



AT WURLAND MIDDLE SCHOOL,  
ALL BELONG AND ALL ARE  
SUCCESSFUL!

**STUDENT HANDBOOK 2020 – 2021**

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Youth Service Center

## **WELCOME**

Welcome to Wurtland Middle School! We hope this information will help you understand some of the policies, procedures, and practices of our school. By working together, the school and home can provide the best educational opportunities for students. With the full cooperation of the students, parents, and teachers, school will be an interesting, engaging, and productive experience for every student.

## **WURLAND MIDDLE SCHOOL MISSION STATEMENT**

At Wurtland Middle School, all belong and are successful. We have three goals: to grow productive citizens, to grow life-long learners, and to grow respectful and compassionate citizens.

At Wurtland Middle School, we grow toward success everyday!

## **GREENUP COUNTY SCHOOLS MISSION STATEMENT**

The mission of the Greenup County School District is to be the gold standard of education and the foundation of our community.

## **CONTACT INFORMATION**

	<b>School:</b> 606.836.1023
	<b>Fax:</b> 606.836.3939
Wurtland Middle School	<b>Youth Service Center:</b>
700 Center Street	606.833.5483
Wurtland, Kentucky	<b>21st Century:</b>
41144	606.836.1023

## **NON-DISCRIMINATION POLICY**

### **NOTICE OF NON-DISCRIMINATION**

1. As required by federal law, including Title IX, the Greenup County School District does not discriminate on the basis of race, color, national origin, sex, genetic information, disability, or age in its programs and activities and provides equal access to its facilities to the Boy Scouts and other designated youth groups.

2. **The District's Title IX Equity Coordinator is Scarlet Shoemaker.** If you have any questions pertaining to sexual harassment or sexual discrimination, you may contact her.

45 Musketeer Drive, Greenup, KY 41144

Phone: 606.473.9819

E-mail: [scarlet.shoemaker@greenup.kyschools.us](mailto:scarlet.shoemaker@greenup.kyschools.us)

3. **The District's 504 Coordinator is Melissa Latimer.** If you have questions pertaining to Section 504 of the Rehabilitation Act of 1973, you may contact her.

45 Musketeer Drive, Greenup, KY 41144.

Phone: 606.473.9819

E-mail: [melissa.latimer@greenup.kyschools.us](mailto:melissa.latimer@greenup.kyschools.us)

## **VISITING WURLAND MIDDLE SCHOOL**

The Greenup County Board of Education welcomes parents and citizens to visit Wurland Middle School and other district schools. All parents and visitors are to enter the school through the main front entrance. Visitors must report to the office, sign in, and wear a visitor's identification badge. Visits to a classroom must be pre-arranged with the teacher to minimize

disruption. If it is necessary for a parent to bring a book, lunch, coat, or deliver a message during school hours, he/she should report to the office in order to prevent classroom interruptions.

### **TELEPHONE CALLS**

Telephones are for school use. Students will be called out of class for urgent calls from parents or guardians only.

### **LATE ARRIVAL AND EARLY DISMISSAL**

If a student is to be picked up early, the custodial parent/guardian or designee shall report to the principal's office and sign for the student's release.

At any time students are dismissed from school, they shall be released according to the written instructions provided by the custodial parent/guardian. The instructions, which shall be requested at the time the student registers/enrolls for the school year, shall include the student's regular mode of transportation at the close of the school day and a list of persons, in addition to the custodial parent/guardian, who are authorized to pick-up the child from school. The principal/designee must approve any deviation from the authorized release process prior to the student departing school in another manner.

It is the responsibility of the custodial parent/guardian to notify the school **in writing** if release instructions are to be revised. If written instructions are not provided to the school, the student shall only be released to ride home on the assigned bus or with the custodial parent/guardian.

**GUIDELINES FOR SUCCESS**



**WILDCATS ARE...**

- P - Prepared
- R - Respectful
- I - Independent
- D - Dedicated
- E - Engaged

**YOU CAN'T HIDE THAT WILDCAT PRIDE!**

**CLASS SCHEDULE *(Subject to Change)***

	<b>Starts</b>	<b>Ends</b>
<b>First Period</b>	7:55 AM	8:55 AM
<b>Second Period</b>	8:58 AM	9:50 AM
<b>Third Period</b>	9:53 AM	10:45 AM
<b>Fourth Period</b>	10:48 AM	12:09 PM
<b>Fifth Period</b>	12:12 PM	1:05 PM
<b>Sixth Period</b>	1:08 PM	2:00 PM
<b>Seventh Period</b>	2:03 PM	2:55 PM

