

Anderson County Middle School

1 Mustang Trail

Lawrenceburg, KY 40342

(502) 839-9261 Fax (502) 839-2634

Student Name _____

Team _____

Student Handbook 2009-2010

This handbook has been developed for both parents and students of Anderson County Middle School as a tool to help inform you of the policies and procedures of our school. We are looking forward to a very positive and rewarding school year.

SBDM Council: The ACMS Site-Based Decision-Making Council is responsible for making decisions, which directly relate to the safety and curriculum of our school. The Council is made up of one administrator, three teachers, and two parents. We welcome and encourage all parents and teachers to participate.

WELCOME

The faculty and staff take great pleasure in welcoming you to Anderson County Middle School for what promises to be an exciting and rewarding school year. Information in this agenda book will be of great value in helping you to adjust to your school and to become an integral part of it.

STUDENTS: Our main objective is to provide you with a safe and caring environment to give you the best education possible while making your middle school years the most enjoyable of your life.

PARENTS: You are encouraged to visit your child's school at anytime. We ask that **ALL** visitors sign in at the front office and receive a visitor's pass. Please call the school at 839-9261 to arrange an appointment.

Our faculty and staff realize that we are dealing with the most important thing in your life, your child. We hope with your help, we can develop all of our students scholastically, physically, and emotionally.

MISSION STATEMENT

Anderson County Middle School will provide a safe and caring learning environment where academic achievement and character are emphasized to promote student success.

BELIEF STATEMENT

1. We believe that student learning is the chief priority of our school.
2. We believe that each child can achieve at high levels.
3. We believe that each child has value.
4. We believe that learning is a life long process, which promotes a self-supporting, productive citizen.
5. We believe that the development of good character is essential.
6. We believe that the teachers, staff, administrators, parents, students, and community members share in the responsibility for providing a supportive learning environment within our school.
7. We believe that students learn in different ways and should be provided with a variety of instructional approaches to support their learning.

CHARACTER EDUCATION

The faculty and staff here at ACMS are enthusiastic and excited about infusing Character Education into all aspects of our curriculum and extracurricular activities. Character Education is the long term process of helping young people develop good character, i.e. knowing, caring about, and acting upon core ethical values such as fairness, honesty, compassion, responsibility, and respect for self and others.

SCHOOL AUTHORITY

Pupils are under the authority of the principal and teachers, and staff from the time they leave home until they are properly released during the day to their parents or guardians. This includes when in attendance at any school function before or after school hours or off school property when under the supervision of school personnel. Any person who enters school property is under the authority of the school during such times as he/she remains on school property, and he/she shall abide by all rules and regulations as set by the state, board, or school officials (legal reference: KRS 16.180).

CURRICULUM

ACADEMIC CORE SUBJECTS

1. Language Arts (6-8)
2. Mathematics (6-8)
3. Science (6-8)
4. Social Studies (6-8)

ACADEMIC ENRICHMENT SUBJECTS

1. Art
2. Band/Chorus
3. Business Technology
4. Economics
5. Grammar
6. Industrial Technology
7. Physical Education/Health
8. Math Application (6)
9. Vocational Studies
10. Literature (7)
11. Arts/Humanities (8)

CO-CURRICULAR ACTIVITIES

Archery, Math Counts, Junior Beta, Academic Team, Future Problem Solvers, Yearbook Staff, Chess Club, STLP, Reality Store, Career Day, 8th Grade Picnic, Fun Friday, Intramurals, Band Concerts, Chorus Concerts, Field Day, Bowling, Field Trips, Jump Rope/Hoops for Heart, and Athletics. Any student participating may view the athletic policy on-line or request a copy.

ACADEMIC GRADING POLICY

Anderson County Middle School uses the following grading system set forth by the Anderson County Board of Education:

A	92 - 100	Excellent
B	83 - 91	Good
C	74 - 82	Fair
D	65 - 73	Poor
F	0 - 64	Failing

GRADING PERIODS

The ACMS school year is divided into four grading periods, each of which is nine weeks in length. Two grading periods constitute a semester, while two semesters complete the school year.

PROGRESS REPORTS

Report Cards will be sent to parents every nine weeks, with midterms sent at 4 1/2 week intervals during the grading periods. Parents are asked to indicate acknowledgement of this report by signing the report and having their child return it to their homeroom teacher within three school days. Your cooperation is appreciated.

