



## Gray Middle School

10400 US 42 Union, KY 41091 859-384-5333 FAX: 859-384-5318

Todd Novak, Principal

David Arvin, Assistant Principal

Carrie Roberts, Vice-Principal

Alecia Hunt, Counselor      Debbie Staggs, Counselor



8/10/20:

Hello 6th Grade Parents,

We are anxious to welcome our 2020-2021 Sixth Graders and families to Gray Middle School. As with everything going on around us at this moment, this is NOT our preference for providing Parent Orientation information; however, we are doing our best to keep our students and community safe. With that being said, please know that we take pride in helping our sixth graders transition from elementary to middle school. Our goal is always to welcome you and them and to help them grow into students who will be safe, responsible and respectful at their next level and for life. We are sad that we cannot meet with you personally at this time, but please know we are always available via email or phone to help in any way we can to assuage the next few months as your child becomes a Gray Gator. The information provided in the video is the same information we give to our parents each year and we are including a written guide that you can print for reference. Again, we welcome questions and concerns at any moment. It may be a good idea to hang on to this information as the year progresses and questions come up that need answers. Added together, the teachers, administrators, staff, and custodial crew have hundreds of years of experience working with middle school students. We are looking forward to a year getting to know our new Gator family members.

Todd Novak: Principal 7th Grade: [todd.novak@boone.kyschools.us](mailto:todd.novak@boone.kyschools.us)

David Arvin: Assistant Principal 8th Grade: [david.arvin@boone.kyschools.us](mailto:david.arvin@boone.kyschools.us)

Carrie Roberts: Vice Principal 6th Grade: [carrie.roberts@boone.kyschools.us](mailto:carrie.roberts@boone.kyschools.us)

Debbie Staggs: Counselor/Special Education/504/8th Grade: [debbie.staggs@boone.kyschools.us](mailto:debbie.staggs@boone.kyschools.us)

Alecia Hunt: SEL/Gifted Talented/Counselor 6th-7th Grade: [alecia.hunt@boone.kyschools.us](mailto:alecia.hunt@boone.kyschools.us)

Gray Phone Number: 859-384-5333



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August 10, 2020

WELCOME TO GRAY MIDDLE SCHOOL HOME OF THE GATORS!

PARENT ORIENTATION

AGENDA

Pledge/Welcome/ Introductions	Mr. Novak
U/A course offerings, (PLTW, Business, Fine Arts, World Language etc.)	Mrs. Staggs
Standardized Assessment (CERT, CASE & Assessment Revisions	Mrs. Staggs
Schedule, GAP, Grading	Mr. Arvin
Extracurricular Activities, Eligibility	Mr. Arvin
Parent drop off/pick-up; bus loading/unloading	Mr. Novak
Safety (drills, visitors, SRO, REPORT IT, automated phone calls, contacting parents	Mr. Novak
Attendance, Dress Code, Electronics (phones, chrome books, Go Guardian)	Mrs.Roberts
PBIS/Student Behavior	Mrs.Roberts
Lunch Accounts (online or send a check)	Mrs.Roberts
Section 504/SPED/GT/Medical Information	Mrs. Hunt
Service Hours/SEL	Mrs. Hunt
Communication (Twitter, Parent Portal, Google Classroom, Website, Automated phone system, Gator Gazette)	Mrs. Hunt
Schedule Pick Up	Mr. Arvin
Band	Mr. Gibbs
Choir	Mrs. Kozar
PTSA	Mrs. Bast

**Growing Responsible Achieving Young PEOPLE. The Boone County Board of Education provides equal employment and educational opportunities.**

