**HOPKINSVILLE MIDDLE SCHOOL **

****

**MISSION STATEMENT**

**HMS Mission Statement: “Proficiency Accomplished With Students”**

**GUIDELINES FOR SUCCESS**

 **T** Treat Others with Respect

 **I** Improve Self Discipline

 **G** Give Your Best

 **E** Eager to Cooperate

 **R** Responsible for Actions

 **S** Show a Positive Attitude

**MESSAGE TO STUDENTS**

Welcome to Hopkinsville Middle School. This handbook is intended as a guide to the information, policies, and procedures that govern the basic operation of our school. It is vital that all students know the contents and use the handbook throughout the year. Administrators, counselors, and teachers will help answer questions about this guide and/or topics which are not addressed.

**Our goal is excellence!** Striving to reach this goal must be a united effort on the part of the students, teachers, parents, and the community.

Wendy M. Duvall, Principal

Kenneth D. Anderson, Assistant Principal

J. Bryan Morris, Assistant Principal

Hopkinsville Middle School is governed by a Site-Based Decision Council (SBDM) composed of the following representatives:

**Wendy Duvall**, Chairperson wendy.duvall@christian.kyschools.us

Carla Criswell, Teacher carla.criswell@christian.kyschools.us

Lawrence Davies, Teacher lawrence.davies@christian.kyschools.us

Dena Stamper, Teacher dena.stamper@christian.kyschools.us

Jennifer Maddux, Parent steinermaddux@bellsouth.net

Sara Beth Morris, Parent sarahbethmorris@bellsouth.net

The HMS Handbook has been reviewed and adopted by the Council and contains the official policies of Hopkinsville Middle School.

The Council normally conducts its meetings on the last Monday of each month at 3:45 P.M. SBDM minutes are placed on the district website under HMS. Everyone is always welcome and encouraged to attend.

**BELIEFS**

1. All children can learn.
2. Students' diversified talents should be maximized.
3. Learning should be related to real-life experiences.
4. Varied learning strategies should accommodate varied learning styles.
5. Parents and community are vital in the educational process.
6. We can work as a team to set goals and grow through change.
7. Schools must meet the academic, physical, emotional, and social needs of its students.
8. Schools should provide a safe environment for students and staff.
9. Curriculum facilitates independent thinkers.
10. Good self-esteem is essential to learning.
11. Learning is a life-long process.
12. High expectations develop quality performance.
13. Valuing individual differences is essential to a democratic multicultural society.

**STUDENT BEHAVIOR**

Upon enrolling in the Christian County Schools, each student receives a copy of the Christian County Code of Student Conduct. Parents and students should carefully read and familiarize themselves with the Code of Conduct book. This handbook further explains the expectations and regulations of Hopkinsville Middle School, but it does not supersede district policies.

**THE PROPER LEARNING ENVIRONMENT**

A good learning environment exists for the school in general and the classrooms in particular when each student.....

1. Reports to school on time in the morning and goes to each class on time during the day.
2. Enters each classroom quietly, takes a seat quickly, and is ready for the beginning of the class.
3. **Brings to class books, paper, pencil, and other materials that are needed**.
4. Meets all deadlines for assignments.
5. Practices standards of conduct in a manner that reflects a desire to learn. At no time should student conduct interfere with the opportunity of others to learn.
6. Practices acceptable standards of grooming and dress.

 *Draft 6/30/2010*

# STUDENTS BG09.427

# The wearing of any attire, cosmetics, presentation of extraordinary personal appearance, or any unsanitary body conditions which in the judgment of the Principal significantly disrupts school work, interrupts scholastic endeavors, interferes with the academic performance of students and the implementation of instruction by teachers, or threatens the health and/or safety of other pupils is prohibited.

**DRESS CODE POLICY**

**BACKPACKS OR PURSES ~ MUST BE KEPT IN STUDENT LOCKERS DURING SCHOOL HOURS.**

Students whose appearance does not conform to these rules will be asked to change clothing to meet this code. **Any absence due to having to change clothing is counted as an unexcused absence.** Repeated violations may result in suspension from school. The decision of the school administrator shall be final. **References: Tinker v. Des Moines Independent School District, 393 U.S. 502 (1969) Bethel School District No. 403 v. Fraser, 478 U.S. 675 (1986)** KRS 160.345; OAG 73‑233; OAG 73‑284

If a school/council chooses to develop a dress code, it shall be consistent with Board standards set out in the District’s Code of Acceptable Behavior and Discipline, which shall include, but not be limited to, the following rules:

1. Clothing - **PAJAMA, LOUNGE WEAR, YOGA, J-LEGGINGS, TRE-LEGGINGS and/or FLANNEL bottoms are not to be worn.**
2. **On any field trip outside of building, students are required to dress for success with a tucked in shirt.**
3. No student shall wear or have apparel, jewelry accessories, notebooks, etc. which suggests membership in such groups that advocate drug use or exhibit behaviors that interfere with the normal, orderly operation of a school.
4. **Shorts and skirt hems may be a dollar bill WIDTH above the knee, even if a legging type bottom is worn underneath**.
5. ***NO* Skirts or pants with HUGE slits or** **HUGE holes above the top of the knee *even* if leggings are worn too.**
6. Sheer blouses, muscle shirts, halter-tops, or low cut tops are not allowed. Tops should not reveal undergarments, cleavage, mid-riff or back. Sleeveless shirts, with a finished hem, may be worn but not spaghetti straps. Tank tops are allowed if covered by a jacket, shirt or sweater. Undershirts, which are commonly referred to as “wife beaters”, do not qualify as tank tops and may not be worn where they are visible.
7. **SAGGING** will not be permitted. Overall straps must be fastened over the shoulder. Belts must be fastened.
8. Students are to wear shoes at all times; house shoes are not permitted.
9. Clothing having liquor logos, tobacco product advertisements, suggestive sexual content, offensive language or symbols, racial or sexual subjects, or obscenities is not to be worn.
10. **Headwear of any kind will not be permitted including hats, picks, combs, curlers, and or bandannas.** These items will be taken up by teacher and must be claimed by student at end of school day from teacher. (Exception given for religious or medical reasons.)
11. **Hair should be combed and makeup should be applied in the restroom only.** **No perfume sprays or lotions are to be applied in the classroom.** These items will be taken up and must be claimed by students at end of school day. (As we have students with asthma)

11. Backpacks, gym bags, shoe bags, purses, and large coats (down jackets, trench coats, etc.) are not permitted in class. Windbreakers and light jackets are the only outer garments to be worn in class.

 **Gum is NOT allowed at HMS**

**DISCIPLINE PROCEDURES FOR DRESS CODE VIOLATIONS**

**Any absence due to having to change clothing is counted as an unexcused absence. Students are not allowed to call home for clothing**.

**Students will be sent to the AHOY Center for alternate clothing, sweat pants and shirts provided by PTO, as to limit the amount of instruction missed**.

**Students will spend the day in the ICE if clothing is unavailable through AHOY.**

**HMS SCHOOL – WIDE RULES:**

1. Enter room quietly and meet teacher expectations.

2. Bring all required materials to class.

3. Follow all directions the first time given.

4. No GUM is allowed at HMS.

6. Follow **TIGER GUIDELINES** schoolwide expectations for success.

**Guidelines for Success**

------------------------------ **Commons Area & Schoolwide Expectations** --------------------------------

