

## NOTICE

**GRAY MIDDLE SCHOOL**  
10400 U.S. 42  
Union, KY 41091  
(859) 384-5333  
Fax (859) 384-5318

Students, their parents, and employees of the Boone County School System are hereby notified that this school district does not discriminate on the basis of race, color, national origin, age, religion, marital status, sex, or handicap in employment, educational programs, or activities as set forth in Title IX, Title VI, and Section 504. Any student, parent, or employee, who feels that he/she may have been discriminated against or denied an opportunity in education or training because of their race, color, national origin, age, marital status, sex, or handicap, has a right to file a formal complaint.

For additional information, contact the Boone County Board of Education at:

8330 U.S. 42  
Florence, KY 41042  
(859) 283-1003

EQUAL EDUCATIONAL AND EMPLOYMENT OPPORTUNITIES

### MISSION STATEMENT

Through a focus on Academics, Relationships, and Service, Gray Middle School is committed to making the middle school experience meaningful for all students.

We believe:

1. All students can learn.
2. Data should inform instruction and curricular strategy.
3. A positive and proactive learning environment minimizes academic and behavioral underperformance.

### School Colors and Mascot

The official school colors are gray, navy blue and red orange. The choice of these colors and mascot reflects the majority opinion of the Gayle H. Gray 1994-95 student body that nominated and made these selections.

### FROM THE PRINCIPAL

Welcome back to Gray Middle School for another exciting year in your education. Whether you are a 6<sup>th</sup> grade newcomer or a seasoned 7<sup>th</sup> or 8<sup>th</sup> grader, I hope your summer was restful, spent with family and friends, and involved multiple learning opportunities. As we enter into our 25<sup>th</sup> year of educating the citizens of this community, we continue to strive to look for ways to improve the learning experiences of our students. We will do all that we can to provide the education that you demand in order to move you toward college, career, and life readiness. The faculty/staff within these walls have high standards and rigorous expectations-challenge yourself each and every day to be the best student that you can be. In addition, Gray Middle School offers a wealth of successful extracurricular activities to enrich your middle school career, take advantage of these opportunities as well. I wish each of you a safe, successful, and rewarding 2019-2020 academic year.

## SCHOOL CALENDAR

Aug.	12	Opening Day (Teachers Only)
	14	<b>Students First Day</b>
Sept.	2	Labor Day (No School)
Oct.	11	Professional Day (Teachers Only)
	14	Professional Day (Teachers Only)
Nov.	5	Professional Day (Teachers Only)
	27	Thanksgiving Vacation (No School)
	28	Thanksgiving Day (No School)
	29	Thanksgiving Vacation (No School)
Dec.	23	Winter Break Begins (No School)
Jan.	6	Students Return to School
	20	Professional Day (Teachers Only)
Feb.	17	Professional Day (Teachers Only)
March	13	Professional Day (Teachers Only)
April	6	Spring Break Begins
	13	Students Return to School
May	19	Professional Day (Teachers Only)
	20	Students Last Day (without snow days)
	21	Closing day (Teachers Only w/o snow days)

### Possible make-up days due to non-scheduled school closings:

May 21, 22, 26, 27, 28, 29 and June 1, 2, 3

**\*The State Mandated Testing dates for the 2019-2020 school year are May 1st thru May 17th. All students need to be in attendance. PLEASE DO NOT SCHEDULE APPOINTMENTS DURING THE TESTING WINDOW. These dates are subject to change.**

### Cover Design

Congratulations to GMS students Kyah Andros and Rebecca Kramer for designing the cover of the 2019-2020 student agenda.

### GATOR ACHIEVEMENT PROGRAM (G.A.P.)

The G.A.P. is designed to provide students with the time and support to acquire the necessary skills to perform at one's highest academic level. Students who are not required to attend a Workshop by teachers or the administration may have the option of selecting from a variety of workshops during this 45 minute period. On the first day of every school week, students will access the S.O.S. database to review/make their assignment for the week and must check this regularly to recognize required workshops. Any student eligible to attend voluntary workshops failing to do so by 3:00 p.m. daily, will be assigned to the default location the following day.