PARENT CONFERENCES

ACMS encourages parents who have questions or who desire additional information in regard to their child's academic work or behavior to contact the school to set up a conference. Each ACMS teacher is assigned time during the school day for lesson planning and parent conferences. School counselors are also available to meet or talk to parents. Parents wishing a conference with a counselor should call for an appointment.

KENTUCKY SCHOOL LAW COMPULSORY ATTENDANCE

159.150 Definition of Truancy

Any child who has been absent from school without a valid excuse for three (3) or more days, or tardy on three (3) or more days, is a truant. Any child who has been reported as a truant three (3) or more times is a habitual truant and **WILL** be reported to the Director of Pupil Personnel at the Central Office to participate in our truancy diversion program. Suspension from school due to discipline problems also results in unexcused absences.

ATTENDANCE

1. All students are considered **unexcused** unless the student brings a note from the parent, guardian, or doctor **on the next day** that he/she is in attendance. Verbal information from parents will substitute for notes if directed to the assistant principal.
2. The principal or the assistant principal will make the decision as to whether or not a student has an excused or unexcused absence (which includes 1/2 day absences) after reviewing the note presented by the student.
3. Students having unexcused absences will receive a zero for work they have missed and will not be allowed to do any make-up work. This includes tests, quizzes, reports, and daily assignments, as well as other class work.
4. Students having excused absences will be allowed to make up their work.
5. Days that are missed by a student due to suspension will be counted as unexcused absences.
6. The following categories are considered to be excused for which make-up work will be permitted:
 - a. Death or severe illness in the pupil's immediate family;
 - b. Illness of the pupil (a physician's statement may be required);
 - c. Medical and dental appointments;
 - d. Participation in school-related activities approved by the principal;
 - e. Work in the family's business (maximum of five days);

- f. Severe weather conditions or natural disasters;
- g. Court appearances;
- h. Other valid reasons as determined by the principal or designee.

MAKING UP MISSED CLASS WORK

Any student who has missed class due to an excused absence is allowed to make up that portion of the work. **IT IS THE RESPONSIBILITY OF THE STUDENT TO SEE THAT MISSED WORK IS MADE UP SHORTLY AFTER THE ABSENCE .**

EARLY DISMISSAL FROM SCHOOL

Upon their arrival at school, students are the responsibility of ACMS and the Board of Education. Therefore, the following Dismissal Policy approved by the Anderson County Board of Education must be followed:

1. Any student who has a legitimate reason for early dismissal (sickness, doctor or dental appointment, etc.) must obtain permission from the office before leaving school and be signed out by an adult on your approved list.
2. Students are not to be dismissed without an approved adult present.
3. The person picking the student up at school must enter the building and report to the office with proper photo identification. If someone other than the parents or the designated adult is picking the child up, then written or verbal permission must be obtained from the parents before the child can be allowed to leave school. **** (Notes on file in the office.)**
4. Students who become ill and cannot contact their parents will be allowed to stay at school under supervision or taken to the doctor by school personnel if necessary. This is for the safety and welfare of the students. **To avoid inconvenience to both parents and the student, ACMS encourages parents who work out of town or who are often difficult to reach by telephone to provide names of reliable individuals such as friends or relatives who may pick up their child or allow him/her to go home. These names may be placed on the Emergency**

Procedure Card which each student receives the first week of school.

5. Categories for excused early dismissal are the same as those for excused absences. Students leaving early **must** sign out in the office **Students who leave without permission from the office are subject to disciplinary action.**

SCHOOL CLOSING

School cancellations will be broadcast over radio, television stations, **or by using the one call system.** Please do not call the Superintendent or the Board of Education to obtain this information.

ISS PROGRAM (In-School Suspension)

ACMS has an alternative education classroom. Students who have displayed disruptive behavior and/or a constant disregard of rules may be assigned to ISS. Students will be isolated and will be expected to complete classroom assignments during this time.

TARDIES

Tardy to class refers to a student arriving after class begins. Students are dismissed to class at 7:40. Any student arriving to class after 7:50 will be marked as tardy.

Students who have more than one unexcused tardy to class during a nine week period will be assigned to school **detention hall**. Any child who has three (3) or more unexcused tardies to school **WILL** be reported to the Director of Pupil Personnel at the Central Office.

HALLWAY EXPECTATIONS

While in the hallways at ACMS students are to follow the directions of all staff members. The following are the expectations of an ACMS student.

1. You will use your class change time to go to your locker and take care of your personal needs.
2. You will walk in the hallways at all times.
3. You will walk on the right side of the hallway in single file and quietly during in-class transitions.
4. You will speak in an inside voice during class changes.