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Treat others** **with respect** **(T)** | Cafeteria I use Appropriate language and manners.I respect others’ personal space and belongings. | HallwaysI use appropriate language.I respect others’ personal space and belongings. | RestroomsI use appropriate language.I keep hands/feet andobjects to myself. | AssembliesI listen quietly to the speaker without talking.I respect others’ personal space and belongings. | Before/After SchoolI use appropriate language.I respect others’ personal space and belongings. |
|  **Improve** **Self-discipline** **(I)** | I keep hands/feet/objects to myself.I use a quiet speaking voice and avoid shouting. | I keep hands/feet/objects to myself and walk on the right. I use a quiet speaking voice and avoid shouting.I walk at a normal pace. | I respect the privacy of others. | I keep hands/feet/objects to myself.  I use a quiet speaking voice. | I keep hands/feet/objectsto myself.I use a quiet speaking voice and avoid shouting. |
|  **Give your**  **best** **(G)** | I pick up litter when I see it or when asked. | I arrive on time I pick uplitter when I see it or when asked. | I keep the restroom cleaner than I found it. | I listen carefully.I participate when requested. | I have my materials for home.I arrive on time. |
|  **Eager to** **Cooperate** **(E)** | I line up quietly.I follow adult directions | I have materials for the nextclass.I follow adult directions. | I follow adult directions. | I follow adult directions.I stop talking when the Teacher speaks or signals.I sit in my designated area. | I follow adult directions.I have my agenda book Where required.I follow school rules. |
| **Responsible** **for actions** **(R)** | I take care of schoolproperty. | I have an agenda when inthe hall during class.I take care of school property. | I have my agenda book initialed if in the restroom during class. | I take care of school property. | I take care of school property. |
|  **Show a**  **positive**  **attitude** **(S)** | I use the correct tone of voice.I use appropriatebody language. | I use appropriate body language. | I use the correct tone of voice. | I communicate with the performer with my eyes and ears.I clap appropriately for the performance/speaker | I use the correct tone of voice.I use appropriate body language.I use appropriate word choice. |

**DISCIPLINE POLICY:**

**RULES AND POLICIES**

**All students at Hopkinsville Middle School (HMS) have the right to attend classes without interference and/or disruption.** HMS will maintain a safe environment for the welfare of all students. It is the student’s responsibility to be familiar with the Code of Acceptable Behavior used for behavior and attendance related problems, which will be given to each new student at HMS by the board of education. Each student will sign a form when they receive a copy of acceptable behavior.

**TEAM CONSEQUENCES FOR MINOR BEHAVIOR**

**5** minors-Team contact w/parent-assign team detentions (must have intervention).

**7** minors-team conference w/student and parent (include an administrator).

**10** minors-Team designed behavior plan with office referral if necessary.

**\*\* Lunch Detention is at teacher discretion, with slip sent to assistant principle for processing – only 3 lunch detentions per student per teacher**

**each 9 week period**

**MAJOR INFRACTIONS**

The following infractions will be an automatic office referral:

1.             Fighting/Bullying/Harassment

2.             Profanity/vulgarity toward staff/student

3.             Illegal substances/contraband/weapons/tobacco

4.             Vandalism to school or student property (parent will be held financially responsible).

5.             Refusal to follow expectations after interventions are given.

6. Theft of property

7. Any racial slur by a student

\*\* Any other serious offense outlined in the Code of Conduct.

**TARDY PROCEDURES:**

The Sweep program will continue to be incorporated at the beginning of each school year; School year to help decrease tardiness and excessive amounts of students in halls after the bell has rung.

**SWEEP PROGRAM PROCEDURES**

Teachers are now doing the sweep forms instead of sending the students to the office.  This is to help cut down on lost time going to and from the office.  Teachers will be in the hallway and they will give you an admit slip for class.  Students will not report to the office for tardiness, a teacher on sweep duty will issue an admit slip if you are tardy to class.  This is to reduce the loss of instruction minutes.

1. All students will have **four** minutes to travel between classes.

2. Upon the last bell ringing between classes all teachers will shut and lock their doors, not allowing any students that are late to enter class.

3**. Teams will sweep on planning by walking the halls, bathrooms, and library and sweep any remaining students**.

4. A new tardy count will be started at the beginning of the nine weeks.

**CONSEQUENCES FOR BEING SWEPT PER 9 WEEKS**

1. First Tardy – Warning

2. Second (2nd) Tardy – Warning & Teacher contacts guardian

3. Third (3rd) Tardy – Lunch detention & principal conference

4. Fourth (4th) Tardy – Lunch Detention

5. Fifth (5th) Tardy – After school detention

6. Sixth (6th) Tardy – After school detention

7. Seventh (7th) Tardy – After school detention

8. Eighth (8th) Tardy – Office Referral

9. Ninth (9th) Tardy – Principal/Parent Meeting

10. Tenth+ (10th +) Tardy – Office Referral (CCPS Code of Conduct - Failure to Follow Directives)

**HMS CODE OF CONDUCT**

No code of conduct can be written in such detail as to anticipate every type of misconduct which might possibly occur. HMS expects all students to abide by the guidelines for success at all times.

**1.** The severity of the offense, the student’s past discipline record and circumstances of a particular incident will determine the specific disciplinary action and where in the discipline process the action will begin.  The principal or his/her designee may determine, using their professional judgment, if the disciplinary action should be more or less severe than indicated by the CCPS Code of Conduct.

**2.** Students will be guided by all school rules and teacher expectations.

**3.** Rule violations at any school related event, or during any extracurricular activities, may result in suspension from school social events and/or removal from athletics and extracurricular activities.  This includes **all** HMS functions held off campus.

**4.** Selling or trading of any items at school is not permitted. (CCPS Code of Conduct)

**5. Hand held electronic devices are not allowed to be seen, heard, or used, unless prior approval has been given by administration or teacher. School is not responsible for loss, theft or damages to any device.**

**6.** ISS may be used by teachers for time-out on a short-term basis (15 minutes maximum).  ISS will be assigned by the principal or assistant principal or designee for violations as appropriate on an intermediate basis**.** ISS room monitor will record students who are assigned by teacher and if students have assignments.

**7. Cell Phones –**

* **Teacher gives warning & returns at end of class.**
* **Teacher turns into front office & returns at end of day.**
* **Teacher takes & parent must come get.**
* **Will be held for 1 week in safe and returned on Friday @ 3:20 PM.**

**CHEATING POLICY**

If a student at Hopkinsville Middle School is caught cheating, the following will occur:

1. The assignment will be confiscated and the issue will be documented.

2. The student will receive a zero for the assignment.

3. The parent will be contacted by the teacher within approximately 2 days.

 **Cheating consists of, but is not exclusive to:**

* Plagiarism
* Copying part/all of another’s work
* Cheat sheets for tests or quizzes
* Placing answers to questions on body parts, school furniture, or other objects
* Text messages pertaining to tests/quizzes classroom work, assignments, etc.
* Giving verbal hints, clues or answers to questions
* Allowing others to view answers to questions

An office referral will not be generated unless the student becomes rude/defiant/non-compliant when corrected by the teacher.

**STUDENT SEARCHES**

* School officials can search a student, his/her locker, or his/her personal belongings with reasonable suspicion that a student may be violating the code of conduct.
* During routine safety checks, HMS students will be scanned with wands upon entering the building.
* We reserve the right to use properly trained dogs to sniff lockers. Sniffing of individual students shall not be allowed.  All dogs shall be on a leash and will not be allowed to come close to any student.  No student may be strip searched.

**USE OF METAL DETECTORS**

**![C:\Documents and Settings\JBearns\Local Settings\Temporary Internet Files\Content.IE5\4T2NWXYB\MC900001225[1].wmf]()**Weapons of any nature on school property or at school functions are prohibited.  School personnel may use metal detectors to enforce this policy as outlined in the Code of Conduct.

**SCHOOL/CLUBS TRANSPORTATION AND EXPECTATIONS**

When we have large, heavy vehicles moving through traffic with many people on board, the thought of an accident brings many frightening pictures to mind; therefore, we need to be aware of ways to help create a safe environment. A great start is to know and obey the posted rules. The school bus is an extension of the school and classroom. Expectations at the school and as outlined in the **Code of Acceptable Behavior (pg. 16)** apply anytime students are on a bus. If the driver can spend less time watching and listening to the riders, he/she can observe the road and hear sounds that might alert us to danger.

Students shall have no expectation of the right of privacy while on said bus, and video cameras will be utilized from time to time to record the activities of all passengers on buses for the protection and safety of other passengers, as well as the maintenance of orderly conduct of passengers while riding on school buses. Students are on notice that they may be, at any time, subject to being recorded by video transcription while passengers on a Christian County school bus. School personnel may use videotapes as evidence in disciplinary cases.

**RULES POSTED ON EACH BUS ARE:**

1. Use appropriate voice level
2. Be courteous and respectful
3. Use of telecommunication devices prohibited
4. Capped water bottles only, no food allowed
5. Remain seated at all times
6. Keep hands, feet and objects to self
7. Follow all directions given by the driver

**BUS DISCIPLINARY PROCDURES**

The principal/designee of the school is responsible by law for the conduct of the pupils on the bus and for disciplinary action when necessary.

