE 09.122)

Regular school attendance is not only a legal requirement, but is essential for student success. We understand that there will be times when absences are unavoidable, such as illnesses and family emergencies, and these situations will be excused accordingly. Parents/guardians of absent students should call the school before 8:00 a.m. on the day of the absence (school number 843-0181), or will be called by our attendance secretary. Upon returning to school, the student must present a written note signed by parent/guardian or a doctor's excuse explaining the nature and dates of absence. The school will excuse up to five (5) absences and/or tardies with parent notes in a school year. Excuse notes should be turned in at the beginning of the school day as students enter the building. Once five absences have been excused with a parent note, then all absences will be counted as unexcused unless a doctor's statement is provided. Once a student has seven excused absences, a long form excuse from a doctor is required.

If parents/guardians plan a family trip necessitating the absence of students from school, written notification must be sent to the principal prior to the trip. Parents may complete an educational enhancement form if the purpose of the trip is related to the child's education, otherwise the absence will be unexcused. School assignments must be made up with the completion date being established by the principal and/or teacher. School assignments that are not made up or make-up work that is not satisfactory will be counted as zeros. It is best practice when students know they will be absent to work with teachers and obtain absences prior to the absence.

Students arriving at school after 7:30 must check in with the front office. Please understand that for attendance purposes, any tardy or early checkout counts and will count as an unexcused tardy without proper documentation. Students checking out of school must be signed out in the school office by a parent/guardian or other adult listed on their emergency card.

ARRIVAL & DISMISSAL FROM SCHOOL CAMPUS

During the instructional day, no students are allowed off the WEMS campus without written permission from the principal. Students may not leave the school grounds without permission, and may not walk to the high school to ride with a high school student. The areas behind the school are strictly off-limits to all students unless directly supervised by a teacher, staff member or principal. All students must be picked up and dropped off at Warren East Middle School. There must be a written permission form on file for any student to be picked up by anyone other than a parent/guardian. Car riders being transported by family members from the high school need to be picked up at the middle school. No student may walk to the High School unless he/she is participating in an activity there. A permission form by parent/guardian must be on file to do so. Upon dismissal, all students riding a bus must exit the side entrance of their last classroom. Car riders must immediately report to the cafeteria. Students may not be on school property after 3:00 pm unless they are involved in an activity supervised by school personnel. Students must report immediately to their designated location when dismissed. A student will no longer be allowed to participate in extracurricular activities if they refuse to comply with this rule.

TRANSPORTATION

Transportation to and from school is provided by Warren County Schools. Our drivers are professionally trained drivers and have been trained in positive behavior reinforcement. Should a bus-related problem arise, the parent should first try to contact the driver. If the problem cannot be resolved, then the administration should be contacted. All students must do as the driver instructs them or furnish their own transportation. All students must be seated before motion. Parent/guardian will be notified either by phone or in writing when their child has a discipline issue on the bus. We ask

you to cooperate with us to enforce these policies for the safety of your children. The school bus is an extension of the classroom and proper conduct shall be maintained at all times.

Good behavior and observance of the following rules and regulations will determine the right of all pupils to ride the bus. These rules apply to field trips as well as daily bus transportation:

1. The driver is in charge of the bus, and the pupils follow his/her instructions completely.
2. Do not throw paper or other rubbish on the floors.
3. Get off the bus only at home or at school
4. Do not deface or destroy any parts of the bus.
5. Report to the driver any damages to the bus.
6. Loud or offensive language is not permitted.
7. Animals are not allowed to be transported on the bus.
8. Students may not carry on the school bus any type of water gun, water balloons, water bottles, or other objects.
9. When departing school in the afternoon, students are to stay on the bus dock or the area from the buses.
10. Students who want to ride a bus other than their assigned bus, to or from school, must bring a note from parent/guardian. Have the note signed by the principal and present a bus pass (issued only by the front office).
11. No glass or oversize objects shall be transported on the bus.
12. A student may not get off the bus at the High School unless approved by an administrator.