**LUNCH SCHEDULE (Subject to Change)**

6 <sup>th</sup>	Starts	Ends	7 <sup>th</sup>	Starts	Ends	8 <sup>th</sup>	Starts	Ends
6A	10:45 AM	11:10 AM	7A	11:13 AM	11:38 AM	8A	11:40 AM	12:05 PM
6B	11:46 AM	11:11 AM	7B	11:14 AM	11:39 AM	8B	11:41 AM	12:06 PM
6C	10:47 AM	11:12 AM	7C	11:15 AM	11:40 AM	8C	11:42 AM	12:07 PM
6D	10:48 AM	11:13 AM	7D	11:16 AM	11:41 AM	8D	11:43 AM	12:08 PM
6E	10:49 AM	11:14 AM				8E	11:44 AM	12:09 PM

**SCHOOL CALENDAR 2020 - 2021**

The current school calendar can be accessed at the Greenup County Schools website:  
<http://www.greenup.kyschools.us/>

**GRADING SCALE**

A+	A	A -	B+	B	B -	C+	C	C -	D+	D	D-	F
100	96	93	89	86	83	79	76	73	69	66	63	5
97	94	90	87	84	80	77	74	70	67	64	60	9

**INFINITE CAMPUS PORTAL**

Parents and students may check grades on the internet through Infinite Campus. Contact the school office at 606.836.1023 for more information and a Portal Activation Key. Go to <https://infinitecampus.greenup.kyschools.us/campus/portal/greenup.jsp> to access your account.

<b>COMMON AREA PROCEDURES</b>	
<b>Hallways</b>	<b>Afternoon Procedures</b>
<ol style="list-style-type: none"> <li>1. Respond appropriately and immediately to adult directions.</li> <li>2. Use your time wisely.</li> <li>3. Be respectful of peers.</li> <li>4. Keep your hands and feet to yourself.</li> <li>5. Follow all hallway traffic patterns as marked.</li> <li>6. Maintain proper social distancing while in the hallways.</li> <li>7. Wear face coverings at all times.</li> <li>8. Use appropriate language and voice level.</li> <li>9. Be respectful of other classrooms when in the hallway.</li> </ol>	<ol style="list-style-type: none"> <li>1. Respond appropriately and immediately to adult directions.</li> <li>2. Report to appropriate area of gymnasium.</li> <li>3. Use aisles to avoid walking on the bleacher seats.</li> <li>4. Remain seated until dismissed.</li> <li>5. Stay in assigned seating at all times.</li> <li>6. Walk around the baseline when exiting the gymnasium.</li> <li>7. Stay on the sidewalk when walking to buses.</li> <li>8. Keep the gym clean; pick up after yourself.</li> <li>9. Walk at all times.</li> </ol>
	<b>Restrooms</b>
<b>Morning Procedures</b>	<ol style="list-style-type: none"> <li>1. Respond appropriately and immediately to adult directions.</li> <li>2. Keep the restroom clean for yourself and others.</li> <li>3. Use the facilities properly; the way they are designed to be used.</li> </ol>
<ol style="list-style-type: none"> <li>1. Respond appropriately and immediately to adult directions.</li> <li>2. Report to assigned seat in bleachers or cafeteria before 7:30 a.m.</li> </ol>	

<ol style="list-style-type: none"> <li>3. Students eating breakfast will receive a grab-and-go option.</li> <li>4. Use aisles to avoid walking on bleacher seats.</li> <li>5. Stay in assigned seating at all times.</li> <li>6. Remain seated until dismissed by a staff member.</li> <li>7. Walk around baseline when exiting the gym for class or breakfast.</li> <li>8. Keep the gym clean; pick up after yourself.</li> <li>9. Walk at all times.</li> </ol>	<ol style="list-style-type: none"> <li>4. Maintain proper social distancing at all times.</li> <li>5. Report any problems in the restrooms immediately to a staff member.</li> <li>6. Only one person is allowed in a stall at a time.</li> <li>7. Wash your hands.</li> </ol>
<b>Cafeteria</b>	<b>Assemblies</b>
<ol style="list-style-type: none"> <li>1. Respond appropriately and immediately to adult directions.</li> <li>2. Report to assigned seat.</li> <li>3. Keep hands and feet to yourself.</li> <li>4. Keep voice at a low-level.</li> <li>5. Be courteous and use appropriate table manners.</li> <li>6. Keep your area clean (table and floor).</li> <li>7. Stack trays in orderly fashion and put trash in trash cans.</li> </ol>	<ol style="list-style-type: none"> <li>1. Respond appropriately and immediately to adult directions.</li> <li>2. Sit in designated grade-level areas during all assemblies.</li> <li>3. Respond appropriately to the presenter, based on the type of assembly: <ol style="list-style-type: none"> <li>a. Formal: Students sit quietly and attentively.</li> <li>b. Interactive: Students participate appropriately and respectfully with the presenter.</li> <li>c. Festival: Students actively participate.</li> </ol> </li> <li>4. Be polite and attentive.</li> <li>5. Questions should be relevant and pertain to</li> </ol>