5. You will respect the rights of others in the hallway.
6. You will keep your hands, feet, and other objects to yourself.
7. You will refrain from showing any public display of affection (hand holding, hugging, kissing, etc.).
8. You are required to have a hall pass any time you are out of the classroom wing and in the hallway for any reason.

CAFETERIA EXPECTATIONS

1. Upon entering the cafeteria, the students will form orderly lines as instructed by the lunchroom monitor and then proceed through the lunch lines.
2. Students will have their money out and ready to pay so as not to hold up the lines.
3. Students will proceed to their seating area to eat their lunch and remain seated until instructed otherwise. Seats will be assigned in the cafeteria if needed due to discipline problems.
4. Students will observe good table manners including the following:
 - A. Eat food from your tray only.
 - B. Speak in an inside voice.
 - C. Eat your food. Do not play with it.
 - D. Clean up your area, take your tray to the designated area, and return to your seat. (Clean up is not the job of the lunch monitor.)
5. Students will remain quietly seated at their table until dismissed by the lunchroom monitor or classroom teacher.
6. No food or drink will be permitted to leave the cafeteria.

SCHOOL DISCIPLINE

The administration and faculty of ACMS firmly believe that if a school is to be successful in providing an atmosphere conducive to learning then effective discipline is essential.

Consequences will be determined by the administration based upon the District Disciplinary Code and the ACMS Disciplinary Code.

DETENTION HALL

Detention hall is used as a disciplinary measure for students who exhibit inappropriate behavior or excessive tardiness. Detention is held on Tuesday and Thursday afternoons and is supervised by school personnel. Detention concludes at 4:00 P.M. Students who do not stay for any reason will go off level. **Parents are responsible for student transportation.**

OFF-LEVEL

Our school uses a level system to promote student success.

A student will be placed off level **automatically** if he/she receives: Suspension, OCS, ISS, or fails to attend School Detention. At administrative discretion students may be placed off level for reasons other than those listed above.

Teams would be able to put a student off level after the team holds a warning conference with the student and the parents/guardians are contacted by phone or in person.

A student that has been **suspended** or placed in **off campus suspension** would be off level for a minimum of two weeks. A student that receives **ISS** would be off level for a minimum of one week. A student who has failed to attend a **School Detention** would be off level until the time missed was made up.

Students that are placed off level will be excluded from any activities outside of classroom instruction. This will include, but not be limited to, ballgames, practices, club activities, dances, and Team/Grade rewards.

SCHOOL SUSPENSION/ EXPULSION

All pupils admitted to the common schools shall comply with the lawful regulations for the governance of the schools. Willful disobedience or defiance of the authority of the teachers or administrations; use of profanity or vulgarity; assault, battery or abuse of other students or school personnel; the threat or force of violence; the use or possession of alcohol or drugs; stealing, destruction, or defacing school property; the carrying or use of weapons or dangerous instruments; or other incorrigible bad conduct on school property, as well as off school property at school-sponsored activities,

constitutes cause for suspension or expulsion from school.

Suspension by the principal may be up to a maximum of ten days per incident. The superintendent may suspend up to a maximum of ten days per incident. Students who receive a suspension are required to have one of their parents meet with the principal before being allowed to return to school. Parents should call the school in advance for an appointment.

Serious student violations, such as those listed below will usually result in In-school suspension or out of school suspension. Some of these offenses may also result in expulsion from school.

1. Possession and/or use of illegal drugs (including "look-alike" and facsimiles) and drug paraphernalia
2. Possession and/or use of alcoholic beverages
3. Possession and/or use of explosives (including fire crackers)
4. Possession and/or use of weapons - firearms, knives, objects classified as a dangerous instrument
5. Arson
6. Willful disobedience to school authority
7. Intentional destruction of school property
8. Threats of violence or reprisal to school employees
9. Malicious setting off of fire arms
10. Smoking on school property or having tobacco products at school.
11. Extortion, blackmail, or coercion
12. Acts endangering the health and safety of fellow citizens
13. Theft of school or personal property
14. Assault; physical violence to other persons
15. Harassment of fellow students, faculty, or AMS staff
16. Fighting
17. Vulgar, disrespectful, or disruptive language or behavior
18. Failure to report to detention hall without **first** being excused by a principal
19. Leaving school grounds without permission
20. Excessive tardiness to school and/or class
21. Skipping school or class (includes being more than ten (10) minutes tardy - unexcused to class).