## SOCIAL EMOTIONAL LEARNING (S.E.L.)

On Mondays (or the first day of the school week) students will have a SEL lesson during their G.A.P class. It will focus on topics such as anxiety, coping, relating to others, etc.

### 2019–2020 CLASS TIMES

7:00 a.m.	School Building Opens
7:00 - 7:30	Morning bus duty*
	6th/8th grade in gym 7th grade in cafeteria
7:30 a.m.	Teachers on duty
7:35 a.m.	Students in classrooms
2:35 p.m.	Students dismissed

\*The computer lab (room 181-1) will be open daily at 7:00 am for student use\*

## STUDENT SERVICES

### Where to go for:

Absentee Notes	Cafeteria (7:10 – 7:35)
Assistant Principal	Main Office
Vice Principal	116
Book Concerns	Assistant Principal
Broken Lockers	Head Custodian
Doctor/Dentist Appointment Note	Main Office/Clerk
Free/Reduced Lunch	Main Office/Clerk
Guidance Counselors	Main Office
Illness at School	First Aid Room
Leaving School (with note)	Main Office
Leaving School (illness)	First Aid Room
Lost and Found	By Gym/Bus Lobby
Lunch Charges	Cafeteria
Permission to Leave School	Main Office/Clerk
	Main Office
Physical Forms for Athletics	Health Clerk/Athletic Office
Schedule Change	Counselor
Stolen Property	Principal/Assistant Principal
Tardy Notes	Main Office
Testing Information	Counselor
Withdrawal from School	Office

## GRADING

Students will be given mid-term progress reports four (4) times a year. Report cards are posted to the IC Parent Portal at the end of each grading term. STAR test results will be sent home with students 3 times per year.

Effective July 1, 2017 Boone County Schools grading scale will be:

A	90-100
B	80-89
C	70-79
I	Incomplete*

\*Below 70 is "I" for Incomplete until June 30 of the academic school year. Students with an "I" will be provided support by the school to remediate learning to reach a 70. If the grade is still listed as an "I" after June 30, then it becomes a failing grade.

Grading periods  
(Subject to SBDM policy)

1 <sup>st</sup>	August 14 <sup>th</sup>	October 16 <sup>th</sup>
2 <sup>nd</sup>	October 17 <sup>th</sup>	December 20 <sup>th</sup>
3 <sup>rd</sup>	January 6 <sup>th</sup>	March 10 <sup>th</sup>
4 <sup>th</sup>	March 11 <sup>th</sup>	May 21 <sup>st</sup>

*Subject to change due to school closings*

## Honor Roll

At Gray Middle School Academic Excellence is recognized by both an "All A" Honor Roll and an "A-B" Honor Roll. The honor roll is based on each class grade as it appears on the report card - not the average of all the grades.

## Cheating

Gray Middle School expects every student to complete his or her own work. Part of the maturation process is learning to accept responsibility. Cheating in any form is not acceptable.

Teachers have the responsibility and obligation to deal with these academic infractions within the framework of their classroom disciplinary procedures. Habitual violations may be brought to the attention of the GMS administration for further action.

## High School Credit

High School credit will be earned by any student who obtains a "B" average or better in Algebra I, Geometry Spanish I, Digital Literacy, or any other high school class. Algebra I, Spanish I, and Geometry taken in middle school do NOT count toward their high school GPA. Any classes taken in the summer between the 8<sup>th</sup> and 9<sup>th</sup> grade year DO count toward their high school GPA.

## Extra Curricular Eligibility

To be eligible to participate in athletics, a student must 1) have been promoted the preceding year; 2) be passing all classes. Coaches/sponsors will check grades prior to tryouts for a student to be eligible to participate in tryouts. Grades will be checked to determine eligibility. A student must be passing weekly to be eligible. Students are only permitted 3 years of eligibility during the middle school years.

**Per Boone County Schools Board of Education policy, any student participating in extra curricular activities must be present a minimum half (1/2) day of school the day of the activity (or the Friday before if the activity is on a Saturday) in order to participate.**

If a student becomes ineligible after making a competitive team, he/she will not be permitted to participate in games or practices until his/her grades are passing. Students suspended from school will not be permitted to participate in athletics in any manner until the suspension is lifted. Grades will be checked for any Boone County Board of Education approved sport, club, or activity that receives a sponsor allocation. These include but are not limited to: basketball, volleyball, cheer, dance, Academic Team, Student Council, Play, and High School sports. **Students who become academically ineligible on three (3) separate occasions will be dismissed from the program.**

All students participating on a sports team, including cheerleading and dance team are required to have a yearly KHSAA sports physical on file before participation is allowed.