* If a student does not cooperate with the driver, the driver shall report this to the principal/designee of the school where the student attends.
* If a student is acting in such an extremely violent manner as to make it unsafe foe the bus to continue, the driver shall report this to the bus garage and in turn they will notify the principal. A decision will be made on whether to take the student back to the school or to have the police officer come to the bus.
* Parents/guardians are responsible for providing transportation when a student is suspended from the bus.
* **Students that repeatedly violate bus regulations may be suspended by the principal/designee from riding.**

**VIOLATIONS OF BUS RULES – per CCPS Student Code of Conduct**

Written warning for misconduct requires the bus driver to turn in the notice to the dispatcher at the bus garage and contact the parent/guardian by phone or in person.

* **First** Misconduct – The driver is to deliver this form to the school’s administrator with a copy of the previous written warning attached. The school administrator contacts the parent/guardian. A conference with driver, parent/guardian, principal and student may be held at the school administrator’s discretion.
* **Second** Misconduct – This notice is delivered by the driver to the school’s administration. The school administrator contacts the parent/guardian, and a minimum of three days suspension from bus is imposed.
* **Third** Misconduct – The notice is delivered by the driver to the school’s administration. The school administrator contacts the parent/guardian, and a suspension of bus service for the remainder of the school year may be imposed. The Director of Pupil Personnel is notified by the principal/designee.

**\*\* Violations involving fighting, weapons, drugs, alcohol, safety, physical abuse or verbal abuse may result in suspension or expulsion from school and/or additional length of time removed from bus service.**

**APPEAL PROCEDURE**

A student or parent desiring to appeal the issuance of a misconduct notice must contact the Christian County Bus Garage. Subsequent punishment for misconduct may be appealed by contacting the building principal.

**HALL PASSES**

All students in the hall or other common area during class time must carry their initialed student agenda book as their hall pass or teacher pass. Teachers are to use their discretion in determining the reasonable need for a student to be out of the classroom. Student aides should have identification badges. Any student in a common area without a pass will be subject to disciplinary action.

**ATTENDANCE**

**ABSENCES**

Students will be excused from school up to **six (6) days for the following reasons: Illness of student, illness in home, & death in family.** A note is required from parent or doctor upon their return to school. Absences will be excused with a parent note for up to six (6) days (do not have to be consecutive). After the sixth (6) parent note has been used, you must send in an excuse from a doctor or the absences will be unexcused.

**\*Due to CCPS board policy you will have 5 (five) school days to turn in notes in order for them to be marked excused. If turning in after 5 (five) days the excuse will be entered but will remain unexcused.**

**\*Notes from parents/guardians shall be accepted, and absences shall be excused for up to six (6) days only for the six (6) valid reasons listed in the Christian County Schools Code of Acceptable Behavior booklet. Make-up work after the sixth (6) days will not be allowed unless special permission has been granted by the school’s administration. Illness accompanied by a health professional’s statement will not be counted as one of the six (6) days. All notes should be turned in to the attendance clerk in the front office upon return to school.**

The note should have the date the student was absent, students first and last name, signed and should state the reason for the absence. In case of a medical appointment, the student should request a written statement from the doctor/dentist and bring that statement to school. Requests for an excused absence for reasons other than those stated in the Code of Behavior must be made in advance to the principal. As schools in Christian County do not have fax machines excuses may be emailed.

**\*\* Excuses may be emailed to the attendance clerk at:** **veronica.hicks@christian.kyschools.us**

**PERFECT ATTENDANCE**

To receive an award for perfect attendance from HMS, a student must be in school from the first day of school till the last day of school. For perfect attendance all year they must have been here from the first day of school and **have not missed any part of any day all year.** This includes being checked in and/or checked out for any reason.

**MILITARY LEAVE EXCUSED DAYS**

A student shall be granted up to ten (10) days each school year when the student’s parent, de facto custodian, or person with legal custody who, while on active military duty stationed outside the country, is granted rest and recuperation leave (R&R). Documented proof of the military leave papers shall be provided to the school, all missed work will need to be made up and more than 10 missed military leave days in a school year will be marked as unexcused unless pre-approval is obtained from the building principal. (Extended days will be at the principal’s discretion) **Please see Attendance clerk for necessary paper work**

**STUDENT RELEASE POLICY**

* Current social trends within communities and families make it necessary for institutions accepting responsibility for the safety and welfare of children to establish policies that will insure the child’s protection while under their custody.
* All parents have the right to “access” records regarding their children. Only parents or guardians with custodial rights are allowed to “release” or check students out of school. Primary Custodial Parents may extend “release” to specific people by listing them on the “Emergency Contacts & Check- out Consent” forms in the registration packet.
* Parents and other visitors are always welcome to the building and may observe in the classrooms under the guidelines of Procedures for Visitor/Observations; you will be asked to sign the agreement form when you come in to observe. Please contact office, at least 24 hours in advance, so that all necessary paperwork is ready for you to sign at your arrival.

**The following policy has been adopted stressing the necessity of verifying parental permission for releasing a child from the school or school bus.**

* All parents/guardians of children enrolled at HMS are asked to complete and return all registration forms, including the Emergency Contacts & Check-out Consent form.
* If the Emergency Contacts & Check-out Consent form is not returned, then a child can only be released to the parents/guardians.
* Notification in writing must be given to the school from the parent/guardian, each time a child is released to someone other than those listed on the Emergency Contacts & Check-out Consent form. No telephone checkouts will be permitted.
* All persons checking a student out of school must be 18 years of age, must show picture I.D., and must sign the student/s out in the front office.
* Students coming in to school after the beginning bell rings or after a check out must sign in at the front office before going to class.
* If a student’s parents are separated or divorced, unless the school is provided with a copy of the legal documentation that has to signed by a judge to the contrary; both biological parents have access to the child.
* If school personnel are able to identify an emergency situation, they will respond in a manner that first takes into account the safety and welfare of the student above and beyond any other factors or influences.
* It is the responsibility of the parent/guardian to update address, phone numbers and additions or deletions on the student Emergency Contact & Check-out Consent form.
* Messages will not be given to students unless they come from a parent/guardian and we have a valid SSN # or driver’s license # on file for person calling for purpose of identifying the caller. No personal messages for students will be taken; only transportation changes & must be called in before 2:00 PM since the last few minutes of the day are extremely busy.
* If a student becomes ill during the day he/she should go to the nurse’s office; efforts will be made to call the parents or other authorized person. If the nurse herself calls you and tells you that pick-up is necessary, the student can be excused (on the day of pick-up ONLY) with a “School Nurse” designation, and will count the same as a doctor’s excuse. Checking out your student just because you received a phone call from nurse does not mean that it will be nurse excused.

**If the student has failed to turn in an Emergency Contact & Check-out Consent form, only a parent will be allowed to sign a student out of school (with photo ID**). We are unable to add or remove people from a student card over the phone due to safety reasons. All students must be checked out through the front office. If a student becomes ill during the day, he/she should go to the Nurse’s Office. Efforts will be made to contact the parents or another authorized person.

**STUDENT SERVICES**

**GUIDANCE AND COUNSELING PROGRAM**

 HMS has an effective guidance program that is designed to focus on the unique needs of each student. The counselors work with students, parents, and community personnel to help each student resolve any problem that he or she may have. Additionally, there are specific duties that counselors have that may be of help to students during their stay at the middle school. Some of these are:

 1. Helping students when entering or withdrawing from school.

 2. Scheduling parent-teacher conferences.

 3. Getting assignments for students who have been absent for three or more days.

 4. Administering and interpreting tests.

 5. Assisting and consulting with parents, teachers, and other school staff in understanding and meeting the needs of the middle school student.

 6. Counseling students.

**AHOY YOUTH SERVICES CENTER**

 The Youth Services Center serves HMS students and their families. The Center will provide: referrals to health and social services; employment counseling, training, and placement; summer and part time job development; drug and alcohol abuse counseling; family crisis and mental health counseling.

 The Center is staffed with a full time Coordinator. **Hours of operation are 7:30 AM -- 3:20 PM** and appointments as necessary Monday through Friday. All students and their families are encouraged to stop by the center, which is located in room 110, across from the Nurse’s office, to voice any concerns or just to visit.