# Gray Middle School Extracurricular Activities

Academic Team 6 <sup>th</sup> Grade	Marianne Guthier
Academic Team 7 <sup>th</sup> Grade	John Courtney
Academic Team 8 <sup>th</sup> Grade	Jobeth Shafer
Archery	See GMS Athletics Website
Art Club	Toni Twaddell & Julie Tracy
Band	Jesse Gibbs
Baseball (8 <sup>th</sup> grade only/Ryle)	See Ryle Athletics Website
Battle of the Books	Laura Mitsch
Board Game Club	Beau Gergel
Books & Bites	Mark Johnson & Kathleen Swinehart
Boys/Girls Basketball	See GMS Athletics Website
Cheerleading	See GMS Athletics Website
Chorus	Diana Kozar
Color Guard (Ryle)	Joe Craig
Cross Country (7 <sup>th</sup> and 8 <sup>th</sup> grade only/Ryle)	See Ryle Athletics Website
Dance Team	See GMS Athletics Website
Drama Club/School Play	Amanda Volpenhein
Energy-Wise	Brittany Leslie
Golf (7 <sup>th</sup> and 8 <sup>th</sup> grade only/Ryle)	See Ryle Athletics Website
Intramural Basketball	Lisa Torline
Lego League/Robotics	To be Determined
Marching Band (8 <sup>th</sup> grade only/Ryle)	Jessie Gibbs
Math Counts	Camilo Cano <a href="mailto:camilocano@msn.com">camilocano@msn.com</a>
National Junior Honor Society	Laurie Willis
Odyssey of the Mind	Jennifer Kolar <a href="mailto:jenniferkolare@yahoo.com">jenniferkolare@yahoo.com</a>
Photography Club	Shannon Eggleston
PTSA	Laura Bast <a href="mailto:jlbast@att.net">jlbast@att.net</a>
Show Choir	Diana Kozar
Soccer (8 <sup>th</sup> grade only/Ryle)	Brandon Dausch
Softball (7 <sup>th</sup> and 8 <sup>th</sup> grade only/Ryle)	See Ryle Athletics Website

Speech and Debate	Lisa Edmonds
Student Council	Bree Crowder crowderfamilyky@gmail.com
Swim/Dive (Ryle)	See Ryle Athletics Website
Tennis (7 <sup>th</sup> and 8 <sup>th</sup> grade only/Ryle)	See Ryle Athletics Website
Track (7 <sup>th</sup> and 8 <sup>th</sup> grade only/Ryle)	See Ryle Athletics Website
Volleyball	See GMS Athletics Website
Winter Guard (Ryle)	Joe Craig
Wrestling (Ryle)	See Ryle Athletics Website
Yearbook	Christina Croft
3D Printing Club	Jennifer Smith