## SERVICE HOURS

Gray Middle School's Mission Statement is, "Through a focus on Academics, Relationships, and Service... Gray Middle School is committed to making the middle school experience meaningful for all students."

Our hope is to empower our students to create a habit of giving their time and talents to others. **Beginning with the 2018-2019 school year there will be a requirement for each student to complete five (5) hours of community service for every year of attendance at GMS.**

Service hours should be completed outside of the regular school hours. Some ideas for service hours include:  
Service Learning (project based) activities  
Club Activities related to service  
Pick up trash at the park or around your neighborhood  
Cut your neighbor's grass  
Shovel driveways/rake leave for the elderly.  
Tutor/Mentor another student  
Volunteer for community/school events

Please help us in our endeavor to empower our students to build a habit of service in their daily lives.

\*Community Service Hours documentation forms are available on page 12 of the agenda and in the GMS office.\*

## 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 overrides 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.

## NO BELL POLICY

It is the philosophy of Gray Middle School to empower its students and faculty as much as possible. With that philosophy in mind, there will be no bells for class change at Gray Middle School. Faculty and students are to respect and be courteous in considering prompt and orderly dismissal at the designated times. Co-operation in the accurate dismissal of students is the only way this system may function smoothly.

There is a clock located in each classroom and additional ones located at various points throughout the building. Each teacher will dismiss class at the designated time and students will be given approximately three minutes to get to their next class. Please be courteous to everyone by waiting for your teacher to dismiss class and then moving politely and quickly to your next destination.

## CONDUCT

### ACCEPTABLE CONDUCT BETWEEN STUDENTS

Conduct between students while at school should be such that neither students, faculty, and staff nor visitors are offended or embarrassed. Student relationships are a vital part of growing up and should be kept on a wholesome level at all times, especially at school.

## DAILY PROCEDURES AND POLICIES

1. Students are expected to attend school.
2. Students should be in their assigned room at the designated time.
3. Students must remain in assigned areas on campus.
4. Students summoned from class must report directly to the appropriate office.
5. Scuffling, wrestling, or general horseplay is not permitted.
6. Students using or directing profanity, lewd or obscene language or gestures toward any staff member or student will be disciplined.
7. Students **MAY NOT** take food from the cafeteria nor have commercially prepared food (i.e. Wendy's, McDonalds, etc.) brought in for lunch.
8. Gambling is prohibited.
9. No weapons of any kind are allowed on school property.
10. Unless otherwise determined by administrative staff, days of suspension shall be considered unexcused.
11. Backpacks are not allowed to be carried during the school day. All backpacks must remain in the student's locker. Book bags and backpacks are not permitted in the classroom. Cinch sacks are permitted in the classroom.

12. Students are required to carry their teacher signed student agenda to be in the hallways during class time.
13. Students are responsible for picking up after themselves around their lockers, in the cafeteria, and around their desks in classrooms.

## CLASSROOM COURTESIES

PBIS (Positive Behavior Intervention Strategies) is a culture at Gray Middle School. We believe that students should always strive to be **SAFE, RESPONSIBLE, AND RESPECTFUL** in all that they say and do here at school and more importantly in their daily lives. Regularly, students are reminded of the expectations adopted by our faculty and school family and that such behavior is expected in the classroom, hallway, restrooms, library, gym, outside on school grounds, and the cafeteria. Our goal is that students internalize the expectations that will help them grow and mature into healthy, happy, contributing members of society. Each year we strive to have two school reward days for students who have all passing grades and who do not acquire discipline referrals. If you have questions about PBIS at Gray, please contact Carrie Roberts, the Vice Principal/PBIS Coach via email or phone. Annually, this system is evaluated for fidelity and effectiveness and we would love input on how to improve our system. We have been acknowledged yearly for meeting fidelity requirements.

