

SOUTHERN MIDDLE SCHOOL



STUDENT HANDBOOK/CODE OF CONDUCT 2020-2021

OUR MISSION...

- Southern Middle School will **engage, enable, and empower** all students to reach for personal and academic greatness every day.

OUR VISION...

- Southern Middle School will provide a safe and highly successful educational experience empowering all students to be academically ready for a successful high school experience and beyond.

THE SMS PHILOSOPHY: WE BELIEVE THAT EVERY STUDENT...

Thrives academically, socially and emotionally in a democratic learning environment where trust and respect are paramount and where family and community are actively involved.

Face significant life choices and needs support in making wise and healthy decisions.

Deserves educators who are prepared to work with this age group, who are themselves lifelong learners and committed to their ongoing professional development and growth.

STUDENT HANDBOOK / CODE OF CONDUCT for 2020-21

INTRODUCTION

The public schools of this nation have the responsibility, conferred on them by the state, to provide public education for children to the age of 21. To discharge this function effectively and equitably, school authorities must ensure an environment in each school which is conducive to the learning process and in which each participant, students, teachers, parents, and administrators can perform their respective functions without hindrance.

The educational achievement of any school system or individual school depends upon a number of factors. Certainly one of the main factors concerns itself with the type of discipline which exists. Discipline, when not present, disrupts the education of students and creates an atmosphere in which learning cannot take place.

In instances where acts of misbehavior or violation of the law occur, and specific violations are not listed, the disciplinary action taken will be at the discretion of the principal, superintendent, or the Board of Education. In all instances, students and parent/guardians shall have access to due process as spelled out in this document. Further, the discipline code should be consistent and reasonable and should strive to teach the students self-control and self-discipline.

The principal shall provide leadership for the total school staff in enforcing this student conduct code. Teachers shall be responsible for the conduct of students in the classroom, on the campus grounds, in the halls, or off school premises while under their supervision. All students shall be disciplined for committing behavioral violations as identified in this section. **Student's discipline may require action by both school and legal authorities.**

Students are accountable to their school in their role as students, as well as to the law in their capacity as citizens. The criminal laws of the Commonwealth of Kentucky and the federal government apply to the conduct of all persons on school property. Violations will be dealt with according to these laws and local school board policy. Minor violations will be handled through informal or in-school disciplinary measures. **More serious offenses may also result in suspension or expulsion from school as well as the reporting to legal authorities with legal charges being filed.** Students will be responsible for the restitution of damaged or destroyed property.

PUPIL CONDUCT CODE POLICY STATEMENT

While it is true that the child becomes the school's responsibility upon his/her arrival, and until his/her departure, parents are not totally relieved of, or permitted to surrender, accountability for their child's behavior. When parents and students are actively involved in the learning process where discipline problems will be less likely to occur, then a fair and just school environment will be established.

PHYSICAL MANAGEMENT OF STUDENTS

The use of physical management by school personnel is legal and necessary when the care, safety and supervision of students is needed. It is used to promote the safety of the student being managed, safety of other students, and to maintain discipline in the school, class or group or gathering of students. KRS 503.110

Table of Contents

Section I.....	ARROW: Positive Behavior Intervention Systems (PBIS)
Section II.....	Discipline and Intervention Responses to Violations
	<u>Minor and Major</u> Behavior Violations and Consequences
Section III.....	Eligibility to Participate
Section IV.....	Attendance Policy
Section V.....	Health Clinic Procedures
Section VI.....	Immunizations
Section VII.....	Bus Passes
Section VIII.....	Cafeteria Procedures
Section IX.....	Disciplinary Procedures (PBIS)
Section X.....	Student Drop off and Pick up Procedures and Policies
Section XI.....	Student Transportation Information
Section XII....	Calendar/Schedule/Contacts

SECTION I: ARROW SMS's Positive Behavior Intervention System

SMS's Positive Behavior Intervention System is called **ARROW** and has been developed to ensure a school-wide approach for positive intervention for student behavior. The school-wide behavior expectations were developed by the entire staff and intentionally taught to students periodically. The **ARROW** expectations encourage positive behavior for all, and students are held accountable to the **ARROW** expectations.

PBIS Mission Statement: *Our mission is to teach students the life skills they need to be college, career, and citizenship ready and to foster a safe and positive culture and climate so that students can focus on academic success.*

A ACCOUNTABILITY: Student has all necessary supplies and materials for class.

R RESPECT: Student shows respect in all areas of student life.

R RESPONSIBILITY: Student is involved in some aspect of school life (band, athletics, clubs, art, attending events, etc.) and takes a role in his/her education.

O OBEYING THE RULES: Student understands and agrees to follow school rules.

W WINNING ATTITUDE: Student places importance on academic learning and actively participates during instruction.

SECTION II: Disciplinary Responses to Student Misconduct

This section of the Code of Conduct contains the recommended procedures to use in applying disciplinary actions to specific conduct violations. Behavior intervention strategies are used by the staff daily as an integral part of classroom management. When necessary, discipline procedures may range from verbal reprimands to recommendation for more stringent disciplinary measures. These procedures are progressive in severity from detention to recommendation for expulsion, depending upon the circumstances and frequency of the offense(s). These discipline actions will be determined by the building principals, with input considered from the staff member involved. When discipline is administered after an office referral from a staff member, the administration will make written notice and/or phone call to notify that staff member of the given punishment. Parents and/or guardians will be notified by the office of any In-School or Out of School Suspension.

TEACHER INTERVENTION STRATEGIES, including, but not limited to:

1. **Teacher/Student Conference/Discipline Notice**
2. **Teacher/Parent conference by phone, email or in person**
3. **Change of Seating**
4. **Lunch Detention**
5. **Office Referral**

IN-SCHOOL STRATEGIES, including, but not limited to:

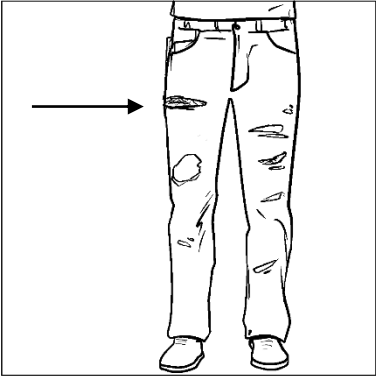
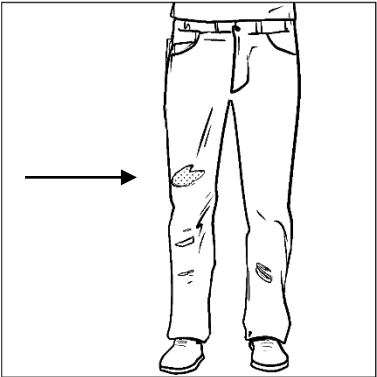
*Team Safe Program used school wide