## Gray Middle School Traffic Procedures

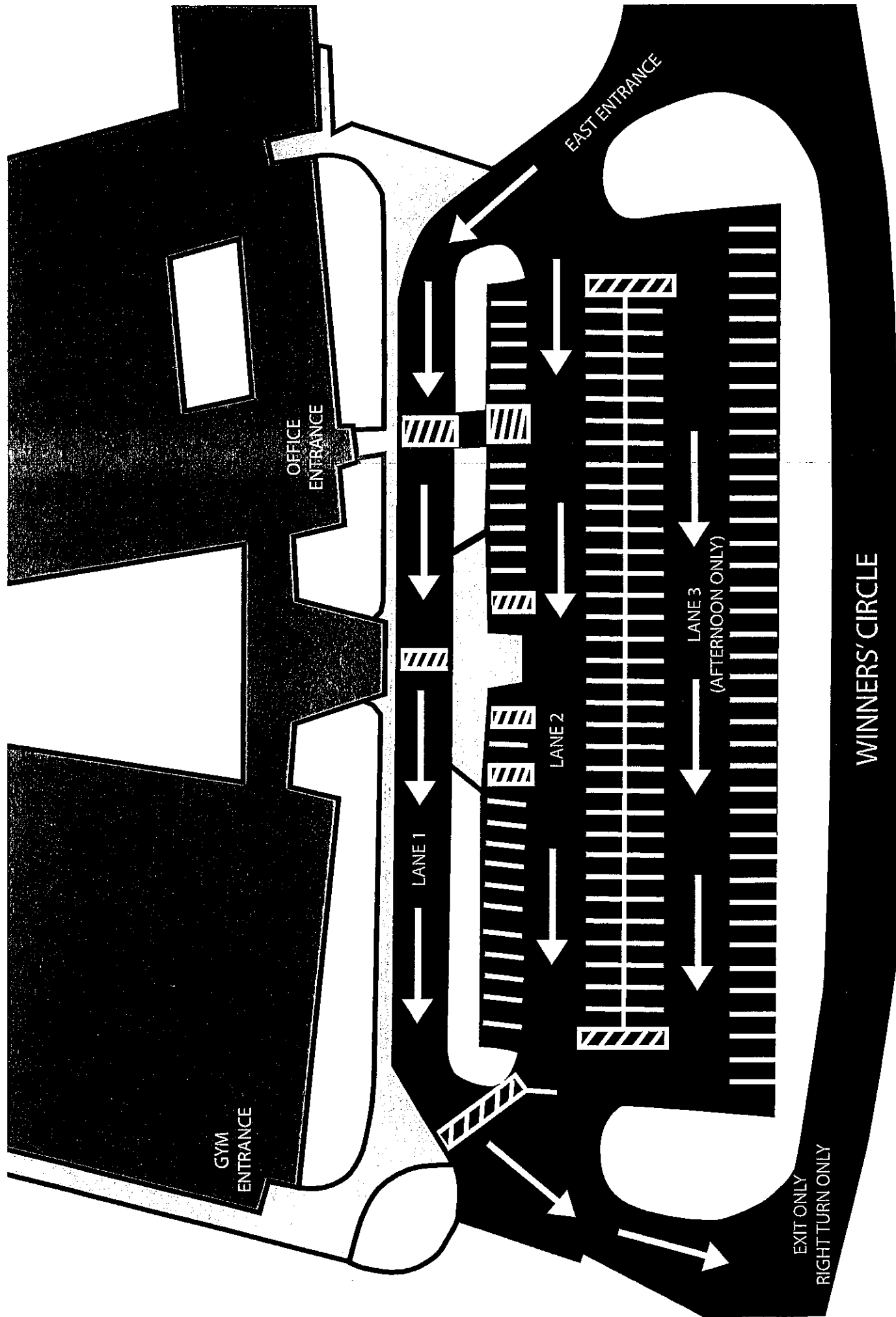
The purpose of this document is to inform parents/guardians and community members of morning and afternoon traffic procedures. In order to maintain a safe and efficient school traffic flow, Gray Middle School asks for your compliance with the following procedures.

### Parent Drop-Off

- Parents must enter the parking lot using the East Entrance. Students are only permitted to be dropped off from either Lane 1 or Lane 2 - anywhere else could be unsafe for your child.
- In order to improve traffic flow, yellow cones marked 'Parent Drop-off' will be placed in Lane 1 and Lane 2. Please have your student ready to exit the car when you reach this cone.
- If it is raining, please have your student ready to drop-off at the yellow cones. When parents wait to drop their students off at the door one car at a time, it causes a back-up that affects the entire Ryle campus.
- If you are using Lane 1, please pull forward and stop just prior to the crosswalk in front of the gym entrance.
- If you are using Lane 2, please pull up to the stop sign by the crosswalk. A staff member will hold traffic in Lane 1 to permit your student to walk across the crosswalk. Students must walk across the pavement (stay off the grass) and wait to be directed to cross Lane 1 by the staff member on duty.
- There will only be one lane of traffic in Lane 1 and Lane 2.
- Please wait for the cars in front of you to leave and remember to never drive around the car in front of you. Some students will exit their vehicles on the left hand side.
- To relieve congestion and prevent traffic from backing up as you exit campus, please turn right when you exit the parking lot on to Winners' Circle.
- If you are dropping your student off after 7:35, please drop them off at the front office.