BUS RIDERS

Students who are transported to and from school by bus are to use the outside doors by the cafeteria or at the end of the sixth grade wing to report to the bus dock on the appropriate dismissal bell. Students leaving class on the first bell **MUST** board their bus. Anyone who leaves on first bell and does not board a bus is subject to detention.

SCHOOL BUS CONDUCT/ DISCIPLINE

Students riding the school bus must realize that they are under the direct supervision of the driver. For everyone's safety, inappropriate, disruptive, and dangerous behavior will not be tolerated.

Students who display inappropriate actions shall be reported to the administration. The ACMS Bus Policy shall be followed after the complaint has been investigated. In the case of a bus suspension, transportation to and from school becomes the responsibility of the parents.

Students who destroy or deface any part of the bus are required to reimburse the Board of Education for the amount of damages and face disciplinary action.

ACMS BUS POLICY

1. Initial reports for misconduct will result in a student conference and a referral sent home explaining the problem and the consequences for future misbehavior on the bus.
2. A second report for misconduct will result in a loss of bus privileges for one (1) school day.
3. A third report for misconduct will result in a loss of bus privileges for three (3) school days.
4. A fourth report for misconduct will result in a loss of bus privileges for five (5) school days.
5. A fifth report for misconduct will result in a loss of bus privileges for ten (10) school days.
6. A sixth report for misconduct will result in a loss of privileges for ten (10) school days, and recommendation to the Superintendent for removal of bus privileges for the remainder of the school year.

*Any disruptive, disrespectful and/or dangerous behavior may result in immediate suspension of bus privileges and/or school disciplinary action.

STUDENT BUS RESPONSIBILITIES

With rights and privileges come responsibilities. Listed below are some of the responsibilities of students who ride school buses in Anderson County:

1. If the students must cross the road to enter or leave the school bus, they shall cross approximately ten (10) feet in front of the bus so they can be seen by the school bus driver. (702 KAR 5:090, Section 3)
2. When students enter the school bus, they will proceed promptly to their assigned seat. (702 KAR 5:090, Section 4)
3. When students are preparing to leave the school bus, they are required to remain seated until the bus has completely stopped. (702 KAR 5:090, Section 5)
4. The students shall not extend their arms, legs or head out of the school bus windows while the bus is in motion. (702 KAR 5:090, Section 6)
5. The students shall not change seats while the school bus is in motion, except when given permission by the school bus driver. (702 KAR 5:090, Section 7)
6. Students shall not create noise on the school bus to the degree that it interferes with the school bus driver's ability to hear emergency vehicles or an approaching train. (702 KAR 5:090, Section 8)

AUTOMOBILE RIDERS

Students who are transported by automobile in the morning will be let off in the back of the building.

In the afternoon, students who ride home in an automobile with their parents or a friend are dismissed on the second bell.

Eighth grade students will exit through the front of the building to be picked up in the front parking lot and sixth & seventh grade students are to exit through the back doors of the building, to be picked up in the back parking lot.

WALKERS AND BICYCLE RIDERS

Students who walk or ride bicycles are also dismissed in the afternoon on the second bell. Students are not to loiter. Students who walk or ride bicycles to and from school are to respect the property of all Anderson County citizens and should be courteous with the individuals with whom they come in contact with. Walkers and bicycle riders are urged to avoid horseplay and to be safety conscious at all times. Students who ride bicycles to school are to observe the following rules:

1. Bicycles are to be controlled in a safe manner at all times while students are riding to and from school and while on school grounds.
2. Upon arriving to school, the student is to immediately park the bicycle, and enter the school through the front entrance.
3. All bicycles are to be parked in the provided bicycle rack and should be chained securely. ACMS is not responsible for any damages or theft of bicycles while parked during the school day.

USE OF STUDENT LOCKERS

Lockers are state property held in trust by the Board of Education. Students are issued a lock and locker at the beginning of the school year and locks are expected to remain on the lockers at all times. It is not recommended that students share their locker combination with anyone!! The replacement cost of a lost lock is \$7.00. In regulating and supervising their use, school administrators may conduct a locker inspection when it is felt that the health, safety, and welfare of students are threatened.