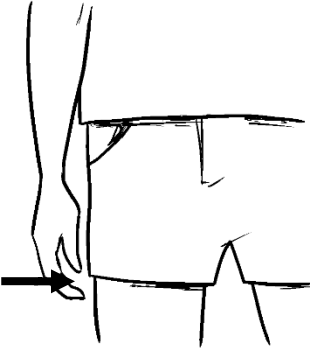
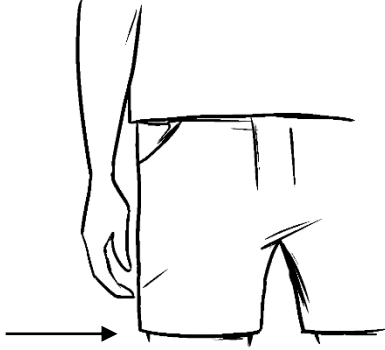
1. **Discipline Notice, Lunch Detention (Silent Lunch), Loss of Team Time (or other good behavior incentives)**
2. **Administrative and/or Parent Conference**
3. **Behavior Management Plan/Unit**
4. **Counseling**
5. **In-School Suspension** *This discipline ranges from one to five days of in-school suspension, depending upon the repetition and severity of the offense. In-school suspension provides a constructive and meaningful alternative to the standard out-of-school suspension. Students will be given assignments to complete from each of their classes, additional meaningful work, and are personally responsible for completing all work assigned.*
6. **After School Detention: After School Detention (ASD):** *Depending on the violation, ASD may be assigned in addition or as a replacement for ISS. Students that are assigned ASD will serve that time on the next available afternoon: Mondays-Thursdays, 3:30-4:30. Transportation must be provided by the parent/guardians. Students not picked up at the scheduled time may receive additional days of ASD. Students will not be allowed to reschedule an ASD due to any SMS extra-curricular activity, such as practices, competitions, or games. Students that do not fulfill an assigned ASD will serve an OSS day for each ASD he/she is absent.*
7. **Saturday School (SS):** *Saturday School will take place on assigned Saturdays, and will be six (6) hours, 8:00 A.M.-2:00P.M. Saturday school can be assigned to students for disruptions while in ISS, not completing school work, inappropriate behavior, and any other infractions deemed appropriate by the SMS Administration. Students not picked up at the scheduled time may receive additional day(s) of Saturday School. Students assigned SS and do not complete it will receive unexcused OSS.*
8. **Tier 3 Behavior Intervention Program**
This program is to provide academic support AND behavior intervention in an isolated location for an extended time period as determined by the administration and PBIS Team.

OUT OF SCHOOL STRATEGIES (OSS) include:

1. **Short-Term Suspension** - This discipline ranges from one to five days of out-of-school suspension, depending upon the severity of the offense. A parent may be asked return to school with the student before they will be allowed to return to classes.
2. **Long-Term Suspension**-This discipline ranges from six to ten days of out-of-school suspension, depending upon the severity of the offense.
3. **Recommendation for Expulsion/Referral to Discipline Committee**-This discipline includes suspension from school and all school activities until the Board of Education OR District Discipline Committee meets when the recommendation for expulsion. Expulsion can be for the remainder of the semester, the school year, or the calendar year depending upon the severity of the offense.

MINOR and MAJOR VIOLATIONS: INTERVENTIONS AND CONSEQUENCES

A. MINOR Violations - Definitions / Laws / Policies	Interventions and Possible Consequences
1. Academic Dishonest / Cheating Copying homework or class work from another person or source	Teacher Intervention Strategies (see examples above)
2. Bus Incident Any behavior which violates the <i>Regulations for Students Riding School Buses (KRS 158.150)</i> is prohibited.	Bus Referral; potential for bus riding privilege suspended
3. Cell Phone / Violation of Personal Electronic Device All cell phones MUST BE TURNED OFF and in student locker during school unless specifically allowed for instructional use by a teacher. The use of cell phones during the school day is prohibited. When a student's behavior or actions that cause staff or administrators to suspect a violation of any school policies or laws, the administration reserves the right to read texts, call logs, and view any pictures or videos found within the phone. Any content of an inappropriate nature found within will be reported to parents as well as to law enforcement if of a criminal nature. Any misuse of a cell phone during class time will result in the phone being confiscated.	1ST Offense: Classroom Intervention Strategies 2ND Offense -Kept in office until end of day -Parent Contact 3RD OFFENSE and beyond -Parent will pick up phone at school
4. Disruptive Behavior Any intentional action that disrupts the teaching / learning process is prohibited (<i>KRS 158.150</i>). Minor disruptive behavior that occurs infrequently.	Teacher Intervention Strategies Discipline Notice
5. Disrespectful Behavior Low-intensity noncompliance, failure to respond to teacher request, sleeping in class, making an inappropriate comment to another student, or annoying another student on purpose <i>Frequent minor disrespectful behavior could result in office referral.</i>	Teacher Intervention Strategies Discipline Notice Office Referral
6. Dress and Appearance Board Policy: No. 09.427 Policy and Appearance; The wearing of any attire, cosmetics, presentation of appearance, or any unsanitary body conditions significantly disrupts school work, interrupts scholastic endeavors, or threatens the health and /or safety of other pupils is prohibited. Students are expected to dress in a manner that is appropriate for the school environment. Some clothing will not be allowed or tolerated. <ol style="list-style-type: none"> a) Shirts/blouses must be modest. Cleavage and undergarments must be covered. b) All pants must be worn at waist level. c) <u>Shorts, skirts, and skorts length must be at or longer than the fingertips when standing with arms to the side. This rule also applies in regard to holes in jeans/pants/shorts above the fingertips as well.</u> Students in violation of this rule will be asked to call home and have appropriate clothing brought to school or be sent home for the day. Images with examples are depicted on a separate addendum given to students and explained, can be picked up at the front office, and were made available to every student. Pictures with examples are depicted below: <div style="display: flex; justify-content: space-around;"> <div style="text-align: center;"> <p>Will <u>NOT</u> pass dress code</p>  </div> <div style="text-align: center;"> <p>Will pass dress code</p>  </div> </div>	1ST OFFENSE: Warning/Parent Contact for a change of clothing 2ND OFFENSE: ISS THE ADMINISTRATION RESERVES THE RIGHT TO JUDGE ALL QUESTIONABLE CASES OF EXTREMITY AND VULGARITY.