**\*\* You may call, 270-887-7133 (Family Resource) or email:** **william.owen@christian.kyschools.us**

**![C:\Documents and Settings\JBearns\Local Settings\Temporary Internet Files\Content.IE5\4T2NWXYB\MC900001225[1].wmf]()**

**PRIDE Reward Program**

The following criteria will be used for awarding the PRIDE card each nine weeks:

1. No more than one missed/late assignment-includes make-up work and homework
2. No full day unexcused absence
	* + 1. suspension
			2. truancy
			3. out of town trips without prior approval
			4. parental or medical note needs to be turned into the office within 5 school days of student returning to school. After 6 absences, all notes must be medical in order to be excused.
3. No office referrals
4. No detentions or Safe Room (including timeout or team Safe Room for one class or any part of a day)
5. No bus suspension
* Once a student earns the PRIDE card, he/she will keep the card the entire next nine weeks unless he/she has an office referral resulting in discipline or suspension/bus suspension. If a student’s card must be pulled during the nine week period, a designated PRIDE staff member will discreetly collect the card.
* Each student will be allowed **one** “OOPS” (missed/late assignment) each nine weeks. Sixth grade students are allowed **two** “OOPS” (missed/late assignments) the first nine weeks and **one** the following 3 nine weeks. “OOPS” are for PRIDE eligibility only. Students must turn in missed/late assignments for grading purposes. Students moving to HMS from other schools may earn a PRIDE card if they are enrolled for at least 5 weeks of the nine weeks period. They will receive one “OOPS”.

**PRIDE REWARD & TECHNOLOGY REWARD CARDS**

Key for rewards depends on status of the student each 9 weeks:

1. PRIDE Assembly
2. PRIDE Card

\*\*Students must show PRIDE & TECHNOLOGY cards to get rewards. If PRIDE and/or TECHNOLOGY cards are misplaced, students may purchase another on Wednesdays in the AHOY center for $1.00 each.

**TECHNOLOGY:**

Growth from Fall Maps to Winter MAP score

Proficient/Distinguished on District Learning Checks

PRIDE:

Each year students who earn PRIDE all 4 – 9 week periods are eligible for a PRIDE Trip.

\*\* Special event for all 8th graders who earn PRIDE all consecutive 9 week periods @ HMS \*\*

**SCHOOL NURSE**

**All students who need medication during school hours must adhere to the following procedures:**

1. Present a medication authorization form signed by the prescribing physician and the parent/guardian to the Nurse’s Office.

2. Prescription medication must be brought to school in the original prescription bottle, properly labeled by a registered pharmacist as prescribed by law.

3 All medication must be stored and administered by the Nurse.

4. Long term medication will be administered by the Nurse. A daily log for the medication will be kept and signed by the person giving the medication.

5. **Water bottles are NOT allowed unless doctor’s orders.**

*The nurse is required to call the parent(s)/guardian(s) if your student stops by his/her office. Just because you receive a phone call does not mean that the nurse is sending your student home and/or the check-out will be excused. If you talk to your student and they want you to come get them from school please check back with nurse to see if it will be nurse excused or not before making your decision.*

**\*\*\*\*\*\*\* No aspirin or Tylenol will be given to any student by the school \*\*\*\*\*\***

**REFUSAL OF MEDICATION BY STAFF/STUDENTS**

Sometimes there may be circumstances when schools may not be able to honor the parent/guardian’s request to administer medication during school hours. School districts should have these circumstances stated in their school medication administration policy or student hand book. Situations when schools might be unable to grant the parent/guardian’s request may include:

•         Medication was not sent to school out of the original container.

•         Medication is prescribed twice daily and can be administered before and after school hours.

•         Medication is prescribed three times a day and can be administered before and after school hours.

•         Student has requested over- the- counter medication every day for several days (which is beyond the school district policy of no more than 3 consecutive days without a health care provider’s authorization).

•         No written authorization on file.

Students also may refuse to receive their medication as prescribed by their health care provider. As best practice and according to the student’s developmental level, the student should understand that the medication is part of a specific treatment plan prescribed to treat particular symptoms, and the potential side effects of the medication. Refusing medication is not considered a medication error and should be documented on the Medication Administration Record as “refused medication” When a student refuses a prescribed medication, it should be documented and the school nurse notify the parent or guardian as soon as possible.

**FIRST AID**

If a student is injured, he/she should report to the Nurse’s Office with a Health Referral Form from a teacher. First aid will be administered to minor injuries only. Parents will be contacted if an injury is such that medical attention appears to be needed. No medication will be given at school unless written permission is given by the parent.

**MEDIA CENTER/LIBRARY**

Hopkinsville Middle School has a well-equipped media center. Books and magazines as well as other materials are selected to help the middle school student become a lifelong reader and to learn to appreciate the value of using the media center materials.

Students may check out books, but other materials are used in the media center. Each reading or language arts teacher will schedule time for all students to come to the media center. **Students must pay for lost or damaged books**.

**SCHOOL FEES**

A school fee of $20.00 will be charged to cover state testing shirts, agendas, and consumable materials used in art and technology. Each locker is equipped with a combination lock which is changed during the summer months. Students should not tell other students their combination, nor leave the lock on the last number when shutting the locker. **THE SCHOOL IS NOT RESPONSIBLE FOR STOLEN ITEMS**. No personal locks, except in gym, are allowed on lockers. School personnel reserve the right to search lockers. Certain clubs will have a separate fee (band, choir, BETA, Science Olympiad, archery, academic team, & etc. All fees are due the first day of school or class. Clubs will be in charge of collecting their fees for the school year. **If a student misplaces his/her agenda another one is purchasable for $10.00 in the media center.**

**TEXTBOOKS**

Textbooks are furnished by the state and are to be used by the students free of charge. Textbooks are the responsibility of the student and must be cared for properly and returned at the end of the year. Lost and/or damaged textbooks must be paid for before other books can be issued. If an agenda is lost and needs to be replaced there is a **$10.00** charge.

**SCHOOL LUNCHES/BREAKFAST**

The National School Lunch Program's regulations state that **family members must not bring meals and/or soft drinks to students from "fast food" restaurants.** HMS will be a Community Eligibility Option (CEO) policy school in the cafeteria for breakfast and lunch for all students. If you have accrued a negative balance to the cafeteria previously you are obligated to pay the amount in full. If students have money in their account or money in hand they may purchase extras during breakfast and lunch.

**STUDENT MEAL NUMBERS**

Each student has a meal number. Students key in their number at the cashier. If the cashier is in doubt about the number that the student put in, she will ask him for his name. If a student has forgotten his number, the cashier has a master list at the register. Using someone else's number will result in an office referral and a day in Safe Room. **Adult prices – Breakfast $2.25, Lunch $2.75.**

**MEAL CHARGE POLICY GUIDELINES**

Students are not allowed to charge for extra items, however you may put money on their account to cover any extra items.

**PREPAYMENT PROCEDURE**

Prepayment is done as the student comes through the breakfast or lunch line or may be done on the Christian County Public School website,

[www.christian.kyschools.us](http://www.christian.kyschools.us), there is a fee for using this service. Any amount of money may be placed in the student’s account. As he/she purchases extras each day it is deducted from the account.

**SCHOOL PICTURES**

School pictures will be made early in the school year. All students are required to have pictures made for the yearbook. Students will be notified in advance regarding the date so that they may dress accordingly. Spring pictures will also be made. Please remember that if you send cash and do not receive your pictures there is NO way of tracking payment. Each child will receive a student id which will allow them to get into HMS home athletic events. If the student loses the id it may be replaced by the parent/guardian calling Southern Exposure and the parent/guardian is responsible for the replacement fee charged by Southern Exposure.

**YEARBOOK**

Yearbook orders may be placed during registration or in the fall. Students must pay in advance for their yearbook as **extras are not ordered.**

**INSURANCE**

School insurance is available to all students at the beginning of the school year. All students who participate in athletics and cheerleading are required to purchase this insurance, or have a waiver signed by parents showing that they are covered by the parents' policy.

**LOST AND FOUND**

The following rules apply to student possessions and are for the purpose of minimizing student losses:

1. Leave valuables at home. Keep your money with you.
2. Found articles should be turned in promptly to AHOY.
3. Report to AHOY the loss of any important article as soon as the loss is known.
4. Report thefts or crimes using the crime stoppers boxes or report to any adult.

