

*This agenda belongs to:*

NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY/TOWN \_\_\_\_\_ ZIP CODE \_\_\_\_\_

PHONE \_\_\_\_\_

STUDENT NO. \_\_\_\_\_



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**322 General John Adair Drive  
Columbia, KY 42728**

**(270) 384-5308**

**Adair County Middle School**  
**2020-2021**  
**Calendar**

**Aug 19 Opening Day for staff**

**Aug 24 First Day of School for students**

**Sept 07 No School -Labor Day Holiday**

**Oct 5-9 No School - Fall Break**

**Nov 3 No School Election Day**

**Nov 9 No School - Veteran's Day Observed  
Parent Teacher Conferences 1:00-7:00 pm**

**Nov 25-27 No School - Thanksgiving Break**

**Dec 23-Jan 1 No School - Christmas Break**

**Jan 18 No School - MLK Jr. Holiday**

**Feb 15 No School - Presidents Day**

**Apr 5-9 No School - Spring Break**

**May 21 Last Day for Students**

**May 24 Closing Day for staff**

**\*\*\*\* Covid 19 Pandemic**

**Items in the student handbook may be subject to change. Please keep that in mind.  
Students will be assigned a chromebook, they will be required to wear a mask on the school bus and during transitions, students temperatures will be taken daily, no student lockers will be assigned,**

**STUDENT GUIDELINES**

ACMS Students are required to show **PRIDE!!**

**P**ositive attitude  
**R**espect  
**I**ntegrity  
**D**etermination  
**E**xcellence

District guidelines are followed and gone over with students at the beginning of each year. ACMS uses a write-up policy for misbehavior and uses consequences which include, but are not limited to, loss of privileges, after school detention, ISS, and/or suspension/expulsion. We also have a school resource officer which assists with behaviors that are deemed criminal such as theft, abuse of a teacher, harassment/bullying, or disruption of the education process.

**NON-DISCRIMINATION POLICY**

The Adair County School System does not discriminate on the basis of race, color, national origin, religion, marital status, age, sex, or disability toward any person, in an educational program, activity of employment practice according to Title VI (The Civil Rights Act of 1964), Title IX (The Educational Amendments of 1972), and Section 504 of the Rehabilitation Act of 1973.

**PARENTS AND VISITORS**

We welcome all parents and visitors to Adair County Middle School; however, for the safety of our students **all** visitors to the school or on school grounds **MUST** report to the school office. If a parent or visitor is picking up a student, a photo ID must be presented, the student signed out, and the student will be called to the office. Visitors going into other areas of the building must sign in and receive a visitor's tag identifying themselves to faculty and staff, and have their temperatures taken. All visitors are expected to leave promptly when their business is completed. Visitors are not permitted to attend class without advance permission from the principal. Students are not to bring younger/older brothers or sisters to attend classes with them. **Car riders are called at 2:45 and must be signed out by a parent/guardian or other authorized adult.**

**ATTENDANCE/LATE POLICY**

**It is a student's responsibility to ask for all assignments** he/she might have missed due to absence from school.

For each day of an excused absence, the student will be given two (2) school days to make up the missed work. (If more than one day missed consecutively, each day will be multiplied by two, i.e., 2 days x 2 = 4 school days to turn in all missed work.)

Assignments turned in late could result in having up to ten points taken off for each day late and such assignments may/may not be accepted after five (5) school days.

Known unexcused absences (i.e., family trip, etc.) will be treated as excused absences for late work purposes. The student prior to a known unexcused absence shall make arrangements for student work.

Absences under five (5) days, the student should wait until returning to school to request homework. Please do not call and ask for student work unless the student is going to miss five school days or more. At this time, homebound instruction may be needed. Often times, students are being introduced to new content and need teacher explanation/clarification.

Unexcused absences—work is due the day the student returns to class.

If a student should experience a severe traumatic situation that is affecting the student's ability to do his/her schoolwork, the student will be given an INCOMPLETE for any or all classes of that grading period. The student will have one grading period to make up the work. (The school will determine if this situation exists.)

If a student is suspended, the teacher does not have to allow makeup work unless a test or quiz, while student was present for instruction, has been given.