<div>Will <u>NOT</u> pass dress code</div> <div>Will pass dress code</div>	
<div>   </div> <div> <p>d) Clothing should be free of tears and holes that reveal undergarments, including frayed clothing which reveals skin.</p> <p>e) Unaccepted tops include halter tops, spaghetti strap tops, cropped tops, or fishnet tops.</p> <p>f) Clothing, including masks, scarves, or any face covering for illness prevention, with inappropriate language such as foul language, drug/alcohol advertisements, and /or sexually inappropriate, and/or promotion of violence is strictly prohibited. Yoga pants (and similar pants) are permitted if top/shirt is appropriate length (reach below the buttocks area at all times). Yoga pants are not to be worn without appropriate shirt/top/blouse length.</p> <p>g) Mid drift should remain covered at all times (sitting or standing).</p> <p>h) Shoes with laces must be tied and house shoes and heelies are not permitted.</p> <p>i) Other inappropriate items include hats/caps, bandanas, sunglasses, chains and any other items that faculty and administration deem to be potentially dangerous or could interrupt the learning process.</p> <p>j) All non-traditional forms of body piercing (tongue, lip, etc.) are prohibited. Earrings should be confined to those that are safe and not a distraction to classroom instruction. Earrings or piercings that are dangerous or could cause a distraction including, but not limited to: jagged edges, chains, etc. should be removed as well as those with sharp points and large hoops (spikes, safety pins and other jewelry of this type). Dangerous or disruptive piercings fall under the discretion of SMS administrators.</p> <p>k) The administration reserves the right to have a student change their clothing/hair when in their judgement the student is wearing clothing/hair styles or hair color that disrupts and/or creates a conflict to disrupt the learning process.</p> <p>*Violations of any dress/appearance codes may result in disciplinary action. This may include suspension.</p> </div>	
<p>7. Hands Off Touching; grabbing; horseplay; etc.</p>	<p>Teacher Intervention Strategies Office Referral</p>
<p>8. Electronic Media / Computer Use Violation Students are responsible for good behavior on school computer networks just as they are in the classroom. The network is provided for students to conduct research and communicate with others. Access to network services is given to students who agree to act in a responsible manner. Parent permission is required and access is a privilege -- not a right. It is presumed that users will comply with district standards and will honor agreements they have signed. The district is not responsible for restricting, monitoring, or controlling the communications of individuals using the network. Network storage areas may be treated like school lockers. Network administrators may review files and communications to maintain system integrity and insure that users are using the system responsibly. Users should not expect that files stored on district servers will always be private. Within reason, freedom of speech and access to information will be honored.</p> <div> <p>a) Sending or displaying offensive messages or pictures</p> <p>b) Using obscene language</p> <p>c) Harassing, insulting or attacking others</p> <p>d) Damaging computer systems or computer networks/changing settings on the computer</p> <p>e) Violating copyright laws</p> <p>f) Using someone else's password</p> <p>g) Trespassing in someone else's folder, work, or files</p> <p>h) Intentionally wasting limited resources</p> <p>i) Using the network for commercial purposes</p> </div>	<p>Teacher Intervention Strategies</p> <p>Discipline Notice</p> <p>Office Referral</p> <p>Any of the following: ISS/ASD/SS/OSS</p> <p>Monetary restitution of intentional damaging of school technology</p> <p>Potential Loss of Computer & all Technology Privileges</p>
<p>9. Failure to Follow Staff Instructions Refusal to comply with reasonable request of school personnel</p>	<p>Teacher Intervention Strategies <i>Possible Office Referral</i></p>
<p>10. Gambling → Participating in games of chance for the express purpose of exchanging money is prohibited. (KRS 158.148)</p>	<p>Teacher Intervention Strategies <i>Office Referral</i></p>
<p>11. Inappropriate Hall Pass Use (<i>Failure to Follow Staff Instructions</i>)</p> <div> <p>a) Takes too long while using hall pass</p> <p>b) Use of the hall pass other than what it was intended</p> </div>	<p>Teacher Intervention Strategies Discipline Notice</p>
<p>12. Profanity / Vulgarity To lower one-self in character through obscene gestures, writings, morally crude remarks, and actions deemed socially unacceptable to staff, students or others (either open or insinuated) is prohibited (KRS 158.150).</p>	<p>Teacher Intervention Strategies</p>
<p>13. Public Display of Affection Public display of affection is prohibited for all students while on school grounds or during school activities. Embracing and/or kissing on school grounds or during school activities is prohibited.</p>	<p>1. Student/Teacher Conference 2. Teacher Notifies Parent/Guardian</p>

14a. Tardy to Class Student is not across the threshold of the classroom door at start of class.	Teacher Intervention Strategies 1 ST - 2 ND OFFENSES: Warning
14b. Unexcused Tardy to School Student is not present in class by 8:20 AM and has no parent or doctor note to excuse tardy.	3 RD - 4 TH OFFENSES: Office Referral Administration Discretion
15. Trespassing A student is guilty of trespassing when he/she knowingly enters or remains in a school building or school premises at unauthorized times (<i>KRS 158.150</i>).	Office Referral/Possible law enforcement involvement

B. MAJOR Violations - Definitions / Laws / Policies	Interventions and Possible Consequences
1. Abuse of a Teacher: Verbal Threats/ Striking Staff Member Physical contact or threat of physical contact toward school employees by a student or group of students is prohibited. (<i>KRS 508.878, KRS 508.025 and 508.030</i>)	1. <u>Immediate</u> Office Referral 2. Threat Assessment 3. Parent Conference & OSS 4. District Discipline Committee 5. Bd of Ed Expulsion Hearing
2. Alcohol Distribution Giving or selling a prohibited substance (alcohol) at school. (<i>KRS 244.083</i>)	1. OSS 2. Charges filed
3. Arson or Attempted Arson Starting, or causing to be started, a fire within the school, on buses, or on the school grounds, for any purposes that result in destruction or disruption will be considered arson or attempted arson (<i>KRS 513.020</i>).	1. <u>Immediate</u> Office Referral 2. Threat Assessment 3. Parent Conference & OSS 4. District Discipline Committee 5. Bd of Ed Expulsion Hearing
4. Bomb Threat / Activating False Alarm Violation of this policy includes making a threat that a bomb has been placed, or is about to explode, in a school or on school grounds and/or falsely alerting the fire department, or school, to a nonexistent fire (<i>KRS 519.040, KRS 508.078</i>).	1. <u>Immediate</u> Office Referral 2. Threat Assessment 3. OSS; District Discipline Committee; and/or Bd. of Ed Expulsion Hearing
5. Bullying Is repeated over time with the purpose of putting someone down or displaying of power (specific type of harassment). Not isolated or one-time incident. Same people are involved over time. (<i>KRS 525.070</i>)	1. Teacher/Principal Conference 2. Parent Conference 3. ISS, ASD, SS, and/or OSS 4. Charges Filed
6. Bus Misconduct / Disturbance Any behavior which violates the <i>Regulations for Students Riding School Buses</i> (<i>KRS 158.150</i>) is prohibited. <u>Major</u> (or repeated minor) <u>behavior incidents</u> (fighting, use of tobacco, throwing objects out window, refusal to follow directions)	1. Office Referral 2. Bus Suspension 1-10 days 3. Possible Bus Suspension for remainder of the school year
7. Cheating / Academic Dishonesty Cheating on a test; copying other work and presenting it as if it is your own for a written product; changing grades	Teacher informs parent/guardian, Potential: 0% Grade, Alternate Assignment, Discipline Notice Office Referral/ISS, ASD
8. Disorderly Conduct Intending to cause inconvenience, annoyance, or alarm or create a risk in a public place (engaging in a fight, threat, and unreasonable noise for no legitimate purpose) (<i>KRS 525.060</i>)	*Office Referral *ISS, ASD, SS, and/or OSS *Charges Filed
9. Disrespectful Behavior <ol style="list-style-type: none"> Belligerent behavior toward a staff member that disrupts the learning environment A minor disrespectful behavior that occurs often Verbal abuse of another student in front of others 	*Office Referral *ISS, ASD, SS, and/or OSS
10. Disruptive Behavior - Repeated Any behavior that significantly detracts from the instructional process in the classroom. The behavior occurs often and teacher intervention strategies are not successful.	1. Office Referral 2. ISS, ASD, SS, and/or OSS 3. Tier 3 Behavior Program
11. Dress Code (<i>See previous Minor Violation Chart for description of dress code violations</i>) When dress code violation occurs <i>more than once</i> .	Office Referral/ISS, OSS
12. Drug Trafficking Giving or selling controlled or prohibited substances at school. <i>Controlled substance means any substance or immediate precursor listed in Chapter 218A of the Kentucky Revised Statutes or any other substance which may be added by the Kentucky Department of Human Resources under regulations pursuant to KRS 218A.020.</i> All Selling/Purchasing, and Distributing violations shall be referred directly to the Board of Education for disciplinary action. REPORTING: Employees of the District shall promptly make a report to the local police department, sheriff or Kentucky State Police, by telephone or otherwise, if they know or have reasonable cause to believe that conduct has occurred which constitutes the use, possession or sale of controlled substances on the school premises, or within one thousand (1,000) feet of school premises, on a school bus, or at a school sponsored or sanctioned event. AWARENESS PROGRAM: The Superintendent shall establish a drug-free/alcohol-free awareness program for all students, which shall include notice to students and parents of the following: <ol style="list-style-type: none"> The dangers of drug/alcohol abuse in the schools The District's policies and related procedures on drug-free/alcohol-free schools The requirement for mandatory compliance with the District's established standards of conduct, including those that prohibit use of alcohol, drugs and other controlled substances Information about available drug/alcohol counseling programs and available rehabilitation/student assistance programs Penalties that may be imposed upon students for drug/alcohol abuse violations 	All of the following: 1. SRO Involvement: Criminal Charges Filed 2. OSS 3. Referral to Pulaski County School Board for Expulsion Hearing