**TELEPHONES**

School telephones are business phones and are to be used as such. The front office will not take personal messages for students to call home but if a message is given then it will be delivered to the student at a convenient time. If it becomes necessary to use the telephone, the student should obtain permission from the teacher who will place the call. Classroom phones are to be used by school personnel only. Students that wish to contact parents to plan social events and retrieve sporting equipment, clothing, to pick up electronics, ride home with friends, money for snacks, and other nonessential items for school, should make these arrangements outside of school.

**FLORAL DELIVERY**

The school does accept the delivery of flowers, balloons stuffed animals, or any other similar items for students.

**However, these items are not allowed on buses.**

**GRADING AND RELATED POLICIES**

**GRADE REPORTING**

**![C:\Documents and Settings\JBearns\Local Settings\Temporary Internet Files\Content.IE5\4T2NWXYB\MC900001225[1].wmf]()**Report cards are issued at the end of each nine weeks grading period on academic achievement. The academic grades indicate progress made in the subjects taken and the citizenship grades indicate character growth and development. Student behavior influences the citizenship grade. Students' academic grades are never reduced as a means of punishment for misbehavior in class: however, misbehavior may contribute to low academic grades.

Progress letters/reports will be given out at the middle of the nine weeks grading period for all students.

Any student who fails more than two subjects will be required to repeat the grade. If summer school or after school programs are available, the student will be required to attend and successfully complete the program in order to be promoted. Availability of these programs will be limited.

**PROMOTION AND RETENTION**

Students in grades 7 and 8 who fail **two or more** subjects may be retained.

A Student Readiness Committee, consisting of the principal, counselor, and teacher(s) may review the promotion or retention of each student. The following criteria will be used when such a review is held:

1. Grades in basic subjects

2. Previous performance

3. Student's age

4. Number of previous retentions

5. Classroom teacher(s) recommendations

6. Attendance of summer school

**GRADING SCALE**

The following grading scale will be used and numerical grades will appear on the report card for all subjects:

**A** ------------------------- 90-100

**B** ------------------------- 80-89

**C** ------------------------- 70-79

**D** ------------------------- 60-69

**F** ------------------------- 59 and below

Computer report cards will be issued and may be retained by the parent. If a conference is requested, parents should contact

**\*\* Guidance to set up an appointment with teachers @ (270) 887-7132 or email:** **angie.standiford@christian.kyschools.us**

**HONOR ROLL**

To emphasize the importance of good grades, HMS has a Principal's List and an Honor Roll each nine weeks. For a student to make the Principal's List, he or she must earn all A's. For a student to make the Honor Roll, he or she must earn A's or B's.

**HONORS DAY**

An honors day program will be held at the end of the school year. Academic awards and perfect attendance certificates will be given.

**HMS HOMEWORK POLICY**

All assignments are expected to be completed by students. HMS has a Zero Homework Plan. Please read below for expectations.

**Purpose of Homework**

Homework is defined as written or non-written tasks assigned by a teacher to be completed outside the classroom. These assignments should complement class work and be relevant to the curriculum. Homework is a natural extension of the school day and an important part of a child’s educational experience. Homework encourages self-discipline, pride in one’s work, positive self-esteem, and an interest in learning. Homework reinforces the Hopkinsville Middle School home/school connection.

* Preparation homework – given to prepare a student for upcoming lessons.
* Practice homework – designed to reinforce lessons already taught in class.
* Extension/creative homework – intended to provide challenging learning opportunities for enrichment and extension of the lesson.

**These assignments reinforce the CSIP and promote inquiry, problem solving, discovery, analysis, and application of essential concepts.**

Suggested total time: **Grade 7** – 45 to 90 minutes per day **Grade 8** – 45 to 90 minutes per day

**Student’s Responsibilities**

* Develop the habit of recording directions for homework and asking questions for clarification.
* Complete homework assignments accurately, neatly, and on time.
* Complete assignments missed because of absence within a reasonable time, according to established policy in the Student-Parent Handbook.

**Parent(s)’/Guardian(s)’ Responsibilities**

* Respond to the school’s request for support of stated expectations for homework for a given year.
* Expect daily assignments and insist that students complete them regularly.
* Review progress on long-term assignments periodically.
* Provide a suitable study atmosphere for your student that is quiet, well-lighted, and supervised periodically.
* Maintain the home/school connection through calls and conferences.
* Show interest in the homework being done, but do not do the work for the child.
* Take part in the child’s learning by providing enriching experiences outside the school day.
* Encourage pleasure reading above and beyond specific homework assignments.

**Teacher’s Responsibilities**

* A due date will be given for every assigned project or homework lesson.
* Assignments will be clearly posted in class for students.
* Time line and rubrics will be given to students for projects.
* Suitable instruction for assignments will be provided.
* Homework assignments will be meaningful and reasonable in length.
* Homework policy will be posted in each classroom.
* Maintain the home/school connection through calls and conferences.
* Teachers will coordinate by Team assignments on a weekly basis so that students will not be overwhelmed one night and idle other nights.

**NO ZERO ASSIGNMENT PLAN:**

HMS has a **NO ZERO ASSIGNMENT PLAN**.  Students are expected to turn in work on time for full credit.  However, students may turn in late work up to the end of the nine week period for partial credit. We are here to teach skills and use a variety of methods to make sure the work gets complete. Some of those strategies are Academic Saturday School; Fabulous Friday Assignment make-up days, academic lunch detentions and extended school tutoring services which allow students to have help with missing or incomplete school assignments.  For students with disabilities, the IEP or 504 team may establish extended time for completion of assignments including class work and homework as well as extended time for assessments based upon the nature of a student's specific disability.  This plan is signed off on by all parents at the beginning of school at registration.  We hope this gives you a picture of the expectations from Hopkinsville Middle School.

**ALGEBRA I/GEOMETRY/EARTH SCIENCE POLICY**

* Eighth grade students may receive high school requirements for Algebra I/Earth Science/ Geometry.
* The grade will NOT become a part of the student’s grade point average (GPA).
* End of course assessment **MUST be passed** in order to receive Algebra I/Geometry/Earth Science requirement.
* Please refer to Board Requirements on grade average and end of year test score
* Final average is calculated by each 9 weeks 20% of final average and final exam at 20%. .*Adopted/Amended 7/18/08*

**PHYSICAL EDUCATION**

All seventh and eighth grade students, except those who present a doctor's excuse for disability, will take physical education. Each student will be expected to change clothes to participate daily. If the student has been ill, but is able to attend school, he or she is expected to dress for physical education class. The instructor will determine the amount of activity.

**FAMILY EDUCATION RIGHTS AND PRIVACY ACT**

A student’s records will be sent to a school upon request. This includes all special education records, with a 24 hour written notice. CCPS does not have fax machines so all requests need to be sent via email. ***To guidance –*** ***angie.standiford@christian.kyschools.us***

**IMMUNIZATION AND PHYSICAL EXAMINATIONS**

Nurse will review file and if anything is needed. He/she will make contact with parent/guardian.

**EXTRACURRICULAR ACTIVITIES POLICY**

I. **General Guidelines:**

A. The following will be considered extracurricular: football, boys' basketball, girls’ basketball, dance team, archery, and cheerleading, middle school students participating in high school sports, guard, academic teams, baseball, speech team, Student Council, Jr. Beta, or any other established or future clubs.

B. Students participating in the aforementioned activities will abide by the academic and conduct standards noted below.

C. Eligibility, as used in this policy, will refer to the student's privilege to play, perform, travel, or cast a ballot in the normal course of the activity.

D. Any extracurricular organization may establish higher academic and/or conduct standards. The standards set forth in this document shall be considered minimum.

II. **Academic Eligibility:**

A. Grade Check notice will be issued to HMS teachers on Thursdays. This will update academic eligibility to meet KHSAA standards. Grades will not go in effect until Monday, as is KHSAA standard and HHS procedure, enabling coaches to notify their athletes on Friday that they will be ineligible the following week. Grades will be checked on Thursday and the ineligible list goes into effect Monday until the next Monday.

B. Students must pass all classes to participate in any athletic activity. If the student fails to meet the above requirement, he or she will be placed on academic probation.