### DUE PROCESS

1. All students must be aware that lockers, desks, cabinets, closets, rooms, and other school buildings and facilities are the exclusive property of the Board of Education and may be searched from time to time to prevent violation of the student code of conduct.
2. A search may be conducted by the principal/designee only upon a reasonable suspicion of violation of student code or state or federal regulations.
3. A further search of the student's person, handbag, athletic bag, or clothing may then be conducted if a reasonable suspicion exists.

For a more specific list of guidelines, refer to the Boone County Schools Code of Conduct Handbook.

### HARASSMENT

Harassment of **ANY TYPE** is prohibited by law and Boone County Board Policy. Additionally, harassment of a sexual nature toward teachers, students, or any person in the building at Gray Middle School is prohibited by a federal law. The Boone County Board of Education has a policy in effect to deal with such situations. Any incident of harassment of any type should be brought to the attention of the administration immediately. Since such charges are considered serious, false accusations may result in disciplinary action for the accuser.

### DETENTION

School detention may be assigned by the classroom teacher and/or the administration Monday thru Thursday with parent notification. This supervised program is designed to remediate problem areas.

Detention meets Monday, Tuesday, Wednesday, and Thursday from 2:45 to 3:45 p.m. Students are required to take study materials which will consume the entire 60 minute period. Twenty-four (24) hour notice is normally given to the student prior to the assigned detention. Failure to keep detention will result in a further progressive disciplinary action.

## FRIDAY ALTERNATIVE TO SUSPENSION PROGRAM

The Friday Alternative Suspension Program will adhere strictly to procedures, and the student will be held accountable while serving his/her assignment.

**PURPOSE:** Friday Alternative Suspension Program provides a constructive and meaningful alternative to the standard out-of-school suspension. Often Friday School is assigned for students to complete work.

**HOURS:** 2:45 p.m. – 5:45 p.m. *Students **must** report to Friday Suspension by 2:45 p.m. No student will be admitted after this time. PARENTS MUST PICK UP STUDENT PROMPTLY AT 5:45 P.M.*

**LOCATION:** Gayle H. Gray Middle School

**PROCEDURE:** The decision to assign students to Friday Alternative Suspension will be made by the building level administrator. Teacher-monitors are assigned to the Friday Suspension program. Students must bring classwork and textbooks in order to be admitted to Friday Suspension. This class work is the daily assignments a student would receive from his/her teacher during regular class attendance. There will be no extra class assignments made by teachers for the Friday Suspension Program. Students are expected to be actively involved with their class work for the duration of the Friday Suspension time. If no work is brought by the student, work will be given. A break will be coordinated by the staff monitor. Students will be released on an individual basis.

**MISBEHAVIOR:** Students asked to leave because of inappropriate behavior during Friday Suspension are automatically suspended. This suspension will remain in force until contact is made with a principal by the parent or legal guardian. Students may be kept after 5:45 if not conducting themselves appropriately.

**EXAMPLES** of misbehavior while serving Friday Alternative Suspension include sleeping, talking, or other actions deemed inappropriate by the monitor. Transportation home from Friday Alternative Suspension program is the responsibility of the parents/guardians. Students will not be allowed to use the telephone except in an emergency. The only valid reasons for absence from Friday Alternative Suspension will be family death or emergency or an illness that has been verified by a doctor or dentist. Parents/Guardians are to notify the school directly and/or leave a message if the student is unable to attend Friday School.

**REFUSAL TO SERVE - DISCIPLINARY ACTION:**

Refusal to serve Friday Alternative Suspension as assigned or failure to attend without a valid reason will result in automatic suspension from school. The length of suspension will be determined by the principal and be in force until contact is made between the principal and parent or legal guardian.

## MISCELLANEOUS

### CLOSED CAMPUS

Gayle H. Gray Middle School is a closed campus. GMS does not permit students from other schools to visit during the school hours nor are non-GMS students allowed to attend regularly sponsored PTSA events unless specifically noted.

### STUDENT FEES

Student fees will be determined by the Boone County Board of Education.

### FEES FOR EXTRACURRICULAR ACTIVITIES

The Boone County Board of Education has approved a policy establishing the fees for student participation in extracurricular activities. A copy of these fees will be distributed to students at the beginning of the school year.