PERSONAL POSSESSIONS

ACMS is an institution where student learning is a priority. In order to maintain focus and direction, the following items should not be brought to school: **radios, tape/CD players, MP3/iPod players and similar electronic devices, pets, cards, skateboards, collectors cards, computer games, beepers, toys, laser lights, wallet chains, etc.** **Cell phones may be brought to school but must be turned off during the day. Cell phones that are seen or heard during the school day will be confiscated and returned on the following Friday to a parent or guardian.**

Items such as firearms, knives (including pocket knives), other dangerous weapons, alcohol, drugs, and explosives are a threat to the safety and welfare of ACMS students and school personnel. Students who bring these items to school and/or who are found with these items in their possession (including their locker) will have the items confiscated and will face serious disciplinary action. **Students are urged not to take money, rings, watches, or other valuables to the P.E. locker room. These items should be left in the student's locker. The school cannot be held responsible for personal items lost or stolen.**

CHRONIC MEDICAL ALERT

Chronic medical conditions (allergies, asthma, heart problems, seizures, etc.) are to be reported in writing to the school nurse. A copy of this alert notice will be kept in the student's file until the end of the school year or until the condition no longer exists.

DISPENSING OF MEDICATION

Any student taking either over-the-counter or prescription medication MUST do so through the front office. In order for school personnel to supervise the administering of any type of medication to your child at school, we must have on file a signed statement giving parental permission for us to do so. Forms are sent home at the beginning of each school year and may be picked up in the office if needed.

ILLNESS AND INJURY

If a student is injured or becomes ill, he/she is to report this immediately to the supervising teacher. All accidents are to be reported to the office by the supervising teacher. Parents will be contacted for instructions when a student is injured or sick. If the parents cannot be reached, the school authorities will act on their best judgment.

ATHLETICS

An interscholastic athletic and intramural program is provided for ACMS students. Any student who participates in any of these programs may view the athletic policy on line.

PERSONAL APPEARANCE

In the interest of promoting a safe, united and orderly learning environment, students are to adhere to the following as it pertains to their daily appearance.

All students are expected to adhere to common practices of modesty, cleanliness and neatness, and to dress in such a manner as to contribute to the academic atmosphere. Any clothing, object, or writing on clothing that refers to alcohol, tobacco, drugs, gangs, sexual innuendos, foul language, or is otherwise disruptive to the educational process is prohibited.

Pants:

Students may wear jeans, khakis, slacks, and sweatpants of any color.

Pants must conform to the following:

- Must be free of any rips or holes above the knees
- Must cover underwear and backside at all times regardless of movement. Must be worn at the waist level
- Spandex, bicycle pants, scrubs, pajama, and flannel pants are prohibited

Shorts/Skirts/Skorts, etc.

All shorts and skirts must:

- Be knee length or longer (dollar bill test)
- Cover underwear and backside during all bodily movement. Must be worn at the waist level
- Must be free of any rips or holes above the knees
- Be composed of nontransparent material at least to knee length

Shirts:

Rounded crewneck shirts or polo style-collared shirts are to be worn by students. All shirts must be buttoned appropriately. Turtlenecks and mock turtlenecks may be worn in place of a crewneck shirt. Button-up shirts may be worn with or without a crew neck shirt as long as it is buttoned appropriately.

All shirts must meet the following criteria

- Sleeve must have a measurable underarm seam
- Must be long enough to be tucked in even during movement (although does not have to be tucked in)
- Midriff should be covered at all times

Footwear:

Footwear must be worn at all times (no slippers or house shoes)

Accessories:

- No dangerous jewelry such as dog collars, wallet chains, belt chains, spike jewelry, etc. are permitted.
- No sunglasses may be worn before 3:00 p.m.
- Head coverings such as hats, scarves, caps, bandanas, head warmers, sweatbands, and doo-rags must not be visible before 3:00 p.m. unless such attire is a recognized part of a religious practice adhered to by a student or is prescribed by a physician.
- No trench coats or gang-related attire
- No coats or jackets are to be worn in class

Enforcement:

The school administration shall have the right to evaluate any clothing to determine its acceptability within the guidelines of the dress code. Administrators shall also have the right to make an interpretation on the decency and appropriateness of any garment. Administrators, teachers and other school support personnel are responsible for enforcing the dress code.

12 POWERFUL WORDS

Trace	List in steps
Analyze	Break apart
Infer	Read between the lines
Evaluate	Judge
Formulate	Create
Describe	Tell all about
Support	Back up with details
Explain	Tell how
Summary	Give me the short version
Compare	All the ways they are alike
Contrast	All the ways they are different
Predict	What will happen next

READING STRATEGY MNEMONIC

Underline title

Note point of passage

Run through and number the paragraphs

Are you reading the questions?

Are the important words circled (underline)?

Venture through the passage

Eliminate

List the questions to answer, and write the paragraph # where you found the answers

✓ **Double check your work**