III. **Academic Probation:**

A. If a student does not have satisfactory grades each Friday, he/she is ineligible to compete, travel, perform, vote or participate in any non-regularly scheduled activities the following week.

B. Failure to be eligible by the Friday of the probation week will result in continued probation, on a weekly basis, until grades are satisfactory.

IV. **Conduct:**

All extracurricular organizations shall abide by the school wide discipline policy or may establish their own higher standards of conduct.

**SCHOOL DANCES**

**![C:\Documents and Settings\JBearns\Local Settings\Temporary Internet Files\Content.IE5\4T2NWXYB\MC900001225[1].wmf]()**Dances are held for **HMS school students only** and are chaperoned by school officials and parents. A fee is usually charged for the dance and other activities which may be provided at the same time. Students who have office referrals for discipline prior to the first dance will not be eligible to attend; students with office referrals between dances will not be eligible to attend the following dance. **Students must be picked up within 15 minutes after the dance or they may lose the privilege of attending the next dance.**

**EIGHTH GRADE DANCE**

In order to attend 8th grade dance, the student may have no more than 10 days of ICE for the school year, not attended alternative school for the current school year, or suspended (or SOS) during the current fiscal year. The mentioned even applies to student accompanying as a date of a HMS student.

**HMS FAVORITES/SUPERLATIVES**

To be eligible for HMS favorites, have no more than 1 day in the Safe Room, have, suspensions, or Alternative School referrals. These rules apply up to time of voting. Students will not be eligible for favorites if they are failing any classes or have failed a class in any previous 9 weeks of that school year. Students will be nominated by teachers and the top 5 nominees will be voted on by the 8th grade student population. Administration will make the final decision as to whether a student is eligible to be nominated.

 **Mr. and Miss HMS must have attended HMS both 7th and 8th grades to be on ballot.**

**ATHLETICS**

HMS offers archery, boys' basketball, cheerleading, color guard, dance team, football, girls' basketball, STEP team, and wrestling. Additionally, students may participate in other sports in conjunction with the high school programs as one's ability and interest permits.

Prior to participation in athletics, all athletes must have a physical examination and provide proof of insurance. All athletes must abide by the HMS extracurricular activities policy regarding academic eligibility. In addition, each middle school in the Christian County district abides by the following policies:

1. August 1 shall remain eligible for the entire school year.

 A student who becomes 15 years old before August 1 shall be ineligible for interscholastic athletic competition. A student who becomes 15 on or after

2. Should a seventh grader be 14 years old before August 1, he or she should be required to participate on the eighth grade level.

3. Athletic programs, which are not offered on the middle school level, may be participated in by middle school students on the high school level.

4. Any student who is repeating a grade level for the second time cannot participate in athletics while making up that grade level.

5. 5. Practice of a sport cannot start before the end of another sport's regularly scheduled last game.

6. 6. Basketball tryouts may start 7 days before the last regularly scheduled football game.

7. Any situation not covered by these policies will fall under the Kentucky High School Athletic Association.

**CLUBS AND ORGANIZATIONS**

**JUNIOR BETA CLUB**

The Junior Beta Club is a national non-profit, non-secret, leadership-service club. The purpose of this organization shall be to encourage effort and reward merit among students and to promote those qualities of character that make for good citizenship in the school community. Students who have completed the sixth grade and who have made the Honor Roll three of the previous four nine weeks’ grading period are selected for membership. Once a student is inducted into the club, he must maintain Honor Roll grades or he will be placed on probation. It is also expected that, to remain active, each member will have a minimum of 10 service hours per school year. *We proudly lead by serving others.*

**KENTUCKY YOUTH ASSOCIATION (KYA)**

A service club that is affiliated with the Kentucky YMCA. It is open to all 7th - 8th grade students. Students who are planning to attend KYA in December are required to be members of the Student Y Club. The Kentucky Youth Assembly (KYA) is a three-day experiential learning conference in which students participate directly in a simulation of the Commonwealth’s democratic process. Acting as Senators and Representatives, students write, debate, and vote on legislation that affects them. As candidates, lobbyists, or members of the media, students experience the rich spectrum of activity that constitutes our political process. Officers elected by students serve as Governor, Media Corps Editor in Chief, and other conference leadership positions. KYA offers students the opportunity to learn about a wide variety of issues, develop critical thinking skills, and articulate their beliefs while engaging constructively with those who hold like and opposing views. Students are able to attend if they have good grades, have no office referrals, have participated in the yearlong bill writing trainings, and follow through with all other requirements to attend KYA. There is a field trip cost to attend.

**PROJECT CITIZEN**

Project Citizen is a civics organization where students will be given the opportunity to participate in citizenship education activities through an out-of-the classroom trip to Jamestown, Williamsburg, and Washington, DC trip in the spring.   At Hopkinsville Middle School, the Social Studies Department believes that a primary goal of public education is to help students make sense of the world in which they live, it allows them to make connections between major ideas and their own lives, and it helps them see themselves as members of the world community. This club helps offers students the knowledge and skills necessary to become active and informed participants on a local, national and global level. Social Studies must also help students understand, respect and appreciate the commonalities and differences that give people character and identity.

Students must be in the 8th grade, a student in good standing- both academic and behavior, and attend before and/or after school meetings.

**SCIENCE OLYMPIAD**

Science Olympiad is a national, non-profit organization dedicated to improving the quality of K-12 science education, increasing male, female and minority interest in science, creating a technologically-literate workforce, and providing recognition for outstanding achievement by both students and teachers.  These goals are achieved by participating in Science Olympiad tournaments and non-competitive events. Science Olympiad also works with teachers to incorporate STEM activities into the classroom curriculum and to attend teacher training institutes. Seventh & eighth grade students who are gifted in the following areas are eligible to join: science, math, GI, leadership, and creativity. Students must meet attendance requirements to remain on the team. Students must be in the 7TH - 8th grade, a student in good standing- both academic and behavior, and attend all school meetings. [**www.soinc.org**](http://www.soinc.org)

**STUDENT TECHNOLOGY LEADERSHIP PROGRAM (STLP)**

The [Kentucky Department of Education’s](http://education.ky.gov/Pages/default.aspx) **S**tudent **T**echnology **L**eadership **P**rogram (**STLP**) uses project-based learning principals to empower student learning and achievement through the utilization (and creation) of technology based solutions to school and community needs.

An appointed school coordinator guides students to create products, provide services or carry out projects that help the school and community.

**![C:\Documents and Settings\JBearns\Local Settings\Temporary Internet Files\Content.IE5\4T2NWXYB\MC900001225[1].wmf]()STLP** is open to all students in P-16. No student should be turned away from being part of **STLP**. Restricting membership is not part of an active recruitment and retention process. **STLP** allows students the opportunity to demonstrate what they know in various ways called categories. **STLP** taps into the students’ interest and can challenge and motivate them. **STLP provides a means for students to design, create, collaborate and learn.**

The STLP Mission ~ The Mission of the Student Technology Leadership Program (STLP) is to advance the individual capabilities of students; to motivate all students; and to create leadership opportunities through the use of technology.

**SCHOOL FIELD TRIPS**

Eligibility to attend field trips will be determined by team or teacher policy regarding conduct and academic standards. Each team or teacher will notify parents and students of their policy. Proper dress code should meet expectations.

**MEDICATION ON FIELD TRIPS**

Notification and preparations for administering medication during a field trip should begin well in advance of the day of the trip. Physicians, dentists and pharmacists are licensed to “dispense” medication. Therefore, student medication may not be repackaged for the field trip by school personnel.

Follow school district policy for notifying parents/guardian to send a separate bottle with the pharmacy prescription label and enough medication for the field trip day only. Document the student’s medication administration during the field trip according to district procedures.

Not all states allow unlicensed school personnel to be delegated health services procedures. If students will be going out of state on a field trip, it is the district’s responsibility to consult that state’s board of nursing to verify their state laws regarding the delegation of health services to unlicensed school personnel.

**AFTER SCHOOL ACTIVITIES POLICY**

Only students involved directly in a school sponsored activity under the supervision of a coach or teacher may remain on school property after school is dismissed. Students involved in after school activities must arrange transportation home immediately following the activity. Students who do not abide by these regulations will not be allowed to participate in extracurricular activities.

**ADDENDUM**

There are some important policies and information concerning students that students and parents need to know. They form the addenda of this handbook.