Extracurricular Activities may include:

Academic Team	Lego League/Robotics
Archery	Marching Band (8 <sup>th</sup> grade only)
Art Club	Math Counts
Band	National Junior Honor Society
Board Game Club	Photography Club
Books & Bites	PTSA
Boys/Girls Basketball	Speech & Debate
Cheerleading	Student Council
Chorus	Trout in the Class Club
Color Guard/Winter Guard	Volleyball
Dance Team	Yearbook
Drama Club/School Play	3D Printing Club
Girls on the Run	RYLE Athletics
Intramural Basketball	

### LOST AND FOUND

Lost and found racks are located by the gym and in the back lobby. The school, however, is not responsible for the replacement of lost or stolen items.

### CHROMEBOOK ELECTRONIC/MEDIA POLICY

Gray Middle School is striving to improve the educational technology within its curriculum. With this improvement comes the responsibility to protect any and all copyrighted educational materials.

**It is against state and federal law as well as the Boone County Board of Education policy to copy, change, delete, compromise, or otherwise alter, for any reason, technological information or data.**

Such action will be considered a serious disciplinary concern and will be dealt with by the Boone County Board of Education disciplinary procedures. These procedures may include suspension or expulsion from the Boone County School System.

- Students will be issued a Chromebook at the beginning of the year that they will carry with them all day to each class and return to their charging station at the end of the day.
- Students will be responsible for their issued Chromebook and should report any problems or damage to the school immediately.

- While using their Chromebooks, students will continue to be responsible for following the Acceptable Use Policy.
- Students are now permitted to check out Chromebooks overnight for **academic purposes only**. There are 30 devices available for students on a first come first serve basis and all students have access to request one daily during G.A.P. Students may keep them out for one day at a time and are responsible for the Chromebook while it is in their possession. Acceptable use and proper care apply. All Chromebooks are subject for review upon return. Minor infractions will be dealt with a 3-strikes policy while major infractions will be an immediate loss of privilege.

### TELECOMMUNICATIONS POLICY

While on school property or while attending school-sponsored or school-related activities, whether on or off school property, students shall be permitted to possess and use personal telecommunications devices as defined by law and other related electronic devices provided they observe the following conditions:

1. Devices shall not be used in a manner that disrupts the educational process, including, but not limited to, use that:
  - a) Poses a threat to academic integrity, such as cheating,
  - b) Violates confidentiality or privacy rights of another individual,
  - c) Is profane, indecent, or obscene,
  - d) Constitutes or promotes illegal activity or activity in violation of school rules, or
  - e) Constitutes or promotes sending, sharing, or possessing sexually explicit messages, photographs, or images using any electronic device.
2. Unless an emergency situation exists that involves imminent physical danger or a certified employee authorizes the student to do otherwise for a specific instructional/curricular purpose, devices shall be turned on and operated only before and after the regular school day.
3. When students violate prohibitions of this policy, they shall be subject to disciplinary action, including losing the privilege of bringing the device onto school property and being reported to their parent/guardian. A violation also may result in a report being made to law enforcement. In addition, an administrator may confiscate the device, which shall only be returned to the student's parent/guardian. Unauthorized use of Telecommunications Devices by students shall result in the following consequences:
  - a) 1<sup>st</sup> Offense (item confiscated – returned to parent)
  - b) 2<sup>nd</sup> Offense (items confiscated – returned to parent in one week)
  - c) 3<sup>rd</sup> Offense (item confiscated – returned to parent at the end of the school year)

\* All other violations of the Telecommunication Policy will be handled on a case basis depending on the circumstances of the issue.
4. Students are responsible for keeping up with devices they bring to school. Gray Middle School shall not be responsible for loss, theft, or destruction of devices brought onto school property.

## INFINITE CAMPUS PARENT & STUDENT GRADE PORTAL

Gray Middle School is pleased to be able to provide you and your student with Internet access to much of your child's school information through the parent or student grade portal.

In order to access the student information, you will need an ID and Password. A paper containing directions on how to access this information will be available at schedule/fee day for parents and at the beginning of September for students.