<p>13. Drugs: Use / Possession / Under Influence No pupil shall possess, use, be under the influence of, sell, or transfer any of the following on or about school property, at any location of a school-sponsored activity, or in route to or from school or a school-sponsored activity: -Alcohol beverages (any beverage with alcohol content) -Controlled drug substances -Substances that “look like” a controlled substance. In instances involving look-alike substances, there must be evidence of the student’s intent to pass off the item as a controlled substance. <i>KRS 244.085, KRS 218A.500, Board Policy 09.423</i> <i>DRUGS DEFINED: Controlled substance means any substance or immediate precursor listed in Chapter 218A of the Kentucky Revised Statutes or any other substance which may be added by the Kentucky Department of Human Resources under regulations pursuant to KRS 218A.020.</i> <i>AUTHORIZED MEDICATION: Use of a drug by and administered in accordance with a prescription from a physician or dentist shall not be considered in violation of this policy. All medication, prescription OR over-the-counter, must be dispensed by the trained school personnel.</i></p>	<p>1. SRO Involvement: Criminal Charges Filed 2. OSS 3. Suspended from Extra Curricular Activities (3 weeks)</p>
<p>14. Excessive Lunch Detention Assignments A student has been assigned lunch detention multiple incidences.</p>	<p>1. Teacher notifies parent/guardian 2. Office Referral 3. ISS, ASD, SS, and/or OSS</p>
<p>15. Excessive Behavior Events A student has excessive referrals to office and ISS</p>	<p>1. Parent/Guardian Conference 2. ASD, SS, and/or OSS</p>
<p>16. Extortion / Robbery The solicitation of money, or anything of value, from another student, regardless of the amount, in return for protection, or in connection with a threat to inflict harm is prohibited (<i>KRS 514.030</i>).</p>	<p>1. ISS, ASD, SS, and/or OSS 2. Charges Filed</p>
<p>17. Fighting / 4th Degree Assault a. Willing participants: Both parties are equally to blame for provocation and participation in the fight. Pupils who willingly engage in physical contact (hitting, slapping, pushing or shoving) will be considered as a participant in a fight. (<i>KRS 158.150</i>) <i>Consequences will be based on principals’ discretion</i> b. Physical attack by a student(s) upon another student who does not wish to engage in the conflict will be considered an assault. Any provocation (verbal or physical) may be considered a mitigation of the charge. Students determined to be the initiator/aggressor in a physical altercation will be subject to the following consequences: 1st offense: Two days (2) OSS, and/or up to five (5) days of ISS, and/or two (2) days of ASD 2nd offense: Three days (3) of OSS and/or up to seven (7) days of ISS, and/or four (4) days of ASD 3rd offense: up to ten (10) days of OSS and recommendation for expulsion or alternative school placement. *Depending on the severity of the violence, the SRO may also file criminal charges of assault, regardless of 1st, 2nd, or subsequent events. A student who finds himself/herself the victim of a physical assault has the right to defend him/herself against the attack and use such force in defense as may be reasonably necessary (<i>KRS 508.030</i>). c. Promoting Fights/Altercations: Students determined to be an intentional cause of a physical altercation, through verbal, texts, social media, or any written or spoken formats, will be subject to disciplinary actions determined by the principals.</p>	<p>Principals’ Discretion 1. ISS, ASD, SS, and/or OSS 2. Possible referral for expulsion/alternative school placement 3. Charges Filed</p>
<p>18. Fire / Fireworks: Use or Possession of Fireworks / Incendiary Devices Which May Cause a Fire, including firecrackers, matches, lighters, ... A pupil is guilty when he/she unlawfully possesses any device which may be capable of starting a fire or deposits on the land or in the building, or a vehicle, any stink bomb, device, or irritant with the intent to interfere with another’s use of the land, building, or vehicle (<i>KRS 512.050</i>).</p>	<p>Principal discretion 1. Office referral 2. ISS, ASD, SS, and/or OSS 3. SRO files charges</p>
<p>19. Forgery / Plagiarism The act of falsely using the name of another person or falsifying documents, class work, tests, etc. or correspondence (absences/excuses) from or to the school is prohibited (<i>KRS 516.010</i>).</p>	<p>1. Teacher notifies parent/guardian 2. 0% grade or Alternative Assignment 3. Office Referral 4. ISS, ASD, SS</p>
<p>20. Harassment: Physical / Verbal A person is guilty of harassment when, with the intent to harass, annoy, or alarm another person, he/she: a) Strikes, shoves, kicks, or otherwise subjects him/her to physical contact b) Attempts or threatens to strike, shove, kick, or otherwise subject the person to physical contact c) In a public place, makes an offensively coarse utterance, gesture, or display, or addresses abusive language to any person present d) Follows a person in or about a public place or places e) Engages in a course of conduct or repeatedly commits acts which alarm or seriously annoy such other person and which serve no legitimate purpose f) Being enrolled as a student in a local school district, and while on school premises, on school-sponsored transportation, or at a school-sponsored event: Damages or commits a theft of the property of another student; g) Substantially disrupts the operation of the classroom, school; or h) Creates a hostile environment by means of any gestures, written communication, oral statements, or physical acts that a reasonable person under the circumstances should know would cause another student to suffer fear of physical harm, intimidation, humiliation, or embarrassment. The use of discriminatory words, actions or other conduct referring to and/or describing a certain race or ethnicity also falls under this violation (<i>KRS 508.878</i>).</p>	<p>1. <u>Immediate</u> Office Referral 2. Teacher/Principal Conference 3. Parent Conference 4. ISS, ASD, SS, and/or OSS 5. Possible Charges Filed 6. Counseling Services</p>