Should any pupil persist in violating any of the above regulations, the bus driver will notify the administration. The administration may notify the parents or forbid the disobedient student to ride the bus during the period of time suitable for the offense committed. Written notice of the action shall be furnished by the school to the parents/ guardians.

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|--------------|--|
| 1st offense: | Written bus referral. |
| 2nd offense: | Parent signature required on referral. |
| 3rd offense: | Loss of bus-riding privileges for three (3) school days. |
| 4th offense: | Loss of bus-riding privileges for five (5) school days. Conference with District Transportation Director and parent before returning to bus. |
| 5th offense: | Loss of bus-riding privileges for ten (10) school days. Conference with District Transportation Director and parent before returning to bus. |
| 6th offense: | The student will have his/her bus-riding privileges removed for the remainder of the school year and parents will be notified by phone. |

These procedures will be followed, in regard to common inappropriate behavior, as deemed by the bus driver and/or school personnel. In cases of severe misconduct, the administration at Warren East Middle School reserves the right to remove a student immediately from the bus.

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.

2018-19

David Cloyd
Matthew Adamson
Melissa Wassom
Stephanie Dennehy
Lee Ann Shearon
Tammie Young
Meleah Givens
Christy Richards
Anita Sandidge
Brenda Lawrence
Marnie Beckham

Principal
Assistant Principal
Guidance Counselor
Curriculum Coordinator
Library Media Specialist
Bookkeeper
Guidance Secretary
Attendance Clerk
Staff Support Secretary
Family Resource/YSC Coordinator
District Intervention Teacher

LANGUAGE ARTS

Sara Deel
Janetta Gray
Cassie Kinman
Jennifer Moore
Angela Murray
Tia Cardwell

MATH

Amber Byrns
Phil Goodwin
Mallory Hyman
Belinda Lawson
Stephen Mitchell
Robert Whitlock

RELATED ARTS

Vetria Anthony
Missi Carini
Sharon Collins
Cedrick Leavell
Cheri Marshall
Johnathan Cline
Meng Xiuli
Dakota Compton

SCIENCE

Robert Castleberry
Stephanie Ghee
Melissa Harris
Caley Ruth
Steven Albert

SOCIAL STUDIES

Jennifer Hairston
Cybile Huntsman
Jason Hunt
Ben Mohon

RESOURCE

Sara Bartley
Shannon Gibson
Casey Napier
Sandra Light
John Brewer

INSTRUCTIONAL ASSISTANTS

Allyson Shoup
Sarah Carnes
Kelly Oberne
Lindsey Keown

ISS Teacher

Shelia Brown

ESL Teacher

Jessica Cline

Speech Teacher

Judy Johnson

CAFETERIA STAFF

Carol Downey, Manager
Sarah Jackson
Stephanie Jones
Sherry Kinser
Anita Martin
April Sprott
Kevin Vincent

Warren East Middle School Parent-Student-Teacher-Administrator Compact

As TEACHERS, we will:

- Show respect for each child and his/her family;
- Come to class prepared to teach;
- Provide an environment conducive to learning;
- Believe that each student can learn;
- Enforce school and classroom rules fairly and consistently;
- Maintain open line of communication with students and his/her parents;
- Seek ways to involve parents in the school programs;
- Demonstrate Professional behavior and positive attitude;
- Provide quality curriculum and instruction.

As a STUDENT, I will:

- Always try to do my best in my work and on my behavior;
- Work cooperatively with my classmates;
- Show respect for myself, my school and other people;
- Obey all school rules;
- Come to school prepared with my homework and my supplies;
- Believe that I can learn and will learn.

As a PARENT/GUARDIAN, I will:

- Ensure that all of my child's basic needs are met;
- See that my child attends school regularly and on time;
- Insist that all homework assignments are completed;
- Communicate regularly with my child's teachers and attend at least one parent-teacher conference;
- Encourage my child to read at home and to monitor his/her use of social media and other electronic devices.
- Volunteer time to my child's school and attend school functions;
- Show respect for my child, the teachers, and the school.

As a PRINCIPAL, I will:

- Believe that each student can learn;
- Provide an environment that allows for positive communication between the teacher, parent/guardian, and student;
- Support school programs and functions.