### LOCKERS

Lockers will be issued to students by their teachers. Students may use a **combination lock** on their locker. Students must present the combination to their grade level guidance counselor. A copy of the combination will be kept on file in the guidance counselor office for emergencies. Students are not permitted to claim unassigned lockers or place locks on any locker but their assigned locker. It is very important that students not bring valuables to school or leave money

or other valuables in the locker. **DAMAGE OR THEFT OF STUDENTS BELONGINGS, INCLUDING SCHOOL TEXTS AND PERSONAL PROPERTY, WHILE IN A SCHOOL LOCKER IS THE RESPONSIBILITY OF EACH STUDENT. A STUDENT SHOULD NOT SHARE HIS/HER COMBINATION WITH ANYONE.** A student is responsible for any damage done to his/her locker during the school year. The use of a locker is a privilege. If stopping at a locker between classes causes a disruption in the educational process, a student's privilege to go to his/her locker may be revoked.

## PROCEDURES

### ANNOUNCEMENTS

Announcements of only school activities will be made in the morning and in the afternoon prior to dismissal. Every effort will be made to keep the announcements brief and to the point. It is required that all announcements be signed by a faculty member and approved by the administration. Time has also been provided to make emergency announcements at the end of the day.

### BUS PROCEDURE AND BEHAVIOR

Student's bus responsibilities are as follows:

1. The privilege of students to ride the bus is contingent upon good behavior and observance of state law and policies adopted by the Boone County Board of Education. Drivers shall assign seats.
2. Students shall not deface the bus or its properties.
3. Students are not to use tobacco in any form, alcohol, indecent or profane language, or any controlled substance at any time while being transported on a school bus.
4. Students are not permitted to sit in the driver's seat or touch the controls at any time.
5. Students shall report to the driver at once any damage to the bus.
6. Students shall not throw waste paper or other rubbish from the windows or onto the floor of the bus.
7. **Per the Boone County Board of Education transportation policy, there will be no bus passes issued to students for any reason. Students are to ride their assigned bus daily.**

Since the principal has the responsibility of maintaining discipline on all school buses, she/he is authorized to suspend bus riding privileges immediately for any student who is reported for improper behavior by the school bus driver.

Limited bus service occurs when driving conditions are such that travel on some roads may be dangerous. The bus driver will make arrangements with the riders on his/her route about the procedure to be used during inclement weather.

## BUS ARRIVAL/DEPARTURE POLICIES STUDENT ARRIVAL

### Students are not to enter the school building before 7:00 a.m.

All students arriving at Gray Middle School prior to 7:30 a.m. are to report immediately to the designated area for each grade level. 6<sup>th</sup>/8<sup>th</sup> grade in the gym and 7<sup>th</sup> grade in cafeteria.

Under no circumstances is a student to be in the academic wing of Gray Middle School prior to 7:30 a.m. without the specific permission of a certified staff member.

### STUDENT DISMISSAL

School is dismissed at 2:35 p.m. It is imperative that students move expeditiously to their lockers and then to the rear of the building to board buses or the front exit for parent pick up. **Any student who intends to walk home or to Ryle/Mann must have a Permission to Walk form signed by a parent and on file in the office. Students must live within a ½ mile of GMS, be participating in a Ryle activity, or riding home with a Ryle student to be approved.**

Students are to follow acceptable and courteous movement patterns. Any unnecessary dawdling may result in a missed opportunity to ride the bus. Students who inadvertently miss the bus are to report to the main office to call home to seek an alternate way home.

## CAFETERIA PROCEDURE

At lunch, students are to proceed to the cafeteria in an orderly manner according to their schedule. Food and drink are to be consumed in the cafeteria only. Failure to comply will result in appropriate disciplinary action. Students are to use the cafeteria as a dining room. **Fast foods and soft drinks are not permitted to be brought in for students.** Home packed sack lunches are permitted. **Soft drinks may not be purchased or consumed during lunch.**

Instructions to apply for free/reduced lunches are available in the office. Those students who meet the established federal guidelines will be notified. Such a program is designed to help those who need it and not to embarrass anyone.