<p>21. Harassing Communications / Cyber-bullying A person is guilty of harassing communications when, with intent to intimidate, harass, annoy, or alarm another person, he or she:</p> <ul style="list-style-type: none"> a) Communicates with a person, anonymously or otherwise, by phone, email, mail, or any other form of electronic or written communication in a manner which causes annoyance or alarm and serves no purpose of legitimate communication; b) Makes a phone call, whether or not conversation ensues, with no purpose of legitimate communication; or c) Communicates, while enrolled as a student in a local school district, with or about another school student, anonymously or otherwise, by telephone, the Internet, telegraph, mail, or any other form of electronic or written communication in a manner which a reasonable person under the circumstances should know would cause the other student to suffer fear of physical harm, intimidation, humiliation, or embarrassment and which serves no purpose of legitimate communication. <p>(KRS 525.080)</p>	<ol style="list-style-type: none"> 1. SRO Involvement 2. Office Referral 3. Principal Conference 4. Parent Conference 5. Charges Filed 6. Counseling Services
<p>22. Harassment / Threat / Intimidation of Staff A person is guilty of harassment when, with the intent to harass, annoy, or alarm a <u>staff member</u>, he/she in a public place, makes an offensively coarse utterance, gesture, or display, or addresses abusive language to any person OR engages in a course of conduct or repeated acts which alarm or seriously annoy such other persons and which serve no legitimate purpose.</p> <p><u>A student shall not unlawfully place a staff member in fear of bodily harm through verbal threatening; stalking in the hallways, classes or parking lot, or displaying a weapon (KRS 508.878)</u></p>	<ol style="list-style-type: none"> 1. <u>Immediate</u> Office Referral 2. Principal Conference 3. Parent/Guardian Conference 4. ISS, ASD, SS, and/or OSS 5. SRO Involvement/Charges Filed
<p>23. Possession of Pornography Possession of and/or the transmission of printed or electronic pornography is strictly forbidden. This includes self-produced and other forms of pornographic material including, but not limited to: magazines, cell phone pictures and video images, portable computer storage devices and video game devices. <i>[KRS 531.030, KRS 531.335, 531.100/ 18 USC~2251 (A); 18 USC~2252 (A)(2); 18 USC~2252 A(a) (5)]</i></p>	<ol style="list-style-type: none"> 1. <u>Immediate</u> Office Referral 2. SRO Involvement 3. Principal Conference 4. Parent/Guardian Conference 5. ISS, ASD, SS, and/or OSS 6. Charges Filed
<p>24. Profanity/Vulgarity Use of profanity toward other students or toward staff</p>	<ol style="list-style-type: none"> 1. Student/Teacher Conference 2. Office Referral
<p>25. Public Display of Affection (PDA) Repeated minor PDA infractions</p>	<ol style="list-style-type: none"> 1. Office Referral 2. ISS/ASD/OSS
<p>26. Skipping Class, Skipping Lunch, or Leaving the Cafeteria / Leaving Class Without Permission</p>	<ol style="list-style-type: none"> 1. Office Referral 2. ISS 3. ASD, OSS
<p>27. Tardy Excessive Tardy Violations Upon 5th tardy to class and <u>EACH</u> tardy thereafter, teacher refers student to office.</p>	<ol style="list-style-type: none"> 1. Office Referral/ISS 2. Parent Conference/Home Visit
<p>28. Terroristic Threatening First Degree (Class C felony) Intentionally making false statements that he or she or another person has placed a weapon of mass destruction in an elementary or secondary school, vocational school, or institution of postsecondary education, a school bus, or any public or private building that is the site of an official school-sanctioned function. A person is also guilty of if he or she intentionally and without lawful authority, places a counterfeit weapon of mass destruction at any location listed above</p> <p>Second degree (Class D felony) Intentionally, with respect to a school function, he or she threatens to commit any act likely to result in death or serious physical injury to any student group, teacher, volunteer worker, or employee of a public or private elementary or secondary school, vocational school, or institution of postsecondary education, or to any other person reasonably expected to lawfully be on school property or at a school-sanctioned activity, if the threat is related to their employment by a school, or work or attendance at school, or a school function. A threat directed at a person or persons or at a school does not need to identify a specific person or persons or school in order for a violation to occur.</p> <p>Third degree (Class A misdemeanor) He or she makes a threat to commit any crime likely to result in death or serious physical injury to another person or likely to result in substantial property damage to another person; or intentionally making false statements for the purpose of causing evacuation of a building, place of assembly, or facility of public transportation. (KRS 508.078)</p>	<ol style="list-style-type: none"> 1a. Immediate Office Referral and SRO Involvement 1b. Threat Assessment 2. ISS, ASD, SS, and/or OSS 3. Parent Conference 4. Charges Filed <p>*Terroristic Threatening Penalties: The penalties for KRS 508.078 as defined under KRS 532.060 and 534.030 can be found on the SMS Website. https://www.pulaski.net/2/home</p>
<p>29. Intimidation Making comments intended to cause a physical altercation with others or create fear in others.</p>	<ol style="list-style-type: none"> 1. Immediate Office Referral 2. ISS, ASD, SS, or OSS
<p>30. Theft / Vandalism Taking, defacing, and/or using without permission the property of others (pupils, teachers, visitors, etc.) without their consent, possession of stolen property, or possession without owner's permission, selling of school property with the cost of the stolen item or damages set at \$100 or less (KRS 512.040).</p>	<p><u>Under \$100</u></p> <ol style="list-style-type: none"> 1. Office Referral, Restitution 2. SRO Involvement 3. ISS, ASD, SS, and/or OSS <p><u>Over \$100</u></p> <ol style="list-style-type: none"> 1. All of the above, plus criminal charges filed and possible referral to district discipline committee for alternative placement or expulsion
<p>31a. Tobacco Use, including Electronic and Vapor Cigarettes Students shall not be permitted to use or possess any tobacco product, including Vapor and Electronic cigarettes (E-cigs), on property owned or operated by the Board, inside Board-owned vehicles, on the way to and from school, and during school-sponsored trips and activities. This policy <u>INCLUDES</u> all afterschool extra-curricular activities (ball games, clubs, activities, dances, etc.) Any student in the</p>	<p><u>1ST OFFENSE:</u> Three (3) days of In-School Suspension (ISS)</p> <p><u>2ND OFFENSE:</u> Five (5) days of ISS</p> <p><u>3RD AND SUBSEQUENT OFFENSES:</u> Three (3) days of OSS</p>