 **ADDENDUM 1** Harassment/Discrimination

 **ADDENDUM 2** Parental Involvement Policy - Title I (draft)

 **ADDENDUM 3** Parent - School Learning Compact (draft)

 **ADDENDUM 4** FERPA

 **ADDENDUM 5** Truancy

 **ADDENDUM 6** HMS Student Placement Policies

**ADDENDUM 1 HOPKINSVILLE MIDDLE SCHOOL**

**HARASSMENT/DISCRIMINATION/ABUSE POLICY**

Definition: Unwanted or unwelcome words, physical violence, threatening, stalking, and generally tormenting another for any reason, especially due to race, color, national origin, age, religion, marital status, political beliefs, gender or disability.

 Examples of prohibited conduct by one student to another:

1. Unwanted touching, sexual name calling, sexual jokes, and spreading sexual rumors;

2. Subjecting members of one gender to sexual remarks by the other gender in a classroom setting;

3. Teasing a student’s choice of activities or assignments and/or questioning the student’s ability to do certain activities or class assignments based on the gender of the student;

4. Stalking, following, or generally mentally harassing another student.

Students who engage in harassment/discrimination/abuse shall be subject to strict disciplinary action. Monitoring the investigation of an alleged violation will be the duty of the teacher, staff member, and administrator.

Freedom from retaliation and the right to confidentiality to the extent possible shall be granted to any person(s) involved in the investigation and to the student(s) who claimed a violation.

 Hopkinsville Middle School will not tolerate any student violating the rights and progress of another student attending this school. Possible disciplinary actions may include Isolated Classroom Environment, suspension, and/or expulsion from school. The police department may be notified in extreme cases, and court action may be taken.

**ADDENDUM 2 CHRISTIAN COUNTY SCHOOL DISTRICT**

 **TITLE 1 PARENT INVOLVEMENT POLICY (draft)**

This Christian County policy and the plan to implement it have been developed jointly and agreed upon by the parents of students participating in the Title I program. These plans will be distributed to students and parents yearly.

**EXPECTATIONS FOR PARENT INVOLVEMENT**

 It is the intent of the board that parents of students shall be provided with frequent and convenient opportunities for on-going participation in the Title I program. These include opportunities to suggest modifications based on changing needs of parents and the schools. An annual evaluation will be conducted through each school and all parent comments will be collected and submitted in order to make revisions to the existing parent involvement policies.

 The Title I program shall be designed to assist students achieve the goals established by law, as well as the goals and standards established by the Board. These goals and standards shall be shared with parents in a manner that will enable them to: (1) participate in decisions concerning their child’s education and (2) monitor and improve the educational achievement of their child.

**SUPPORT FOR PROGRAM**

Since the District’s Title I allocation is $500,000 or more, the District shall reserve one percent of its allocation for the purpose of promoting parent involvement. Parents of students shall be provided the opportunity to help decide how this portion of the Title I funds will be used.

The District will provide coordination, technical assistance, and other support necessary to assist schools in planning and implementing effective parent involvement activities. These measures may include, but are not be limited to the following:

* Provide resources to assist in communicating with parents, transporting parents to meeting sites and/or implementing home visits. Provide child-care for meetings, encourage parents to use available parent resource centers, and work with parents to improve parenting skills, particularly those skills that will assist parents in working with their child to improve his/her educational achievements. Resources may include individuals, agencies, materials, and services.
* Share options for coordinating and integrating Title I program strategies with services of other community programs, businesses, and agencies.
* Identify ways in which parents can be involved in staff training activities to demonstrate the value of parent involvement. Identify various techniques designed to successfully engage parents as equal partners in their child’s education.
* Design and conduct an effective annual evaluation process whereby parents can share their ideas about the content and effectiveness of this policy and the plan designed to implement it. The process shall focus on the following questions:
* **Does this policy increase parent participation?**
* **What barriers to parent participation still exist and how can they be reduced or removed?**

The findings produced by the annual evaluation shall be utilized to design strategies for school improvement and for revising this policy, if necessary.

\*In the design of activities and materials for parents, particular attention shall be given to reaching and involving those who are economically disadvantaged, are disabled, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority background.

**SCHOOL POLICY**

Each school shall submit to the Superintendent and Board for review and comment its Title I school parent involvement policy, which must meet all legal requirements. This policy shall be developed and distributed to parents of students.

A copy of each school’s parent involvement policy and accompanying checklist shall be kept on file in the Central Office.

REFERENCES: Section 1118 of Improving America’s School Act (IASA) of 1994 KRS 158-645 KRS 158-6451

**ADDENDUM 3 HOPKINSVILLE MIDDLE SCHOOL**

 **PARENT-SCHOOL LEARNING COMPACT**

Effective schools are a result of families and school staff working together to ensure that children are successful in school. A learning compact is an agreement among groups that firmly unites them. This is an invitation to be involved in a partnership with your child’s school.

**PARENT/GUARDIAN**

I want my child to achieve; therefore, I will encourage my child by doing the following:

See that my child attends school regularly and is on time.

Support school staff in maintaining proper discipline.

Set aside a specific time for homework and review it regularly.

Provide a quiet, well-lit place for study.

Encourage my child’s efforts and be available for questions.

Stay interested in and aware of what my child is learning.

Read with my child and allow my child to see me read frequently.

Communicate with my child’s teachers on a regular basis.

**STUDENT**

It is important that I work to the best of my ability; therefore, I will strive to do the following:

Attend school daily.

Use an assignment book or assignment sheet.

Be prepared for school each day with completed assignments and supplies.

Work cooperatively with my classmates.

Respect myself, my school, and other people.

Follow rules of student conduct.

**TEACHER**

It is important that students achieve; therefore, I will strive to do the following:

Provide necessary assistance to parents so that they can help with homework assignments.

Encourage student and parents by communicating student progress.

Provide high quality instruction in a supportive and non-threatening environment.

Provide varied learning opportunities for students to enable them to meet academic expectations.

Hold expectations high for all students.

Make myself and my classroom accessible to parents.

Encourage parents to visit school, observe different classes, and speak with various staff members.

**PRINCIPAL**

I support this compact for parent involvement; therefore, I will strive to do the following:

Provide an environment that allows for positive communication between the teacher, parent, and student.

Encourage teachers to provide homework assignments that will reinforce classroom instruction

**ADDENDUM 4 FAMILY EDUCATION RIGHTS AND PRIVACY ACT (FERPA)**

 In accordance with the Family Education Rights and Privacy Act, written policies and procedures have been developed which describe the Christian County School District’s requirements regarding the confidentiality of personally identifiable information. Stated in this notice is a summary of your rights under the Act. These rights are passed on to the student at age eighteen. For the purpose of this notice, a student 18 years or older will be referred to as “eligible” student. Parents, guardians, and eligible students may review and inspect all education records relating to that student by making a request to the Principal of the school where that student attends.

 The CCSD will presume that the parent has the authority to review and inspect records relating to their children unless the district has been advised in writing that the parent does not have legal authority under applicable state law governing such matters as guardianship, separation, and divorce.

 Personally identifiable information is not related to another party unless there is written authorization from the parent or eligible student, or there is a “legitimate Educational Interest” as defined in the policies and procedures for confidentiality. A current list of employees’ names and positions who have access to personally identifiable information is on file in each school. The CCSD has described in its policies and procedures the conditions under which personally identifiable information is related to another person without written parental consent.

 **“**Directory Information**”** is information contained in an educational record which would not generally be considered harmful or an invasion of privacy if disclosed. This information may be released to news media, athletic organizations, scholarship or college entrance committees, or official organizations whose need for data is connected with student help activities. “Directory Information” includes, but is not limited to the student’s name, address, telephone listings, date and place of birth, major field of study, participation in officially recognized activities and sports, weight, and height of members of athletic teams, dates of attendance, degrees and awards received, and the most recent previous educational agency or institution attended. The parent, guardian, or eligible student currently enrolled may request all or part of the directory information be withheld. The request must be in writing to the Principal of your child’s school, within 30 calendar days after this notification has been distributed. The written request must specifically state what information may not be classified as directory information.

 In accordance with federal regulation concerning the release or transfer of educational records, it is the policy of this school district to forward education records on request to a school in which a student seeks or intends to enroll. Parents may obtain upon request a copy of the records transferred.