### **ADAIR COUNTY K-8 ATTENDANCE POLICY**

1. After a child has six days of unexcused absences or tardies per year, the principal of the child's school shall send a notice to the parent/guardian of the child that has been absent, stating the number of days the child has missed and reminding them that if these absences continue, it will be necessary for the child to be referred to the Director of Pupil Personnel. Excusable absences and tardies are one of the following:
  - A. Illness of the Pupil
    1. Up to 10 doctor's excuses will be accepted per school year. After that, doctor's excuses will need to be filled out by the physician on Medical excuse forms, for each individual absence.
    2. Note or phone call from parents limited to six notes and/or phone calls per year.
  - B. Chronic medical condition verified by doctor's statement.
  - C. Death in immediate family.
  - D. Lice—limited to one day. If the student is sent home, he/she will be excused for the remainder of that day.
  - E. Medical or dental appointments that cannot be made after school hours. (Verification by a written statement from the doctor confirming date and time)
  - F. Verified court summons
  - G. Failure of bus transportation—missing the bus is **not** an excuse
  - H. Religious exemptions
2. After a child has six days of unexcused absences or tardies per year, the principal of the child's school shall contact the Director of Pupil Personnel, in writing, listing the days the child has been absent and stating which absences or tardies are excusable and which are inexcusable.
3. The Director of Pupil Personnel, upon receiving the name of a child who has six unexcused absences or tardies, shall send a letter to the parent/guardian of the child stating the number of days the child has been absent or tardy and reminding them that according to the law, it is the parent/guardians responsibility to keep that child in school.
4. The Director of Pupil Personnel, upon receiving the name of a child who has eight unexcused absences shall send the **final notice** of non-attendance.
5. If the child continues to be absent or tardy, without a valid excuse, the Director of Pupil Personnel shall refer the child to the court-designated worker who will initiate court action.
6. This policy shall be applicable to all students under eighteen years of age and who are enrolled in grades K-8 in the Adair County School System.

7. See "Code of Pupil Conduct" for more details.

### **DISMISSALS**

If a student must leave early for some permissible reason, a parent/guardian must come to the school office and sign him/her out. The student will then be called for from the office. If someone other than a parent/guardian picks up a student, we must have written permission from the parent/guardian. *We reserve the right to question or deny all written permission.* **ACMS DOES NOT TAKE BUS NOTES OVER THE PHONE DUE TO SAFETY ISSUES! Phone notes may only be made in emergencies and require conversations with administration.**

Any students with special arrangements (walking or meeting a ride) must also have a permission form on file and student **must sign out**. Walkers will be released on the 1st loading. **Parent drop off and afternoon pickups are done in the rear of the building. Parents are to enter through Indian Drive, load or unload students at the catwalk, and exit by the band room. Please do NOT enter through the band entrance as this poses safety issues for our students.**

### **SUBSTITUTE TEACHER AND OTHER ADULT EMPLOYEES**

If any adult employee, whether the employee is faculty, clerical, cafeteria, custodian, bus driver, or a substitute for any of these corrects any student, the student is expected to accept such correction.

### **DRESS CODE**

A clean, neat and appropriate code of appearance, dress and hygiene is established to promote a safe conducive learning environment for all students. The wearing of any item that materially or significantly disrupts the educational process or threatens the health or safety of others is prohibited.

Specifically, the Board establishes the following standards of dress:

### **GENERAL**

- All students are expected to be clean, neat and have appropriate dress, appearance and hygiene daily.
- No clothing, facemask, accessories or visible tattoos are allowed that display vulgar or suggestive scenes, symbols, or messages pertaining to alcohol, drugs, tobacco, sex, gender, ethnicity, violence, fighting, wrestling, skulls, crossbones, weapons, gang or illegal activity of any kind.
- No shorts, pants with holes, torn, ripped or ragged articles of clothing above fingertip length.
- No pajamas or pajama like attire, unless worn as part of a school sponsored event.
- Appropriate undergarments are to be worn and no clothing is allowed that reveals underclothing or is excessively baggy or skimpy that could reveal undergarments.
- No form fitting or spandex type clothing.
- Leggings must be worn with shirts that are at least fingertip length.

### **PANTS / SLACKS / JEANS / SKIRTS/DRESSES**

- The hemline and slits of shorts, skirts, dresses and culottes shall be no shorter than fingertip length.
- All pants, skirts or shorts must be worn at the waist and fit properly without sagging, or revealing of the back, belly or undergarments. If pants, skirts or shorts are not fitted properly at the waist, a belt must be worn.
- No holes, torn, ripped or ragged articles of clothing above fingertip length.
- No garments, including low riders that expose undergarments, backs or bellies.
- Pant legs are not to drag excessively on the floor.
- Leggings must be worn with shirts that are at least fingertip length.

### **SHIRTS / SWEATERS / SWEATSHIRTS / BLOUSES**

- No strapless or spaghetti-strap tops are to be worn without an acceptable over shirt.
- Hoods are not to be worn over the head in the building.
- No nude, sheer or see through fabrics.
- No garments are to be worn that expose cleavage/chests, backs or bellies.
- No sling-back tops or razor back shirts
- Tank tops must have a 2 inch minimum strap

### **JACKETS /COATS OUTERWEAR**

- Trench coats or coats longer than knee length shall not be worn to school

### **FOOTWEAR**

- Street shoes are to be worn at all times and are to be tied or buckled, if designed to do so.
- No house shoes or shoes with retractable roller blades.