1. Lunch charges may be obtained from the cafeteria. A lunch charge **must** be paid before another charge is issued. 3 lunch charges are allowed per year. Lunch charges should be paid the day following the charge.
2. Each student will be assigned a lunch account number. Students may prepay into this account with any amount that they desire.

3. Cafeteria equipment and utensils are purchased for your use in the cafeteria only. Remember, it is your school, please take pride in the way it is kept.
4. STUDENTS ARE NOT PERMITTED TO REMAIN IN THE CLASSROOM WHILE THEIR CLASS IS AT LUNCH.
5. During lunch students must:
  - Raise their hand to get out of their seat
  - Sit in their assigned location/seat
  - Obtain and use a hall pass to use the restroom
  - Clean up after themselves.
  - Students may lose the privilege of sitting in the cafeteria for noncompliance of these guidelines.

## FACULTY VENDING MACHINES

Vending machines are present for faculty/staff members. Student access between 7:00 am – 2:35 pm is not permitted. Gray Middle School is not responsible for lost money.

## FIRST AID ROOM

The school first aid room (F.A.R.) exists for students who become ill during the school day and for emergency situations. Students needing to visit the F.A.R. should first obtain permission from their teacher. A student who misses class due to being “sick in the restroom” and who did not notify the classroom teacher, will be considered unexcused for the class absence. **Students should not text their parents to pick them up from school unless granted permission from the health clerk or nurse. This will result in a technology violation.**

## MEDICATION FORMS & EXPLANATION

1. All medication including cough/throat drops must be kept locked up in the F.A.R. If it is necessary to carry/or transport an emergency medication by the student, a Medication Consent form must be completed and signed by the physician allowing the student to carry.
2. Medication can be brought in by the student but must be given immediately to the Health Clerk. Due to safety reasons, we are unable to send medications home with the student if they are a bus rider.
3. All medications must be in the original container with the prescription label affixed indicating name, medication, dosage, and time to be administered during the school day.
4. **Only a five (5) day supply of prescription medications can be kept in the F.A.R.** When the bottle is empty, we will send it home with the student to be refilled by parent.
5. A medication consent form is to be completed for all types of medication and is to be signed by the parent/guardian. All prescription medications must include a physician’s signature as well.
6. **Narcotics cannot be sent to school.**

## 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 four 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.**

## **WITHDRAWAL POLICY**

Any student withdrawing from GMS must have a parent/guardian come to the office and fill out a student withdrawal form prior to the student's last day. **Records will not be released until the withdrawal form has been completed, books returned, and any fees/fines paid.**

## **FIELD TRIP POLICY**

Gray Middle School highly encourages and promotes the use of Field Trips as an extension of the classroom. Since field trips are a school sponsored and district approved extension of the curriculum that may occur off campus, all Boone County Schools and Gray Middle Schools policies on behavior and attendance apply.

In addition, students who represents GMS off campus should behave in a manner that reflects positively on their community, their school, their parents/guardians, and themselves.

To this end, the following guidelines will be used to determine the viability of student participation in off campus field trips. Students, who are not permitted to attend a field trip due to such exclusion, shall be provided a similar learning opportunity within the confines of the regular school environment.

Requirements that would exclude a student from participating in a field trip are as follows:

1. Any Tier 3 Violation
2. Tier 1 and/or Tier 2 Violations that have resulted in more than one incidences of out of school suspensions.

\*Overnight field trips that are Board Approved may have additional Board authorized requirements. Additional requirements must be submitted with the Field Trip Application to the Boone County Board of Education.

## **HOMEWORK POLICY**

Homework will be used to increase student opportunity to learn. It is completed outside the classroom and is intended to provide opportunities to practice skills, engage information and examine topics using varied learning styles. Homework assignments will include not only written assignments but also opportunities to take

part in creative activities to gain real-world applications of learning. For more information refer to the GMS SBDM policy.

## **Teacher Responsibilities**

Teachers will:

- Make sure students understand this policy.
- Assign appropriate homework on a regular basis that is designed to support educational goals such as reinforcing classroom instruction, and providing practice or preparing students for classroom discussion.
- Be aware of the idea that all students have other classes, so homework should be assigned with this in mind.
- Assess homework based on purpose (For example: if the purpose is practice, it will be assessed based on completion and feedback should be given to students on how to improve their efforts).
- Return homework in a timely manner providing students with instructional feed-back that focuses on learning targets.
- Ensure that students understand directions on how to complete homework and the purpose of the homework.
- Limit assigning homework or completion of classwork during school wide testing.
- Provide an outline to students that spells out their classroom policies and procedures.
- Attempt to collaborate with grade level team so as not to overload students with homework and test preparation.