 The Christian County Schools keeps child and youth records in a secure computer system and in locked files in each school and central office.

 Any parent or guardian of a student, or any eligible student, may challenge the content or accuracy of any material or entries in the student’s educational records on the grounds that it is inaccurate, misleading, or otherwise in violation of the privacy or other rights of the student. Requests to amend the records are submitted to the principal of your child’s school.

 For students who have been determined eligible for programs for children and youth with disabilities, educational records will be destroyed at the request of the parent when they are no longer needed to provide educational programs and services. The CCSD with destroy the educational records of a child and youth without a parent’s request after the records have been maintained for a minimum period of seven years and are no longer needed to provide educational programs and services. Parents are advised that data contained in the records may be later needed for Social Security purposes. The CCSD retains for an indefinite period of time, a record of student’s name, address, telephone number, grades, attendance record, classes attended, grades completed and year completed.

 Children and youth determined eligible for special education include those children and youth with disabilities who have hearing impairments, vision impairments, emotional and behavior disorders, both deafness and blindness, health impairments, specific learning disabilities, mental disabilities, multiple disabilities, speech and language impairments, physical disabilities, autism or traumatic brain injuries, and who because of these impairments need specially designed instruction and related services.

 The Christian County Schools has an ongoing Child Find system, which is designed to find any child or youth age birth up to 22 years, who may have a disability and need special education. This includes children and youth who are not in school or those who are in school but are not receiving the special education they need to have an appropriate public education.

 The Christian County Schools will make sure any child or youth who has a disability, regardless of how severe the disability, is provided an appropriate public education at no cost to the parents of the child or youth.

 Parents, relatives, public and private agency employees, and concerned citizens are urged to help the Christian County Schools find any infant, toddler, child or youth who may have a disability and need special education and related services. The district needs to know the name and age, or date of birth of the child or youth; the name, address, and phone of the parent or guardian; the possible disability; and other information to determine if special education is needed.

 Letters and phone calls are some of the ways Christian County Schools collect the information needed. The information the school district collects will be used to contact the parents of the child or youth and find out if the child or youth needs to be evaluated or referred for special education services.

If you know of a child or youth who lives in Christian County, may have disability and is not receiving needed services bring, telephone, or send the information to:

**Director of Special Education**

**Christian County Schools**

**200 Glass Avenue/P. O. Box 609**

**Hopkinsville, KY 42240 (270)887-7000**

 Child Find activities will continue throughout the school year. As part of these efforts, Christian County Schools will use screening information, students’ records, and basic assessment information it collects on all children and youth in the district to help locate those children and youth who have a disability and need special education. **Any information the district collects through Child Find is maintained confidentially**.

 Parents, guardian, or eligible students have the right to file a complaint with the U.S. Department of Education related to perceived failures by the district to comply with confidentiality requirements. The address is: Family Policy and Regulation Office, U.S. Department of Education, Washington, D.C. 20202.

 Written policies and procedures have been developed which describe the district’s requirements regarding the confidentiality of personally identifiable information and Child Find activities. There are copies in the Principal’s Office of each school, and at the Board of Education office. Copies describing these policies and procedures may be obtained by contacting Director of Pupil Personnel at the address above. **The district office is open Monday through Friday, from 8:30 a.m. to 4:30 p.m.**

 If you know of someone who may need this notice translated to another language, given orally, or delivered in some other manner, please contact the Director of Pupil Personnel or the Director of Special Education at the address or phone number listed above for the district office.

**ADDENDUM 5 TRUANCY COURT/DISTRICT COURT**

The term truancy is defined in KRS 159.150. It states that any child who has been absent from school without a valid excuse for three (3) days or tardy on three (3) or more days is truant. Any child who has been reported absent three (3) or more times is a habitual truant. Being tardy for less than half a school day shall be regarded as being tardy.

**![C:\Documents and Settings\JBearns\Local Settings\Temporary Internet Files\Content.IE5\4T2NWXYB\MC900001225[1].wmf]()**Working with the Christian County Attorney’s Office, the Christian County Public Schools established a truancy court. Parents who have children in grades 6-8 and have 3 or more unexcused absences and/or a combination of unexcused absences and tardiness can be called to appear in truancy court. At that time, not only is attendance addressed, but discipline and grades are also discussed. Three (3) unexcused tardies become one unexcused absence.

If you are contacted to pick your child up from school due to head lice, you must take your child home and treat his/her head. Students must be lice and nit free before returning to school. They will be sent home if there are any nits present even after treatment.

If a student has six (6) or more unexcused absences and/or a combination of unexcused absences and tardies, his/her parent may be summoned to District Court to appear before the Christian County District Judge.

**ADDENDUM 6 HMS STUDENT PLACEMENT POLICY**

 All students identified as General Intelligence and/or Gifted and Talented in Math or Language Arts/Reading will be placed in cluster grouping classrooms according to their specific area of giftedness.  A cluster grouping will consist of but is not limited to, 4-10 gifted and talented students in a class period.  Depending on the number of students who qualify under the G.T. umbrella in Math and Language Arts/Reading, some classes may contain more than 4-10 G.T. students. It is the intent of Hopkinsville Middle school that Cluster teams will have at least one teacher with Gifted and Talented (G.T.) Certification or a teacher who is in the process of obtaining a G.T. provisional certification.  Teachers will emphasize differentiated instruction as trained by Mike Rutherford. The classroom will include rigorous instruction and instructional activities to address the gifted and talented students’ needs. Currently, students are identified GT in specific area(s) based on one or more of the following:

Scoring a 128 on Otis Lennon Ability Test; 126 on WISC 111-129; scoring in the 9th stanine on TCS Raven, or in the 9th stanine on the CTBS. The new Student Placement Policy will not remove your child from G.T.  Once a child is identified G.T., and they are currently in a G.T. class at Hopkinsville Middle School, they will remain in the clustered classes according to specific area of giftedness.

 Class sizes will try not to exceed **thirty (30)** students, high performing students will be placed in the clustered classes. Under exemplary academic performance and after the conclusion of a student’s first nine weeks ONLY, a student may be considered for placement into clustered classroom, based upon the recommendation of a committee consisting of the student’s core content teachers and administrative staff. A rubric, student’s grades and performance in the classroom will be used to move a student to the clustered classes under this policy. Parent requests will be submitted to the committee for consideration if there are openings in any of the clustered classes.

It is the mission and intent of Hopkinsville Middle School to provide the most rigorous instruction in all classes and to maintain small teacher/student ratios.

 Interventions will be implemented for all students at HMS who are not meeting proficiency in Math, Reading or Language Arts through Related Arts Classes. Extended school services (ESS) and/or Supplemental Educational Services (SES) are offered for students who qualify Free and Reduced lunch status. Enrichment classes will be assigned and offered to students through Related Arts classes.

* **Hopkinsville Middle School has all other school policies, SBDM minutes, important information, & other forms located on the district website:** [**www.christian.kyschools.us**](http://www.christian.kyschools.us)

 **Click on schools and go to *Hopkinsville Middle School***

**SBDM Meeting Schedule 16-17**

All meetings will take place on the last Monday of the month, unless it is a holiday, at 3:45 PM, room 104

July 25, 2016

August 29, 2016

September 26, 2016

October 31, 2016

November 28, 2016

December 12, 2016

January 30, 2017

February 27, 2017

March 27, 2017

April 24, 2016 7

May 22, 2017

June 5, 2017 – maybe changed due to last day of school & summer vacation



 AND

Login in to your Kroger Plus account and add **Hopkinsville Middle School** as your Community partner. This will benefit the students every time a person uses their Kroger card. You will not lose your gas points or any other rewards that you have/will accumulate.

1. You have to sign in or call the number on the back of your card.
2. If using website then click on Community tab (In Your Community)
3. Scroll down to Community Rewards
4. Enroll Now – enter information
5. Look for organization - HOP
6. Click on HMS – ENROLL

**![C:\Documents and Settings\JBearns\Local Settings\Temporary Internet Files\Content.IE5\4T2NWXYB\MC900001225[1].wmf]()**You are done – pass along to grandparents, friends, and others

**![C:\Documents and Settings\JBearns\Local Settings\Temporary Internet Files\Content.IE5\4T2NWXYB\MC900001225[1].wmf]()go tigers !!!**