### Parent Pick-up

- Upon entering the parking lot, please use Lane 2 and Lane 3.
- We will have two lanes of traffic in Lane 2 and one lane of traffic in Lane 3.
- Please pull all the way down to the end of the parking lot and do not leave any gaps.
- Students should walk to the flag pole after exiting the building before moving to their vehicle. A staff member will tell students when it is safe to cross.
- Students will not be permitted to walk to their parents vehicle in the street. For their safety, we ask that all cars be in the parking lot before a student enters the vehicle.
- A staff member will dismiss cars in Lane 2 as they fill up.
- If you are in Lane 3, you are allowed to exit to the left after you have your student.
- If you are having trouble locating your student, please pull in an available parking spot and proceed to the flagpole.
- Parents are not permitted to use Lane 1 in the afternoon. That lane is reserved for busses and emergency vehicles.



GYM  
ENTRANCE

OFFICE  
ENTRANCE

EAST ENTRANCE

LANE 1

LANE 2

LANE 3  
(AFTERNOON ONLY)

WINNERS' CIRCLE

EXIT ONLY  
RIGHT TURN ONLY

## STUDENT DRESS CODE

The function of a school is that of an educational institution. No extreme or exaggerated fashion or form of personal appearance will be permitted to interfere with the educational process. School authorities may limit or prohibit any extreme type or style of student dress, personal appearance, or use of wearing apparel, which, in the judgment of school officials, is deemed unsafe, or creates disruption to the learning process or educational routine. It is solely the judgment of the administration and faculty with regards to appropriate dress.

### Students not complying with the school dress code will follow this protocol:

1. Call home for change of clothing or have issue amended at school utilizing items on hand.
2. A warning will be issued to the student.
3. Detention for any further violations.

### The following items **ARE NOT ACCEPTED OR PERMITTED:**

hats/bandannas worn in building

coats/big, bulky items worn in building

shorts or skorts (capris must be 2" below knee) *\*The GMS SBDM policy overrules the Boone County School Student Handbook policy regarding shorts or skorts.\**

Any clothing that shows too much skin, is too provocative, and/or revealing in nature.

No pajama bottoms of any material

Footwear that is not securely fastened to the foot.

Clothing displaying profanity, violence, controlled substances, sexually suggestive scenes, alcohol, tobacco, or suggests discrimination of any form

Hair color, style, or designs that is disruptive to the educational process

Jewelry or ornamentation that is excessive, hazardous, or distracting to the educational process.

No facial piercings.

Any other items the principal deems unreasonable or distracting will not be allowed.

## ATTENDANCE POLICIES

### ABSENCES

Daily attendance of all who are enrolled in the Boone County Schools is required in accordance with state law and school board policy. Students are expected to attend all regularly scheduled classes unless officially excused.

All Student absences require a written note signed by a parent or legal guardian upon the child's return to school. **Notes should contain the student first and last name, specific absence date(s) and the specific reason (ie: illness, doctor appointment, funeral, etc.) for the absence. Details for reasons given as personal, family, or emergency should be provided to the attendance clerk or an administrator.** Students shall drop off attendance notes in the box located in either the cafeteria or gym hallway prior to 7:30 a.m. Any note dropped in the box after this time will be processed the following day. Notes faxed directly from a doctor's office will be accepted; all other forms of electronic communication are denied unless administrative approval is granted.

**GMS allows eight (8) events throughout the year to be excused with only a parent note.** An event occurs when a student is absent for any part of the instructional day; however, please review the tardy policy to make the proper decision regarding how to utilize attendance procedures. Whenever a doctor, dentist, or legal documentation is provided, the event will be recorded as such and not count against the 8 parent notes. Please do not write on medical notes or legal documentation. Upon return to school students have seven (7) school days to submit documentation for absences. After seven days the event, whether absence or tardy, will need to remain unexcused.

**EXCUSED ABSENCES** are absences from school where a parent note (signed by parent/guardian), doctor note, legal note, or other approved documentation is provided within the time frame noted above. Any student with an excused absence will be provided the opportunity to make up missed work within a reasonable length of time and is usually

the length of time of the absence. Parent/Doctor notes will be accepted up to the 7<sup>th</sup> school day after a student returns to school. **If no excuse note is provided within this time, the absence will remain unexcused.**

**UNEXCUSED ABSENCES** from school are those for which no legitimate cause is shown nor given within the time frame noted above, for an absence that is deemed unknown by parent/guardian, a note is not turned in within the required 7 day period, or when a student has exhausted their parent notes and fails to provide other documentation. Accumulation of unexcused absences will be reported to the BC Court Designated Worker.