<p>judgment of the administration who is attempting to circumvent the policy shall be subject to disciplinary action. Any student violating this policy shall be subject to disciplinary action. (KRS 438.050; Federal Law 103-227 Part C)</p> <p>Tobacco, e-cigarettes, and other forms of tobacco, vapes, or tobacco-like products are strictly prohibited on the SMS Campus, including buses. It is against Kentucky state law for minors to purchase, possess, or use any of these products at any time. Due to this being a violation of KRS 438.311, SMS will enforce this rule at school as well. All tobacco and electronic smoking devices will be confiscated and given to the Pulaski County Sheriff's Department/School Resource Officer (SRO) on duty. These items will <u>not</u> be returned to the student and only returned to the parent/guardian by the SRO after regular school hours. If a student is found in possession of any tobacco/vape product on the SMS campus, the following consequences will occur (see right hand column):</p>	<p>*Multiple violations could result in ASD, OSS, and/or SS</p>
<p>31b. Tobacco/E-cigs/vape possession and/or use on a PCSD bus: 1st offense: Bus suspension for five (5) days 2nd offense: Bus suspension for ten (10) days 3rd and subsequent offenses: Bus suspension for fifteen (15) days or the rest of the school year.</p>	
<p>32. Sexual Harassment / Assault Unwelcome sexual advances, requests for sexual favors and other verbal and physical conduct of a sexual nature, which includes one's sexual orientation, creating an intimidating, hostile or offensive environment will be considered as sexual harassment and/or sexual assault (KRS 510.130).</p>	<p>1a. Immediate Office Referral/SRO Involvement 1b. Threat Assessment 2. ISS, ASD, SS, and/or OSS 3. Parent/Guardian Conference 4. Charges Filed</p>
<p>33. Inappropriate Sexual Activity / Behavior Engaging in a sexual act or conduct of a sexual nature on school grounds, including the school bus and all extra-curricular activities (ballgames, dances, etc.) is prohibited (KRS 510, 530, 531).</p>	<p>1a. Immediate Office Referral/SRO Involvement 1b. Threat Assessment 2. ISS, ASD, SS, and/or OSS 3. Parent/Guardian Conference 4. Charges Filed</p>
<p>34. Weapons / Possession of Weapons The possession of ANY INSTRUMENT, such as fireworks, explosives, mace, knives, clubs, guns, chains, and the like that can be used to inflict bodily injury to another person are prohibited. Pocket knives are not an exception. All knives are prohibited. <i>While pocketknives may be considered a weapon, the mere possession of a pocketknife without the intent to use as a weapon, WILL NOT carry the same penalty as an identified weapon under KRS 237.040. A weapon may be considered ANY INSTRUMENT that is used to inflict bodily injury to another (KRS 237.04).</i></p>	<p>1a. Immediate Office Referral/SRO Involvement 1b. Threat Assessment 2. ISS, ASD, SS, and/or OSS 3. Parent/Guardian Conference 4. Charges Filed</p>
<p>35. Search & Seizure School property, such as lockers and desks, are jointly held by the school and the student. School authorities have the right to conduct general inspection of all such property on a regular basis and without notice. Students should not expect privacy to items in such locations. A single desk or locker may be searched at any point if reasonable suspicion exists to believe that evidence of a violation of the law or a school rule is potentially being committed. Search of a student's person (including backpacks, purses, bags, ...) shall occur if deemed necessary. SMS has a school resource officer (SRO) from the Pulaski County Sheriff's Department available at all times to assist or lead in personal searches. *NOTICE: According to OAG 88-165, school districts do have the power under Kentucky law, to impose carry-over discipline measures. A student engaging in misconduct during the last few days of school may be disciplined for that conduct, through ISS, ASD, SS, and OSS or expulsion, at the beginning of the next school year.</p>	

SECTION III – ELIGIBILITY TO PARTICIPATE (EXTRA-CURRICULAR, SPORTS, ...)	
<p>1. Eligibility to participate in school-sponsored activities Attendance Requirement: A student must be present the entire day of the extra-curricular activity in order to participate with the exception of a doctor's excuse, court, or bereavement with appropriate documentation.</p>	
<p>2. Academic performance Requirement: Any student-athlete participant must maintain a cumulative 2.0 Grade Point Average (GPA), including Enrichment programs, based on a 4.0 scale, during the course of their season. The participant will have their grades evaluated at the beginning of their season. This will be based on their last report card or last mid-term report. They will have grades evaluated every 2 weeks during their season and on report cards and mid-term reports. If a participant fails to meet the required 2.0 GPA at <u>any of the check times</u>, they will serve a two-week probation at which time they will not be allowed to practice or participate at any event; including practice and games. At the end of the two-week probation period grades will be re-evaluated. If the participant has achieved a 2.0 GPA requirement they will be re-instated, if they fail to meet the 2.0 requirement, they will be dismissed from team or squad. A participant may only serve only one probationary period for an entire school year. A second failure to achieve a 2.0 GPA in a sport's season will result in the participants being dismissed from the team or squad.</p>	
<p>3. Suspension: Students serving OSS may not participate on the dates of suspension in any SMS extra-curricular activities such as practices, school events, school activities, competitions, or games.</p>	
<p>4. Leaving the SMS building and/or campus during school-sponsored activities: (Indoor) Students who leave the building during school activities (Basketball games, Volleyball games, Archery matches, Academic matches, Club meetings, Band & Choir performances, all practices, etc.) without the permission of an SMS employee will be prohibited from attending SMS extra-curricular activities for the remainder of the school year. (Outdoor) Students who leave the SMS campus during school activities (Baseball games, Softball games, Soccer games, Football games, Club meetings, all practices, etc.) without the permission of an SMS employee will be prohibited from attending SMS extra-curricular activities for the remainder of the school year. 5. Field Trip Participation Any office referral that results in ISS prohibits participation in a field trip for that nine-week period. Two (2) office referrals that result in ISS prohibits all field trips for that student for the remainder of the 2019-2020 school year. Any referrals received while on a field trip will cancel that student's participation in any field trips for the remainder of the 2020-2021 school year.</p>	

SECTION IV - ATTENDANCE POLICY

~ATTENDANCE POLICY INFORMATION~

- At the middle school level (6-8) each class period during the day will be considered an individual day for the purpose of counting absences and tardies.
- The terms "unexcused" and "excused" will be applied on a daily basis when a student is absent.
- Every student will be required to bring in a parent note or a professional excuse (within the five (5) day limit from day of absence).
- Work may be made up for unexcused absences if student stays after school or makes other arrangements with teacher.
- Students will have one parent note per year to excuse one emergency tardy to school of 60 minutes or less from the start of the school day.
- Exception may be made for students with disabilities based on their Individual Education Plan.

~ADMINISTERING THE ATTENDANCE POLICY~

- Attendance is on a per class basis.
- **The classroom teacher will keep an accurate daily attendance record for each assigned class.** All absences and tardies should be recorded daily by the classroom teacher.
- After three (3) unexcused absences, the attendance clerk will be responsible for sending written notification to the parent.
- After six (6) unexcused absences, contact will be made with the parent either by written notice or home visit.
- After six (6) or more unexcused absences, the Director of Pupil Personnel will handle the violation of the compulsory attendance school laws.

~ATTENDANCE POLICY DEFINITIONS AND CLARIFICATION~

- **Early Dismissals:** **Non-emergency activities and appointments should be scheduled after school hours.** Missing more than ½ of the class will be counted as an absence in that class. Students leaving school grounds must be properly signed out at the front desk. Only persons listed on the student's pickup list will be allowed to sign that student out of school.
- **Late Arrivals:** All students are expected to be at school and in class by 8:20 a.m. Those students arriving after 8:20 a.m. are required to sign in with front office personnel where they will receive an admit slip.
- **Tardies:** All students are expected to be in the classroom when class begins. All tardies (other than those approved by a faculty member or an administrator) will be unexcused.
- **Late Bus:** Students arriving late to school as a result of bus problems must report to the front office. Tardies as a result of the late buses will be considered excused.
- **School Activity Approved Absence:** Absence of students from class while involved in an approved school activity scheduled in advance by the principal or his designee will be considered an excused absence.
- **Homebound Service:** A teacher for the homebound is available for students anticipating absences from school for extended periods of time for medical reasons. It is the responsibility of the parent or guardian to notify the school attendance secretary and to obtain a homebound form to be completed and signed by a licensed physician stating that the student's condition renders attendance at school inadvisable. A student cannot be enrolled in the homebound program until the form is returned to the school.
- **Transfer Students:** Absences of students who are enrolling late from another school will be considered as if absent from SMS

~TRUANCY DEFINED~

Any pupil who has been absent from school without a valid excuse for three (3) days or more, or tardy without valid excuse on three (3) or more, is a truant. A pupil who has been reported as a truant six (6) or more days is a habitual truant by Kentucky law. Absence for less than a half-day shall be considered tardiness. The Director of Pupil Personnel (DPP) will handle violation of the compulsory attendance school laws.