<p>8. Use the designated in-and-out doors to enter and exit the cafeteria.</p> <p>9. Keep food and drinks inside the cafeteria and designated gymnasium areas.</p>	<p>the topic at hand, not asked to draw attention to yourself.</p> <p>6. Use the aisle to get to your seat; avoid climbing over or on the seats.</p> <p>7. Exit carefully row by row.</p>
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## **STUDENT RECOGNITION PROGRAMS**

Wurtland Middle School students have various opportunities to receive recognition for their hard work and accomplishments throughout the school year. Here is a partial list of recognitions and awards available to Wurtland Middle School Wildcats:

### **Locker Stars**

Students who earn Distinguished or Proficient on K-Prep get to decorate Locker Stars. Additional stars can be earned for honor roll and perfect attendance.

### **Honor Roll**

Our Honor Roll recognition honors students who have achieved either all As or all As and Bs for the grading period. Each student is responsible to check the list and to notify the office in case of an error.

### **Perfect Attendance**

Students are recognized for perfect attendance (no absences or tardies) for each grading period.

Other student recognition programs and celebrations of success will be held throughout the year.

### **Wildcat of the Week**

Nominations are based on merits earned for good behavior, hard work, and good citizenship.

### **Wildcat Reward Points**

A Wildcat Reward Point tracker is located in this planner. Students will earn Wildcat Reward points

for various activities, achievements, and accomplishments throughout the school year. They can cash in their points for prizes and rewards throughout the entirety of the school year.

### **ANTI-BULLYING EFFORTS**

All students attending Wurtland Middle School have the right to personal safety and security while at school and school-sponsored activities. By working together to stop bullying, we can have a safe school where everyone belongs.

At our school, we want everyone to become a Wurtland Hero! A Wurtland Hero is an individual who takes appropriate action to prevent, respond to, or report bullying. Throughout the year, we will take time to learn more about bullying and the steps each of us can take to prevent bullying in our school.

### **HONORS PLACEMENT POLICY**

#### **Criteria**

- Students would be identified for a class offering an accelerated instructional approach designated as an honors course in Math or ELA based on their universal screener scores.
- K-PREP data can be used in September as an additional data point to check for placement accuracy.
- All assessments will be administered using prescribed testing procedures.
- Students will be placed in rank order based on the assessment criteria (universal screener

scores). In case of a tie for the final spots, the overall GPA will be the tie breaker.

- Placement in Math

8<sup>th</sup> grade      An average Universal Screener score at or above the identified Proficient or Distinguished benchmark for the spring administration.

7<sup>th</sup> grade      An average Universal Screener score at or above the identified Proficient or Distinguished benchmark for the spring administration.

6<sup>th</sup> grade      An average Universal Screener score at or above the identified Proficient or Distinguished benchmark for the spring administration.

- Placement for English Language Arts

8<sup>th</sup> grade      An average Universal Screener score at or above the identified Proficient or Distinguished benchmark for the spring administration.

7<sup>th</sup> grade      An average Universal Screener score at or above the identified Proficient or Distinguished benchmark for the spring administration.

6<sup>th</sup> grade      An average Universal Screener score at or above the identified

Proficient or Distinguished  
benchmark for the spring  
administration.

If a student is initially placed in an Honors class, they can be removed and placed in a lower placement if two of the following occur at the same time:

- A class average of less than 70 percent
- School attendance of 93 percent or less
- K-Prep Scores below the Proficient Level in the subject in question

\*To save space in the handbook this policy has been condensed. Please refer to SBDMC policy for its entirety.

## **ATTENDANCE**

### **Excused Absences/Tardies**

An excused absence or tardiness is one for which work may be made up, such as:

1. Death or severe illness in the pupil's immediate family; to include: spouse, children, stepchildren, parents, guardian, in-laws, siblings, and any other blood relative living in the student's home,
2. Illness of the pupil,
3. Religious holidays and practices;
4. College visits (3 days, seniors only),
5. Head lice (three days per year);
6. One (1) day for attendance at the Kentucky State Fair,
7. Documented military leave,
8. One (1) day prior to departure of parent/guardian called to active military duty,
9. One (1) day upon the return of parent/guardian from active military duty, or
10. Other valid reasons as determined by the Principal, including trips qualifying as educational enhancement opportunities.

### **Excused Absences**

A maximum of five (5) absences per school year may be excused by a note from the student's parent/guardian. Absences exceeding five (5) days per school year may be excused by a physician's statement. All excuses shall be submitted to the school office within three (3) days of the absence in order to be excused.