**PREARRANGED ABSENCES** occur when a student knows in advance they will be absent. Students are responsible for asking teachers for assignments prior to the absence. Students should turn in an absence note upon return to school.

#### **ENHANCED EDUCATIONAL OPPORTUNITIES (EHO)**

Parents who would like to apply for an EHO should send their written request to the administration two (2) weeks prior to the absence. The administration will approve or deny the request and may require academic documentation.

#### **TARDIES**

Students who arrive late to school **MUST** report to the main office. Students are expected to be in the classroom preparing for class at 7:35 a.m. Those students arriving after that time who were not on a late bus are considered tardy. Numerous late arrivals will be reported to the grade level administrator and dealt with in a disciplinary manner. Students are permitted 5 late arrivals to school with a parent note for any reason. Doctor, funeral or legal obligations will not count against the student's permissible late arrivals provided proper documentation is received from the doctor, dentist, or funeral program. After 5 late arrivals, every 4 excused or unexcused late arrivals will deduct from the student's 8 parent notes (4 tardies = 1 parent note)

#### **EARLY DISMISSAL**

Please have students drop off a note in the attendance box prior to 7:30 signed by a parent or legal guardian. All early dismissal notes not dropped off by 7:30 must be brought to the main office first thing in the morning. For safety reasons the name of the person picking the student up should be written on the note if someone other than the parent/legal guardian is signing the student out early. Parents must come to office and sign students out of school. Early dismissals are recorded as full or ½ days of out of school or as a tardy. Early dismissals must be excused via a parent note, doctor note, or legal documentation. **Students will only be released to the listed parent/guardian.**

#### **VISITORS**

All Boone County School Employees shall wear an identifiable badge while on campus. Any visitors coming to Gray Middle School shall report to the main office and have a visitor's pass provided to them. Students should never open an outside door to anyone.

#### **DELIVERIES**

Gray Middle School only allows drop offs to students for required medication or instructional necessities. Therefore, items like attendance notes, field trip money, and lunches are not permitted. Anything outside the permissible items requires consultation with an administrator.