~EXCUSED ABSENCES~

An excused absence or tardy is:

- **Personal illness** as certified by a parent/guardian's note for six (6) days **per year.**
- 10 Doctor/Dentist excuses verified by a statement from a health professional are allowed per year. **After a student has used all ten (10) medical excuses and all 6 parent notes for the school year and has a medical need, a Chronic Illness Form may be obtained from the attendance secretary. This must be completed by the student's doctor.**
- Death or severe illness in the student's immediate family.
- Court summonses;
- One (1) day for attendance at the Kentucky State Fair.
- Failure of bus transportation (missing the bus is no excuse)
- Religious holidays and practices
- Attend school-related or other activities approved by principal.
- One (1) day prior to the departure of parent/guardian called to active military service
- One (1) day upon the return of parent/guardian from active military service
- Visitation for up to ten (10) days with the student's parent/guardian who is on active military duty and stationed outside the country
- Documented military leave

~MAKE-UP POLICY FOR EXCUSED ABSENCES~

- Any student who misses school will be permitted to make up any work missed during the excused time away from school.
- The student will have three (3) school days within which to make up any work due as a result of an excused absence.
- The exceptions to this statement may include daily participating activities, quizzes, and pop test. These exceptions may or may not be made up at the discretion of the teacher, but will not count against the student. (The three (3) day time limit still applies.)
- If any assignment has been made in advance, or if the due date has been long-standing, the student will be expected to turn in work at once upon returning to school from an excused absence.
- If a student checks in or out of school during the class day, he/she is responsible for make-up immediately upon returning to school.
- If a student misses a scheduled test, the student will be expected to make arrangements for makeup immediately upon returning to school.

- Make-up work can be done during extended time during class or if tutoring is available after school. Regularly scheduled class time should not be used for make-up work.
- Days when students are counted present, even if they are away from their classes, (i.e. field trip) are to be treated the same as regular absences as far as make-up work is concerned. The student is responsible for arranging a make-up schedule with his/her teacher.
- Any absence on semester exam dates must be approved through the Principal before the student may make up a scheduled exam.
- When an extended absence is anticipated, students and parents should notify and make arrangements with school personnel.

~UNEXCUSED ABSENCES~

- All other absences shall be considered unexcused.
- Days missed because of suspension from school shall be considered unexcused absences.
- Any student with 3 or more suspension days may not participate in extra-curricular activities such as school dances, team sports, or attend school events or games.

~VERIFICATION REQUIRED~

- Upon return to school, students shall present parental/guardian notes stating the date(s) and reason(s) for the absence.

The school understands that students who are not in attendance in school cannot expect to learn. Students who provide valid excuses will be allowed to make up work missed. Students with unexcused absences or tardies may face action as determined by the SBDM Council policy at their school. Students and their parents can be held accountable through outside agencies for unexcused attendance from school. Please encourage your child to be on time and in school every day.

SECTION V: HEALTH CLINIC PROCEDURES

Students who become ill at school may request to go to the nurse's office. Proper procedure is as follows:

- Ask the teacher to go to the front office to request a nurse's visitation form.
- The office will fill out a form for the student to give to the nurse upon arrival at the nurse's office.
- Only students with special circumstances (the taking of daily medications) are allowed to go to the nurse's office without a form supplied by the front office. **Students who go to the nurse's clinic without permission will be considered skipping class.**

SECTION VI: IMMUNIZATION

A student must have an up-to-date immunization certificate when enrolling in school. An in-coming 6th grade student must have the following before starting school:

- 6th grade students must have a physical signed by a doctor.
- An up-to-date immunization certificate (a list of required immunizations are available on our website at www.sms.pulaski.net).

Students will not be allowed to pick up schedules on Open House dates if shot records or if an up-to-date physical have not been turned in. Please bring those to school before open house in order to make it easier to pick up your child's schedule. Any student who has an expired shot record/or has not had their physical cannot start school until this has been up dated.

SECTION VII: BUS PASSES

- All students traveling by bus to a stop other than their home must have a bus note.
- **Change of transportation notice for your student.** Changes in bus routes must be taken care of with a note from home. Notes can be faxed or e-mailed. We understand that plans can change and semi-emergencies can occur that require parents/guardians to call school and change transportation plans for students. Please call the office with any transportation changes as early as possible - prior to 2:00 P.M. Any calls after 2:00 P.M. cannot be guaranteed to be relayed to your child. (Afterschool changes due to SMS extra-curricular cancelations such as tutoring, practice, games, and activities are exempt from this rule.) Parents/Guardians who habitually call school to change transportation plans will be asked to meet with SMS administration to explain this continual need.
- The note should be taken to the front office in the mornings before going to first period. The note must include name of student, destination, number of the bus, and a phone number where the parent may be reached. The office will verify the note by talking to parent/guardian and stamping the note with school stamp.

SECTION VIII: CAFETERIA PROCEDURES

- Students will eat lunch with their class at the appointed time.
- We expect courtesy and cleanliness while students are in the cafeteria.
- No "restaurant style" food or soda drinks (McDonalds, Subway, Wendy's...) may be brought into the cafeteria unless it is in an approved lunch box or bag.
- Restaurant food is not permitted to be brought to SMS students for lunch or at any point during the school day (8:20-3:00). This rule does not apply to after-school activities that begin at 3:00 P.M. or after (sports, clubs, ...)
- Students are not permitted to remain in the classroom, gymnasium, etc. while their class is at lunch. Students are not to be anywhere in the building except in the cafeteria during their lunch time, unless directed by a faculty member. Disciplinary action will be taken if students are in unauthorized areas.
- There is no charge for breakfast or lunch in the Pulaski County School District. A la carte items are offered such as fruit drinks, extra food items that can be purchased. Those items cannot be charged.

SECTION IX: Disciplinary Procedures

POSITIVE BEHAVIOR INTERVENTIONS & SUPPORTS (PBIS)

THE TWO SIDES OF DEVELOPING AN ACCOUNTABILITY PLAN THAT WORKS

Positive Consequences

1. LOTS OF PRAISE
2. Good News Post Cards sent home.
3. Rewards (group), Team Time, Rally Time, Social Time: Free time with friends!

c. This will be done on a periodical schedule and students must be in good academic and disciplinary standing in order to participate in this earned privilege. Each reward time will be an opportunity for teachers to recognize a number of students whom have demonstrated excellent character or academic prowess since the last rally time.

Negative Consequences (Remember: this is a staged plan that students progress through the steps as necessary.)

- 1. Verbal warning will be the first form of discipline.
- 2. A discipline card will be the second form of discipline.
- 3. The third form of discipline is a parent contact which will be made with the student present for the phone call if at all possible.
- 4. The fourth form of discipline is Team Safe.
- 5. The fifth form of discipline will be an office referral.
- 6. The sixth form of discipline will be to schedule a parent conference.

STEP 1. VERBAL WARNING

- Verbal warnings can include any request or warning from the classroom teacher or member of the SMS staff.