### **Unexcused Absences**

Absences beyond five (5) days per school year without a physician's statement, which are not excused by an emergency absence extension, shall be unexcused.

Students who have unexcused absences may be permitted, with Principal approval, to make up missed class requirements during supervised after-school study programs or by a method deemed appropriate by the school.

To view the entire attendance policy, go to: [www.greenup.kyschools.us](http://www.greenup.kyschools.us), click on "Board Policies and Procedures", Policy 9.123.

### **DAILY SCHEDULE**

The school day shall begin at 7:55 a.m. and students should not arrive at school prior to 7:15 a.m. Students walking or being transported by parents with intentions of eating breakfast should be at school no later than 7:45 a.m. This will allow students time to eat and get to class on time.

Students arriving at 7:55 a.m. will be tardy and must report to the office for an admission slip to class. They need a written excuse as to why they are tardy. These excuses will be kept on file. Students who are tardy three (3) days or more (according to Board Policy) without a valid excuse are considered truant from school. This will result in a referral to the Director of Pupil Personnel officer. The school day shall end at 2:55 p.m.

### **DRESS CODE**

- All students should be clean and well-groomed at all times.
- Modesty and good taste should prevail in all dress and behavior.

- All students must wear shoes at all times.  
(Houseshoes are not acceptable shoes to be worn to school.)
- Excessive tightness to the point of disruption in any garment will not be accepted. Leggings and jeggings can be worn only with a garment that covers the hips.
- Patches and signs worn on clothing or emblems which are detrimental to race, creed, color, national origin, or anything that could be considered discriminatory according to the WMS non-discrimination policy are prohibited.
- There shall be no obscenely suggestive disrespectful, profane language, or illegal (alcohol, tobacco or drug-related) decal, emblem, or slogan on any garment.
- Hats, caps, toboggans, sweatbands, bandanas, and sunglasses are not to be worn in the building except for a specially designated clothing day.
- Shorts and skirts must be as long as the longest finger when hands are placed to the student's side. These pieces must also cover underwear and one's backside through all bodily movements.
- Blouses and tops may not be of transparent material or expose the middle torso. Low-cut tops are not permitted.
- Tank shirts and muscle shirts are not permissible. The tops of the shoulders must remain covered.
- Pants/jeans, skirts, and shorts are to be worn at the waistline without holes above the knee that expose any skin or undergarments. Holes in pants that are located above the knee must not be more than two fingertips wide.
- Coats, jackets, and book bags must fit under the student's desk. Parents are encouraged to purchase



backpacks that are drawstring and can easily fit into a locker.

- No long coats or trench coats can be worn to Wurtland Middle School.

#### Other Considerations

- While representing Wurtland Middle School on school trips, such as academic team, field trips, sporting events, etc., dress should meet dress code standards and the requirements of the sponsor of the trip.
- Exclusion of any item in this dress code shall not be interpreted to mean that it is allowed to be worn. Rather it should be assumed if it is not specifically listed in the code, students may not necessarily be permitted to wear it. Any current fads the administration deems inappropriate for school may be prohibited. If a situation arises that is not covered above, administration may make a determination as to what is acceptable.
- With the principal's approval, provision will be made for individuals with medical or emergency situations, which call for a portion(s) of the dress code to be exempted.
- The principal or designee retains discretionary powers as to what constitutes acceptable, modest appearance within the above guidelines and whether a student's appearance will potentially cause a classroom disturbance.
- Face coverings will be required at Wurtland Middle School during times recommended by the CDC and the local health department. Face coverings must meet all dress code expectations.

## **ILLNESS OR INJURY AT SCHOOL**

It is important that we have a current phone number, address, and emergency contact in order to locate parents as quickly as possible in an emergency. An emergency information form is included in the Opening Day Packet. Students will be treated quickly; we will make every attempt to contact the numbers listed on the emergency information form.

## **IN-SCHOOL INSTRUCTION**

Wurtland Middle School uses an In-School Instruction program as an alternative discipline method. This program allows students to continue with instruction that a student would miss if he/she were suspended. A certified teacher works one-on-one with students during the program. Parents are contacted prior to a student being assigned to ISI. If a student is unsuccessful in ISI then other forms of discipline may be used.

## **LOCKERS**

Lockers are assigned by the office/teacher in specified grade-level areas. Each student is responsible for his or her locker contents. The school is not responsible for any stolen articles. The lockers are the property of the school and are subject to inspection by authorized school personnel at any time without warning. Locks may be rented from the office for \$2.00, but are not required. If it becomes necessary to open a lock and a child is unable or unwilling to do so, school personnel will open the lock. Only locks provided by Wurtland Middle School may be used.