### **HAIR/HEADWEAR**

- No hats, caps, scarves, bandanas, sweatbands, toggies, hoods, or headdresses may be worn in school, unless they are worn for health, safety or religious reasons (prior approval of the Principal is required).
- Hair must be out of eyes and not cover the face.

### **FACE MASKS, JEWELRY / MAKEUP / ACCESSORIES/ BELTS ETC.**

- Face masks will be mandatory for students that ride a bus and during transitions times throughout the school day. If your student has a medical condition that prohibits them from wearing a mask, we need that documentation on file at the school.

- Jewelry, including piercings and other forms of ornamentation may be worn as long as they do not cause a distraction, promote violence, vulgarity, gang or illegal activities or pose a safety or health threat.
- No chains or any other articles that may be used as a weapon or are a safety issue including heavy bike chains, chains on wallets and belt loops, leather collars, dog collars, or spiked items.
- No sunglasses shall be worn inside the school building without a medical statement on file with the school principal.
- No ear gauges, plugs or flesh tunnels.
- No “wild eye” contacts.
- No extreme or theatrical make-up.

\*Any other garment, accessory or appearance that is found to be disruptive to the educational process or poses a safety issue will be addressed by the Principal/Assistant Principal.

Principals and Assistant Principals shall enforce and will make final decisions regarding the dress code in their schools. They shall confer with students whose appearance does not conform to these rules.

Repeated violations of the personal appearance code may result in suspension from school and/or referral of the student to the Board.

Exceptions to the dress and appearance standards due to religious beliefs, medical or physical necessity, or special school sponsored events are to be pre approved by the principal.

#### **ARTICLES PROHIBITED IN SCHOOL**

Problems arise each year because students bring articles that are hazardous to the safety of others or interfere in some way with school procedures.

Some items are as follows:

- |  |                          |
|--|--------------------------|
| 1. Knives  | 2. Matches/lighters      |
| 3. Toy cars  | 4. Toy guns              |
| 5. Water guns/bottles                                | 6. Tobacco products      |
| 7. Slingshots  | 8. Laser pointers/lights |
| 9. Fidget Spinners/cubes (unless medically approved) |                          |
| 10. Slime  |                          |

If these items are brought to school, they are undesirable and will be impounded and thrown away.

Be Smart: *LEAVE VALUABLES AT HOME!!*

**\*\*If a cell phone is brought to school, it must be kept out of sight and turned off or silenced unless permission from the teacher. If it is out or on, it is gone. Parents will be required to pick their cell phone up.** Any student with a cell phone or other electronic out or on in any classroom, the cell phone will be taken, a parent must pick up, and the student will receive after school detention.

Inappropriate use of a cell phone or electronic media will result in the student losing cell phone/electronic privileges for a period of thirty (30) days. Punishment may also include In

School Suspension for no less than a period of one week or other disciplinary action as warranted, such as out of school suspension or referral to the school resource officer. This includes, but is not limited to, videotaping other students and posting on social media, taking inappropriate pictures and posting on social media, or audio recording of others in the building and posting on social media. Sending video, pictures, or audio to other people is also included.

### **BACKPACKS**

Backpacks are not permitted at school this year. Cinch sacks are all that are needed for student supplies, chromebook, and PE clothing, etc. Sports bags, equipment, band bags, etc.needed for after school practices/games will be allowed but will be stored in a designated area upon arriving at school.

### **WEAPONS**

Carrying, bringing, using, or possessing any weapon, look alikes, or dangerous instruments in any school building, on school grounds, in any school vehicle, or at any school-sponsored activity is prohibited.

### **THREATS**

At ACMS we have had to make some changes in how we address words or actions that come across as threats. We can longer allow any kind of action or statement that could possibly be viewed as a threat to harm others. Statements such as "I'm going to kill you," "I'll stab you" or other statements of this nature will no longer be tolerated. Actions such as pretending to shoot or stab someone will also not be tolerated.

We realize that not all these actions or statements are an actual threat but we cannot allow any of these at school. Any of these actions or statements may result in disciplinary actions begin taken. We encourage parents to talk to their children about making statements and/or gestures that mimic threats.

### **HARASSMENT/DISCRIMINATION**

Harassment/discrimination is intimidation by threats of or actual physical violence; the creation, by whatever means, of a climate of hostility, or intimidation, or the use of language, conduct, or symbols in such manner as to be commonly understood to convey hatred, contempt, or prejudice or to the effect of insulting or stigmatizing an individual.