# PBIS

	Be Safe	Be Respectful	Be Responsible
<b>Classroom</b>	<ul style="list-style-type: none"> <li>- Keep hands &amp; feet to yourself</li> <li>- Use materials appropriately</li> <li>- Walk from place to place</li> </ul>	<ul style="list-style-type: none"> <li>- Don't distract others</li> <li>- Use quiet voices and appropriate language</li> <li>- Follow adult directions</li> </ul>	<ul style="list-style-type: none"> <li>- Have needed materials</li> <li>- Have assignments completed</li> </ul>
<b>Cafeteria</b>	<ul style="list-style-type: none"> <li>- Keep all food on trays and to self</li> <li>- Stay seated</li> <li>- Walk from place to place</li> <li>- Keep hands, feet and objects to self</li> </ul>	<ul style="list-style-type: none"> <li>- Allow anyone to sit next to you</li> <li>- Use quiet voices and appropriate language</li> <li>- Follow adult directions</li> </ul>	<ul style="list-style-type: none"> <li>- Stay in your seat until dismissed</li> <li>- Be in designated area</li> <li>- Place trash in garbage cans</li> <li>- Get adult help for accidents and spills</li> <li>- Use utensils correctly</li> </ul>
<b>Hallway Breezeway</b>	<ul style="list-style-type: none"> <li>- Stay to the right</li> <li>- Allow others to pass</li> <li>- Use appropriate language</li> <li>- Keep hands, feet and objects to self</li> </ul>	<ul style="list-style-type: none"> <li>- Respect hallway displays</li> <li>- Follow adult directions</li> <li>- Use inside voice levels</li> </ul>	<ul style="list-style-type: none"> <li>- Have appropriate permission</li> <li>- Close lockers all the way</li> <li>- Keep moving</li> <li>- Use locker etiquette</li> </ul>
<b>Bathroom</b>	<ul style="list-style-type: none"> <li>- Keep water in sink</li> <li>- Wash hands</li> <li>- Keep feet on floor</li> </ul>	<ul style="list-style-type: none"> <li>- Check stall for occupancy</li> <li>- Give people privacy</li> <li>- Use inside voice</li> </ul>	<ul style="list-style-type: none"> <li>- Flush toilet</li> <li>- Check occupancy</li> <li>- Return to room promptly</li> <li>- Vandalism-free zone</li> </ul>
<b>Gym</b>	<ul style="list-style-type: none"> <li>- Sit properly in bleachers</li> <li>- No food, drink, or gum</li> </ul>	<ul style="list-style-type: none"> <li>- Show good sportsmanship</li> <li>- Use appropriate language</li> </ul>	<ul style="list-style-type: none"> <li>- Be a team player</li> <li>- Encourage others</li> </ul>
<b>Library</b>	<ul style="list-style-type: none"> <li>- Walk</li> <li>- Keep your feet and chair legs on floor</li> <li>- Push in your chair when done</li> </ul>	<ul style="list-style-type: none"> <li>- Use inside voices</li> <li>- Return books on time</li> <li>- Keep food and candy out of Library</li> </ul>	<ul style="list-style-type: none"> <li>- Use time and materials appropriately</li> <li>- Sign in and out</li> </ul>
<b>Outside</b>	<ul style="list-style-type: none"> <li>- Stay in your designated area</li> <li>- Use equipment appropriately</li> <li>- No horseplay</li> </ul>	<ul style="list-style-type: none"> <li>- Play fairly</li> <li>- Include everyone</li> <li>- Share equipment</li> <li>- Use appropriate language</li> </ul>	<ul style="list-style-type: none"> <li>- Listen to adult supervisor</li> <li>- Provide personal space</li> <li>- Use appropriate voice level</li> </ul>
<b>Bus Loading Zone</b>	<ul style="list-style-type: none"> <li>- Keep hands, feet and objects to yourself</li> <li>- No horseplay</li> </ul>	<ul style="list-style-type: none"> <li>- Follow adult directions</li> <li>- Use appropriate language</li> <li>- One person load at a time</li> </ul>	<ul style="list-style-type: none"> <li>- Listen to adult supervisor</li> <li>- Provide personal space</li> <li>- Use appropriate voice level</li> </ul>
<b>On the Bus</b>	<ul style="list-style-type: none"> <li>- Sit in your seat</li> <li>- Face forward</li> <li>- Hands inside window</li> </ul>	<ul style="list-style-type: none"> <li>- Follow adult directions</li> <li>- Be respectful of others personal space and privacy</li> <li>- Use appropriate level of voice</li> </ul>	<ul style="list-style-type: none"> <li>- Maintain personal property</li> </ul>
<b>Special Event Field Trip Assembly</b>	<ul style="list-style-type: none"> <li>- Remain with supervising teacher</li> <li>- Walk</li> </ul>	<ul style="list-style-type: none"> <li>- Focus on presentation</li> <li>- Listen to and respond to speaker politely</li> <li>- Keep feet still on bleachers</li> </ul>	<ul style="list-style-type: none"> <li>- Applaud appropriately</li> <li>- Enter/Leave area appropriately</li> </ul>

**Boone County Schools  
Student Services Division  
School Health Services Department**

To: Parents/Guardians of 5<sup>th</sup> Grade Students  
From: School Health Services  
RE: Health Requirements for entry into 6<sup>th</sup> Grade

Date:

Students entering 6<sup>th</sup> grade in any school in Kentucky are required to have the following documents on file at their school:

- **A physical exam done within a year of the start of the 6<sup>th</sup> grade school year** by an MD, Physician Assistant, ARNP or an EPSDT-trained health care provider. KDE requires that this exam shall be reported on the Preventative Health Care Exam Form, not an Athletic Examination form. This form is available from your health department, health care provider, on-line on the Boone County School's website under Parent Resources/Enrollment Forms or at all middle schools.
- **A complete immunization certificate.** This should include:
  - **DTaP** vaccine: 4 to 5 doses;
  - **POLIO** vaccine: 3 or 4 doses;
  - **MMR** vaccine: 2 doses;
  - **Hepatitis B** vaccine series: 2 or 3 doses;
  - **Hepatitis A** vaccine: 2 doses spaced at least 6 months apart; must have documentation that the series has been started prior to **August 2019**;
  - **VARICELLA** (chickenpox) vaccine: 2 doses;
  - **MENINGOCOCCAL (MCV)** vaccine: 2 doses -One dose at 11 years old; **second dose at 16 years old (effective July 1, 2018)** important in the prevention of meningitis;
  - **Tdap** vaccine - the law requires that every child between the ages of 11-12 years receive a Tdap booster (previously a Td booster) regardless of the timeframe from their last tetanus containing vaccine.

It is important to schedule appointments with your health care provider or health department immediately. Students whose shot records are not up-to-date are not permitted to continue regular school attendance and may miss valuable class instruction time.

**State Law, Kentucky Revised Statute KRS 158.035, requires each student to have a valid immunization certificate on file in order to attend school.**

Please feel free to take this letter with you to your health care provider and discuss these requirements. If you have any questions, please contact your child's school at 384-5333 or the School District Health Services Department at 859-334-4478. We appreciate your immediate attention to this health-related matter.

*Thank you!*

*Pam Luehmann R.N.*  
School Nurse



PLEASE READ!

## IMPORTANT INFORMATION FROM THE FIRST AID ROOM

Welcome to the new school year! We would like to take a moment to remind everyone of a few procedures to follow and offer some ideas to help the students get through the school year as healthy as possible.

Let's start with a few requirements for entry into 6<sup>th</sup> grade. It is mandatory to have a current Kentucky Immunization Certificate on file. A letter is mailed home one month prior to the expiration date of your child's Immunization Certificate in order to give you time to set up an appointment with your child's doctor and obtain a new certificate.

Upon entering 6<sup>th</sup> grade, you must also have a health physical; K.D.E. requires that this exam shall be reported on the Preventative Health Care Exam Form, **NOT AN ATHLETIC FORM**. The physical must be completed no earlier than one year from the start of the student's entry into 6<sup>th</sup> grade. Most physician's offices have the necessary form or you can download the form from the Gray Website under FOR PARENTS and click on School Physical Form.

In order to tryout/participate in a G.M.S./R.H.S. sport and/or activity, your child will need to have a current KHSAA Athletic Physical on file. All physicals are good for one calendar year. This form is also available on the school website under FOR PARENTS.

If your child should need medication while at school, please read the following carefully. ALL medication must be kept in the First Aid Room (including cough drops/lozenges) and must be in their original container. In order for us to administer medication, a MEDICATION ADMINISTRATION CONSENT FORM must be completed. This form can be found on the website under FOR PARENTS or we will be happy to send one home with your child. We request all over the counter medications to be sent in the smallest bottle possible. All meds can be brought in by the student and must be brought immediately to the First Aid Room. We are unable to send any medications home with the student if they are bus riders. Medications can be picked up by the parent at the end of the school year. Any meds left will be disposed of per Boone County Procedure.

To administer prescription medicine, a Medication Consent Form must be completed and signed by a physician. We can only store a week supply of prescription meds at a time. The empty bottle will be sent home for the parent to refill. Please make sure the prescription bottle has the appropriate pharmacy label attached with name, dosage and time of day medication is needed at school. If it will be necessary for a student to carry or transport a medication such as an inhaler, please have the physician indicate this on the Medication Consent Form by initialing and signing in the appropriate places.

Do not hesitate to call if you have any questions about the procedures in the F.A.R. or with any concerns you might have about your child. Our goal is to assist you in keeping your child healthy so as to help them succeed academically!

*Pepper Dickerson* (Health Clerk)

*Pam Luehrmann, R.N.* (School Nurse)