## **MEDICATIONS**

Medication should be given at home when at all possible. Parents/guardians and health care providers shall complete the required forms before

any person administers prescription medication to a student or before a student self-medicates (09.2241 AP21 – Permission Form for Prescribed or Over-the-Counter Medication).

Prescription medications shall be administered only as prescribed on the physician/health care provider's written authorization. Prescription medications shall be sent to school in one (1) week increments unless otherwise approved by the Principal or designee. Parent/guardian shall have the ultimate responsibility to provide the school with an adequate supply of medication to enable the orders to be followed.

All prescription medication, original or refill, should be sent to school in a pharmacy labeled container that includes the student's name, date, medication, dosage, strength, and directions for use including frequency, duration, and mode of administration, prescriber's name, and pharmacy name, address, and phone number. Changes in the dosage and/or times of administration must be received in the form of a written order from the physician/health care provider OR a new prescription bottle from the pharmacy indicating the change and a note from the student's parent/guardian.

Non-prescription (over-the-counter) medications may be accepted on an individual basis as provided by the parent or legal guardian when a completed authorization to give medication form is on file. The medication should be in the original container, dated upon receipt, and given no more than three (3) consecutive days without an order from the physician/health care provider.

Please anticipate these needs when taking your child to his/her physician and pick up the necessary form from the school office before the doctor visit. If medicine is to be given at school the physician can

complete the form for you or fax it directly to the school: Fax #: 606-836-3939.

### **PARENT-TEACHER CONFERENCES**

Conferences between teachers and parents are encouraged to help ensure open communication about your child. All conferences will be held during teachers planning periods, and before or after school in order to keep the instructional day from being interrupted. If a parent/guardian desires a conference, please contact the school at 606.836.1023.

## **PROMOTIONS AND RETENTION POLICY**

Middle school students are to be promoted according to the number of classes passed. Students who fail two or more of the classes listed below are to be retained:

ELA	Mathematics	Science
Social Studies	Reading	Any full-year elective class
Any combination of quarter or semester Exploratory classes totaling one (1) full year of instruction, i.e., percentage grades from four, nine-week long Exploratory classes are averaged together to determine one final grade		

At each mid-term, teachers will comprise a list of students with failing grades and send that list to the office. Copies of mid-terms will be sent home with the students.

At the end of each grading period, teachers will comprise a list of students with failing grades and send that list to the office. Parents/guardians will be notified in one of four (4) ways: certified mail, home visitation, phone conference, or parent/teacher conference at the school.

## **REPORT CARDS**

Grade cards will be sent home with the students at the end of the nine-week grading period. Parents of any student receiving a failing grade will be mailed a copy of the report card. A mid-term progress report will also be sent home to keep parents better informed of a child's grades. The parent should review these reports closely.

## **SEARCH AND SEIZURE**

Students have the right to be secure from unreasonable searches of their person and property. However, school authorities are authorized to search a student if they have reasonable suspicion that the search will reveal evidence that the student has violated or is violating the Code or a school rule or the law. Also, school authorities may conduct general inspections of jointly held property on a regular basis. All searches will be conducted in accordance with Board policy.

Students cannot expect to have complete privacy in their use of school property assigned for their use, such as desks and lockers.

## **TECHNOLOGY USE**

Students in Greenup County have access to multiple technological devices. They must adhere to the Acceptable Use Policy, which is included in the student packet. Parents should read and review the policy with their children. Parents and students must sign the form and return it before the child will be able to access the technology in the district.

## **TELECOMMUNICATION DEVICES**

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.

These restrictions shall not be interpreted to prohibit material protected under the state or federal constitutions where such material does not otherwise materially or substantially disrupt the education process or intrude upon the rights of others.

2. Unless an emergency situation exists that involves imminent physical danger or a certified employee authorizes the student to do otherwise, 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.
4. Students are responsible for keeping up with devices they bring to school. The District shall not be responsible for loss, theft, or destruction of devices brought onto school property.

5. Students shall comply with any additional rules developed by the school concerning appropriate use of telecommunication or other electronic devices.
6. Students shall not utilize a telecommunication or similar electronic device in a manner that would violate the District's Acceptable Use policy or procedures or its Code of Acceptable Behavior and Discipline.

*Reference*

*<sup>1</sup>KRS 158.165 "Personal telecommunications device" means a device that emits an audible signal, vibrates, displays a message, or otherwise summons or delivers a communication to the possessor, including, but not limited to, a paging device and a cellular telephone.*

## **TRANSPORTATION**

### **Bus Transportation**

Transportation for all students is provided by the Greenup County School District by means of school bus. Students are under the jurisdiction of the school from the time they leave home until they return. The school bus driver is in charge during the loading, in route to and from the school, and when unloading. Any misconduct pertaining to the school bus program may be met with a temporary or permanent loss of bus riding privileges and/or other appropriate disciplinary actions.