STEP 2. DISCIPLINE CARD

- A discipline card is a card provided by the classroom teacher. The card must be taken to all remaining classes for the day and initialed by each teacher. At the end of the day the student will be given the discipline card to take home. The discipline card must be signed by the parent and returned to the teacher that sent it home. Students with a discipline card are restricted from any and all privileges until the discipline card is returned with a parent signature. This may include locker breaks, and any other forms of discipline that the team decides to implement.

SOUTHERN MIDDLE SCHOOL: TEAM-----	
<div style="border-top: 1px dashed black; height: 10px; margin-bottom: 10px;"></div> <p>Discipline Card</p> <p>Student Name: _____ Teacher: _____</p> <p style="text-align: right;">Date: _____</p>	
DESCRIPTION OF NEGATIVE BEHAVIOR:	
<p>Team Initials: _____</p> <p>Parent Signature _____</p>	<p>Date _____</p>

STEP 3. PARENT CONTACT

- The third form of discipline is a parent phone call. This will be done during the teachers' planning period if at all possible with the student present in most cases.
- Parent contacts may also be made via email if the parent has signed up for the Team E-mailing list.

STEP 4. TEAM SAFE

- Team Safe is utilized to empower the teachers and to help prevent students from receiving excessive office referrals (which go on the student's personal record that travels with them to the high school.)

When in Team Safe students:

- have a special seat in each class,
- have a designated location during hallway transitions and breaks,
- and silent lunch.
- Students may be placed in Team Safe prior to a referral if teachers feel that it is a better option. Students may also be placed in Team Safe due to low grades if the teachers feel like it will be beneficial to the student.
- Team Safe initially begins with three days but can be extended or reduced as teachers see fit.

STEP 5. OFFICE REFERRAL

The fifth form of discipline is an office referral. Office referrals will be placed in a team folder once the carbon copy is returned to the teacher who has written the referral. Office referrals usually result in ISS, ASD, SS, or OSS depending on the severity of the incident.;

STEP 6. PARENT CONFERENCE

The final form of discipline is a parent conference. Parent conferences can be requested at any time by the team or the parent by contacting the guidance office.

**** The above forms of discipline will be used in the order indicated, but any step can be skipped at the discretion of the classroom teacher, Team Leader, or Southern Middle School Administration.**

SECTION X: Student Drop off and Pick up Procedures and Policies

***Attention*:** SWHS students shall NOT be dropped off at Southern Middle School. These students should only be dropped off at SWHS. High school students will not be permitted to wait for a shuttle bus outside of SMS at any time prior to 7:50. ONLY SWHS students that have a sibling attending SMS may be dropped off for the shuttle buses beginning at 7:50.

A. Morning Student Drop-Off:

Student drop off is available via the drop off/pick up loop from 7:40-8:15. Students may exit the vehicle only at the designated sidewalk location. Students must be dropped off in the drop off/pick up loop and enter through the West Door only. Students should NEVER leave a vehicle until the vehicle is at the designated unloading sites. **At no point should a student be dropped off at SMS prior to 7:40 A.M.**

B. Afternoon Student Pick-Up:

Parents/Guardians may pick up students in the drop off/pick up loop beginning at 3:05 and ends at 3:30. Students will be called out as their vehicle enters the loop and will be waiting for their vehicle as they stop at the designated pickup numbered location. SWHS students that do not have a sibling at SMS will not be permitted to be picked up at SMS.

SECTION XI: Transportation

A. Bus Riders: Riding the school bus is a privilege; it is not a right. Students who do not follow all safety rules, policies, procedures, and regulations will have their bus riding privileges suspended, and could completely lose that privilege for the entire school year. All bus drivers have a very serious responsibility to deliver all students to and from school safely. Students who interfere with this process will be dealt with appropriately. Parents/guardians of students who cause damage to a school bus will be required to pay restitution for all damage in order to remain a rider on the bus.

B. Change of transportation notice for your student:

We understand that plans can change and semi-emergencies can occur that require parents/guardians to call school and change transportation plans for students. **Please call the office with any transportation changes as early as possible - PRIOR to 2:00 P.M.** Any calls made after 2:00 P.M. to the front office cannot be guaranteed to be relayed to your child.

(Afterschool changes due to SMS extra-curricular cancelations such as tutoring, practice, games, and activities are exempt from this rule.) Parents/Guardians who habitually call school to change transportation plans will be asked to meet with SMS administration to explain this need.

SECTION XII: Calendar/Schedules/Contacts

2020-2021 Instructional Calendar Highlights

August 4	Opening day for teachers
August 5	First Day for students
September 7	Holiday-Labor Day
October 5-9	Fall Break
November 3	Election Day
November 25-27	Thanksgiving Break
Dec. 21- Jan. 1	Winter Break
January 18	MLK Day
April 5-9	Spring Break
May 12	Last day for students (if no missed days)
May 13++	Weather make-up days
After last day	Closing day for teachers

Southern Middle School Master Schedule

7:40-8:15	Parent Drop Off
7:40-8:20	Breakfast
8:20-8:35	Homeroom/Advisory
8:37-9:30	1 st Period (6 th Grade Exploratory)
9:32-10:25	2 nd Period (6 th Grade Exploratory)
10:31-11:22	3 rd Period (7 th Grade Exploratory)
11:24-12:17	4 th Period (7 th Grade Exploratory)
12:17-1:10	5 th Period (Exploratory Planning)
1:12-2:05	6 th Period (8 th Grade Exploratory)
2:07-3:00	7th Period (8 th Grade Exploratory)
3:05-3:30	Bus loading/Parent Pick-Up

SMS Extra-Curricular Activities

Academic Team
Band
Beta
Choir
FCA
JROTC
Student Council
W.E.B. Leaders

SMS Athletics

Archery
Boys Baseball
Boys Basketball
Boys Soccer
Cheerleading
Dance
Football
Girls Basketball
Girls Soccer
Girls Softball
Girls Volleyball

Boys & Girls Golf*
Boys & Girls Tennis*
Cross Country*
Swimming*
Track & Field*

**Not a middle school sport: SMS students participate as part of SWHS at the high school level*

Southern Middle School

Home of the Warriors

200 Enterprise Drive

Somerset, KY 42501

606-679-6855 Fax: 606-679-2270

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**WEB PAGE:** <https://www.pulaski.net/2/home>  
~~~~~

Brett McQueary, Principal

brett.mcqueary@pulaski.kyschools.us

William Sims, Assistant Principal

william.sims@pulaski.kyschools.us

James Cox, Assistant Principal

james.cox@pulaski.kyschools.us

Sheryl Cooper, Curriculum Director

sheryl.cooper@pulaski.kyschools.us

Allison Gregg, Counselor

allison.gregg@pulaski.kyschools.us

Byron Melton, Counselor

byron.melton@pulaski.kyschools.us

Greg Kinney, Athletic Director

greg.kinney@pulaski.kyschools.us

Shannon Ford, Librarian

shannon.ford@pulaski.kyschools.us

Mila Molen, Principals' Secretary

mila.molen@pulaski.kyschools.us

Tammie Wesley, Attendance Secretary

tammie.wesley@pulaski.kyschools.us

Trasia McCrystal, Receptionist

trasia.mccrystal@pulaski.kyschools.us

Bookkeeper

@pulaski.kyschools.us

Bonnie May, Guidance Secretary

bonnie.may@pulaski.kyschools.us

Teresa Roberts, Family Resource Coordinator

teresa.roberts@pulaski.kyschools.us