## **Principal Responsibilities**

The Principal will ensure that:

- Policy is reviewed and placed in student agenda.
- Ensure that homework is not used as a punishment.

## **Student Responsibilities**

- Students are responsible for completing and turning in their homework and with support from their parents, and will be encouraged to:
- Write down assignments and due dates, ask questions, and select necessary books and supplies before leaving school.
- Choose a designated study or homework area.
- Plan the best time to complete homework.
- Complete work to the best of their ability which means attempting all work assigned.
- Seek help during class or advisory and use advisory time to work on assignments.

## **Family Support**

- Families will be urged to actively involve themselves with their children's homework by doing the following:
- Show an interest with questions about and comments on homework children bring home.
- Provide a suitable place to complete homework free of disturbances and provide necessary materials for students to complete work.
- Assist child with time management.
- Check to see if work is complete.
- Stay in close communication with teacher about instances of homework missing.
- Communicate with teachers about missing work when absences occur and follow the pre-arranged absence procedure when needed, as spelled out in the student agenda.



## GUIDANCE

The guidance counselor's offices are open daily from 7:30 a.m. to 2:30 p.m. Students may ask their teacher's permission to go to the guidance office. Students requesting an appointment to see the counselor will be seen as soon as possible. Gray Middle School counselors are:

Mrs. Alecia Hunt - 6<sup>th</sup>/7<sup>th</sup> grade  
Mrs. Debbie Staggs – 7<sup>th</sup>/8<sup>th</sup> grade

## LIBRARY

The library at Gray Middle School will be open daily from 7:30 a.m. to 2:33 p.m. Books may be checked out for a period of 2 weeks and may be renewed as needed. Lost/damaged books are the responsibility of the borrower and must be paid for in full.

## GYM DRESS CODE

Beginning with the 2015-2016 school year, students must wear the following items for PE:

1. Gym shorts of appropriate length.
2. One of the options for t-shirts:
  - a. Any Gray Middle School t-shirt
  - b. Any Ryle HS t-shirt
  - c. A shirt that is Gray in color

## TELEPHONE CALLS AND MESSAGES

Students will not be called from class to accept telephone calls. Messages will be delivered to students before the end of the school day. Please make all transportation arrangements prior to coming to school.

## PLEASE MAKE ALL TRANSPORTATION ARRANGEMENTS PRIOR TO COMING TO SCHOOL

**\*To allow time to deliver student messages, no phone calls regarding transportation will be accepted after 2:00 p.m.\***

## SAFETY ALERTS

### Drills

Safety Drills are a normal part of the school experience and will be frequently conducted. Students are to follow the guidance of their teacher, move quickly to the designated location, take the drill seriously, and remain quiet. The following drills will be conducted throughout the year: Fire, Lockdown, Severe Weather, and Earthquake. Remember that a recent Safety Committee revision includes a PA announcement during a Fire Drill which will signal when staff and students shall leave the classroom.

In case of severe weather conditions, a severe weather alert will be announced on the public address system. Specific directions for such alerts are posted in classrooms. Procedures for such emergencies will be practiced periodically.

## SNOW DAY PROCEDURE

Parents have the option to receive an automated all call regarding weather delays or closings. Parents and students who opt out of the automated call should listen to a local television, radio station, or follow Boone County Schools on Facebook/Twitter for school cancellations or delays. Please do not call the school. Tardies are unexcused.

## 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.

## SCHOOL BUILDING AND PROPERTIES

The construction of this beautiful facility was funded by and is maintained with Boone County tax money. Damage to the building, equipment, buses, books, and property must be paid for by the community. Help protect our school by refraining from damaging the property and reporting any such damage committed by others. Persons committing wanton acts of vandalism will be held accountable and prosecuted for these acts. Be proud of yourself and your school and take pride in helping the staff maintain our outstanding facility.