The following procedures are in effect:

- Students are not permitted to get off a bus at any point between home and school without permission from the school.



- If a student is to ride a different bus or go home with someone not on his or her pick-up list, a parent note must be sent with the student. Students are to submit these notes to the attendance clerk when arriving first thing in the morning.
- A bus pass will be issued to the student that must be submitted to the bus driver.
- All students are under the authority of the respective principals and teachers while on any school property.

### **Parent Pick-Up/Drop-Off**

Students being transported by parents in the morning should enter through the Center Avenue (front doors) entrance and go directly to the gym. Front doors will open at 7:15 a.m.

In the afternoon, the following procedures are in effect:

- Riders will exit through the front doors.
- Parents/guardians picking up students will enter on High Street from Wurtland Avenue and line up in front of the school.
- Students will be dismissed from the side walk in front of the school.
- Cars may exit onto East Street; a staff member will be stationed to stop traffic when the busses are ready to exit.
- Any student departures after 3:30 p.m. will be made from the front office.

## **VOLUNTEER**

The Wurtland Middle School volunteer program provides support to instructional and extracurricular programs, capitalizing on the skills and interests of our volunteers. Persons interested in participating in the volunteer program should contact the Youth

Service Center. All volunteers are required to complete a criminal records check and sign a confidentiality statement on a yearly basis. All forms can be completed at the YSC.

## **YOUTH SERVICE CENTER**

The goal of the Wurtland Middle School Youth Service Center is to meet the needs of all children and their families who reside in our community. Programs and services are determined by on-going assessment and evaluation of the school/community needs and available resources in partnership with the School Improvement Plan. By removing barriers, the YSC helps all students become academically proficient.

Youth Services Centers serve students in middle and high school and serve multiple purposes:

- referrals to health and social services;
- career exploration and development;
- summer and part-time job development (high school only);
- substance abuse education and counseling; and
- family crisis and mental health counseling.

For further information, contact Amy Shaffer, WYSC Coordinator at 606.833.5483.

## RESPONSES TO STUDENT MISCONDUCT

This code is part of the Greenup County Board of Education's policy on student behavior and discipline. State and federal law requires special consideration and possible designation of alternative consequences when dealing with behavior and disciplinary issues involving students with disabilities.

The board has included samples of prohibited behaviors and response options to help the reader understand how the behavior standard will be enforced. Other behaviors not included in the examples may also be prohibited.

<b>L E V E L  I M I S C O N D U C T</b>	<b>Definition</b>	<ul style="list-style-type: none"> <li>● Minor student misbehavior which disrupts classroom procedures or interferes with the orderly operation of the school</li> <li>● Misbehavior which can usually be handled by an individual staff member but sometimes requires intervention of other school personnel</li> </ul>
	<b>Examples</b>	<ul style="list-style-type: none"> <li>● Inappropriate dress</li> <li>● Non-defiant failure to complete assignments</li> <li>● Failure to carry out directions</li> <li>● Failure to follow rules</li> <li>● School tardiness</li> <li>● Minor misbehavior on bus or during school sponsored or endorsed activities</li> <li>● Possession of an electronic device</li> <li>● Failure to bring needed materials to class</li> </ul>

<b>L E V E L  II</b>	<b>Response Procedures</b>	<ul style="list-style-type: none"> <li>● There is immediate intervention by the staff member who is supervising the student or who observes the misbehavior.</li> <li>● Repeated misbehavior requires parent and teacher contact or conference with the appropriate school staff.</li> <li>● Proper and accurate records of offenses and disciplinary actions are maintained by the appropriate staff and/or administrator.</li> </ul>
	<b>Response Options</b>	<ul style="list-style-type: none"> <li>● Verbal reprimand</li> <li>● Special assignment</li> <li>● Counseling</li> <li>● Withdrawal of privileges</li> <li>● Time-out</li> <li>● Detention/ISI</li> <li>● Verbal warning</li> <li>● Individual conference</li> <li>● Parent contact/conference</li> <li>● Confiscation of inappropriate materials</li> <li>● Referral to Family Resource Center, Youth Service Center (FRYSC), or other Student Assistance Program (SAP)</li> </ul>
	<b>Definition</b>	<ul style="list-style-type: none"> <li>● Student misbehavior which increases in frequency or severity, disrupting classroom procedures or interfering with the orderly operation of the school.</li> <li>● Also included in this level are misbehaviors which do not represent a direct threat to the</li> </ul>

<b>M I S C O N D U C T</b>		health and safety of others, but whose educational consequences require an administrative response.
	<b>Examples</b>	<ul style="list-style-type: none"> <li>● Continuation of Level I misbehavior</li> <li>● Truancy</li> <li>● Gambling</li> <li>● Using forged notes or excuses</li> <li>● Disruptive behavior</li> <li>● Profanity/vulgarity</li> <li>● Disrespectful Attitude</li> <li>● Possession of pornographic materials</li> <li>● Failure to bring needed materials to class</li> </ul>
	<b>Response Procedures</b>	<ul style="list-style-type: none"> <li>● There is immediate intervention by the staff member who is supervising the student or who observes the misbehavior. Teacher's response includes documentation of misbehavior and notification is sent to the administrator.</li> <li>● The student is referred to the administrator for appropriate disciplinary action.</li> <li>● The administrator meets with the student and/or teacher and determines the most appropriate response.</li> <li>● A proper and accurate record of the offense and the disciplinary action is maintained by the administrator.</li> </ul>

<p><b>Response Options</b></p>	<ul style="list-style-type: none"> <li>● Continuation of Level I responses</li> <li>● Detention</li> <li>● Parental conference/ contact</li> <li>● Referral to outside agency</li> <li>● Counseling</li> <li>● Referral to FRYSC or other SAP</li> </ul>	<ul style="list-style-type: none"> <li>● Corporal punishment (if included in SBDM policy and with parent permission)</li> <li>● Confiscation of inappropriate materials</li> <li>● Alternative Educational Plan</li> <li>● Suspension</li> </ul>
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<b>LEVEL III MISCONDUCT</b>	<b>Definition</b>	<ul style="list-style-type: none"> <li>● Acts directed against persons or property but whose consequences do not seriously endanger the health or safety of other in the school.</li> </ul>	
	<b>Examples</b>	<ul style="list-style-type: none"> <li>● Repeated Level II misbehavior</li> <li>● Vandalism</li> <li>● Theft , possession, sale of stolen property</li> <li>● Destruction of school property</li> <li>● Fighting</li> </ul>	<ul style="list-style-type: none"> <li>● Threat/intimidation</li> <li>● Extortion</li> <li>● Use or possession of tobacco products</li> <li>● Harassment</li> <li>● Activating false fire alarm</li> </ul>
	<b>Response Procedures</b>	<ul style="list-style-type: none"> <li>● The student is referred to the administrator for appropriate disciplinary action.</li> <li>● The administrator initiates disciplinary action by investigating the infraction and conferring with staff on the extent of the consequences.</li> <li>● The administrator meets with the student and notifies the parent about the student's misconduct and resulting disciplinary action(s).</li> <li>● School officials will contact appropriate law enforcement agency if necessary</li> </ul>	
	<b>Response Options</b>	<ul style="list-style-type: none"> <li>● Continuation of Level I and II responses</li> </ul>	<ul style="list-style-type: none"> <li>● Referral to appropriate law</li> </ul>

<b>L E V E L  I V  M I S C O N D U C T</b>		<ul style="list-style-type: none"> <li>● Corporal punishment (if included in SBDM policy and with parent permission)</li> <li>● Alternative Education Plan</li> <li>● Suspension</li> <li>● Parental conference</li> </ul>	<ul style="list-style-type: none"> <li>enforcement agency</li> <li>● Saturday school</li> <li>● Expulsion</li> <li>● Replacement of damaged property</li> <li>● Referral to FRYSC or other SAP</li> </ul>
	<b>Definition</b>	<ul style="list-style-type: none"> <li>● Serious misbehaviors which may result in violence to another's person or property, which pose a direct threat to the safety of others in the school or are a violation of the law.</li> </ul>	
	<b>Examples</b>	<ul style="list-style-type: none"> <li>● Continued or repeated Level III misbehaviors</li> <li>● Extortion/robbery</li> <li>● Bomb threat</li> <li>● Possession/use/transfer of dangerous weapons</li> <li>● Assault/battery</li> </ul>	<ul style="list-style-type: none"> <li>● Arson</li> <li>● Furnishing /selling, possession and/or use of drugs or other controlled substances including alcohol (include "look alike" substances)</li> <li>● Sex offense</li> <li>● Possession/ use of explosive devices</li> </ul>



<b>Response Procedures</b>	<p>Administrators are required to follow a set of responses outlined by the Greenup County Board of Education.</p> <ul style="list-style-type: none"> <li>● Refer to emergency response action plan for procedures if necessary.</li> <li>● Follow due process as outlined by the disciplinary referral form.</li> <li>● The student is removed from the school environment by suspension. Parents</li> </ul>
<b>Response Options</b>	<ul style="list-style-type: none"> <li>● Parental conference</li> <li>● Saturday school</li> <li>● Suspension from school and/or bus</li> <li>● Alternative Education Programs</li> <li>● Expulsion or other board action which results in appropriate placement</li> <li>● Referral to law enforcement agency</li> <li>● Make restitution for damages</li> <li>● Referral to FRYSC or other SAP</li> <li>● Referral for counseling or therapeutic services</li> </ul>

**For access to complete board policies, visit the district website at [www.greenup.kyschools.us](http://www.greenup.kyschools.us)**

## **NOTIFICATION OF FERPA RIGHTS**

The Family Education Rights and Privacy Act (FERPA) affords parents and “eligible students” (students over 18 years of age or students who are attending a postsecondary institution) certain rights with respect to the student’s education records. They are:

- 1) *The right to inspect and review the student’s education records within forty-five (45) days of the day the District receives a request for access.*

Parents or eligible students should submit to the school Principal/designee a written request that identifies the record(s) they wish to inspect. The Principal will make arrangements for access and notify the parent or eligible student of the time and place where the record(s) may be inspected.

- 2) *The right to request the amendment of the student’s education records that the parent or eligible student believes are inaccurate, misleading, or in violation of the student’s privacy or other rights.*

Parents or eligible students may ask the District to amend a record that they believe is inaccurate, misleading, or in violation of privacy or other rights. They should write the school Principal, clearly identify the part of the record they want changed, and specify why it is inaccurate, misleading, or in violation of their privacy or other rights.

If the District decides not to amend the record as requested by the parent or eligible student, the District will notify the parent or eligible student of the decision and advise him\her of the right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or

eligible student when notified of the right to a hearing.

- 3) *The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.*

One exception that permits disclosure without consent is disclosure to school officials with legitimate educational interests. A "school official" is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the school Board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his/her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his/her professional responsibility.

**Upon request, the District shall disclose education records without consent to officials of another school district in which a student seeks or intends to enroll or to other entities authorized by law.**

- 4) *The right to prohibit the disclosure of personally identifiable information concerning the student to recruiting representatives of the U.S. Armed Forces and its service academies, the KY Air National Guard, and the KY Army National Guard.*

Unless the parent or eligible student requests in writing that the District not release information, the

student's name, address, and telephone number (if listed) shall be released to Armed Forces recruiters upon their request.

- 5) *The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:*  
*Family Policy Compliance Office - USDOE*  
*400 Maryland Avenue, SW*  
*Washington, DC 20202-4605*

### **NOTIFICATION OF PPRA RIGHTS**

The Protection of Pupil Rights Amendment (PPRA) affords parents and eligible students (those who are 18 or older or who are emancipated minors) certain rights regarding conduct of surveys, collection and use of information for marketing purposes, and certain physical examinations. These include the right to:

- 1) **Consent before minor students are required to submit to a survey, analysis, or evaluation** that concerns one (1) or more of the following protected areas ("protected information survey") if the survey is funded in whole or in part by a program of the U.S. Department of Education:
  - a) Political affiliations or beliefs of the student or student's parent;
  - b) Mental or psychological problems of the student or student's family;
  - c) Sex behavior or attitudes;
  - d) Illegal, anti-social, self-incriminating, or demeaning behavior;
  - e) Critical appraisals of others with whom respondents have close family relationships;
  - f) Legally recognized privileged relationships such as with lawyers, physicians, or ministers;

- g) Religious practices, affiliations, or beliefs of the student or the student's parents; or
  - h) Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).
- 2) **Receive notice and an opportunity to opt a student out of:**
- a) Any other protected information survey, regardless of funding;
  - b) Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student (except for any physical exam or screening permitted or required under state law); and
  - c) Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others. **NOTE:** If the parent/eligible student has indicated no directory information is to be provided to third parties or if the marketing activity involves provision of social security numbers, consent form 09.14 AP.122 should be used.
- 3) **Inspect, upon request and before administration or use:**
- a) Protected information surveys to be used with students;
  - b) Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
  - c) Instructional material used as part of the educational curriculum.

The District shall annually provide parents and eligible students notice of these rights under law in the Student Handbook, the District *Code of Acceptable Behavior and Discipline*, or other avenue designated by the Superintendent/designee.

The District shall also notify parents and eligible students at least annually at the start of each school year of the specific or approximate dates of the activities listed above. A new or supplemental notice shall be given as necessary to provide the opportunity to consent or opt out under the standards set forth above. Parents/eligible students who believe their rights have been violated may file a complaint with:

*Family Policy Compliance Office - USDOE  
400 Maryland Ave., SW  
Washington, D. C. 20202-4605*