Harassment/discrimination due to an individual's race, color, national origin, age, religion, marital status, political beliefs, sex, or disability is prohibited at all times on school property and off school grounds during school-sponsored activities.

Students who engage in harassment/discrimination of an employee or another student on the basis of race, color, national origin, age, religion, marital status, political beliefs, sex, or disability shall be the subject of disciplinary action including but not limited to suspension/expulsion.

### **GENERAL MEDIA CENTER RULES**

1. All students in the school are entitled to use the media center and to check out books provided they have teacher permission.



2. The media center has automated check out. Each student will be assigned an ID number, which they will need for checking out books.
3. Reference books such as encyclopedias and dictionaries are to be used in the media center. Earlier editions will be made available for overnight checkout.
4. All other books may be borrowed for two weeks. If a book becomes overdue, a fine of 5 cents per day will accumulate.
5. Students must pay for damaged books and magazines, and all lost books.
6. No book may be taken from the media center without being checked out. If a person is found guilty, he/she will forfeit media center privileges and punishment may be enacted.
7. Students must not sub-lend books. The student who signs for the book is held responsible for its care and return.
8. Students may check out two books at a time. If several books are needed for special assignments, the student should speak to the librarian and accommodations will be made.

### **BUS SAFETY RULES/REGULATIONS FOR PUPILS**

The right of a pupil to ride a school bus is conditional on his/her good behavior and observances of the following rules and regulations. Any pupil who violates any of these regulations shall be reported to the school principal.

1. Good pupil conduct on the school bus is required in order that the driver may devote the major part of his/her time and attention to maneuvering the school bus through traffic.
2. Pupils riding the school bus are under the direct supervision of the bus driver, and the driver shall direct the pupil in matters of conduct and safety.
3. Pupils shall obey the driver with respect and promptly.
4. Pupils shall be on time; the bus cannot wait for those who are not on time.
5. Pupils shall occupy the space designated for them by the driver.
6. Pupils shall observe the following:
  - a. Never stand in the road while waiting for the bus.
  - b. Clean their feet before entering the bus.
  - c. Avoid spitting on the floor of the bus.
  - d. Not throw waste paper or other rubbish on the floor of the bus.
  - e. Not start for school when sick or when any member of the family has a contagious disease.
  - f. Avoid unnecessary conversation with the driver.
  - g. Abstain from the use of tobacco and profane or indecent language.
  - h. At all times, keep arms and head inside the bus windows.
  - i. Get on or off the bus or change seats in the bus only when it is not in motion.
  - j. Not leave the bus without the driver's consent, except at home or school.
  - k. Respect any person whom they pass on the routes. Do not yell or make remarks or gestures to persons along the streets or roads.
  - l. Report to the bus driver at once any damage to the bus.
  - m. Walk on the left side of the road facing the traffic.
7. Pupils who must cross the road before entering or after leaving the bus should pass in front of the bus and not behind it. The driver should see that the way is clear before the child is permitted to cross the road.
8. Pupils should not be permitted under any circumstance to bring anything on the bus that might frighten someone or distract the driver's attention. These would include the following: live, dead, stuffed, or preserved animals, fowl, fish, snakes, insects, or similar things. Any such items required for a class must be in a covered container.

9. Pupils shall not bring knives, firearms, or explosives on the school bus at any time.
10. Pupils shall not smoke or dip on the bus at any time.
11. Pupils shall not eat or drink on the bus at any time.
12. Pupils shall not be permitted to bring any items on the bus that might block the center aisle, entrance door, emergency window, stepwell, or any of the windows, or that would be dangerous in case of collision, or would present a fire hazard, or that would take up pupil seating space. This should include such items as Christmas trees, boxes, furniture, soft drink cases, traveling bags and similar items. No glass items or balloons are permitted on a bus.
13. Footballs, basketballs, volleyballs, baseballs, and softball, etc., must be kept in the possession of the owner at all times and not be tossed about inside the bus. Owners will be held responsible for items brought on the bus.
14. A pupil shall ride the school bus to which he/she is assigned to and from school each day, and shall get on and off the bus at the same stop each day unless written permission to the contrary is granted by the principal or designee of the school which the pupil attends. Permission notes from parents, teachers, and others are not to be accepted by the drivers.
15. Should any pupil persist in violating any of these regulations, it shall be the duty of the driver to notify the principal and after due warning has been given the pupil, the principal shall then forbid such disobedient pupils the privilege of riding any school bus until permission to ride again has been given by the Board of Education. Written notice of the principal's action shall be sent to the parents and a copy sent to the Board of Education, but such notices need not precede action by the principal.
16. Any complaints of drivers, pupils, or parents not specified in the above regulations shall be reported promptly to the principal, director of transportation, or superintendent.
17. If a pupil's conduct on the bus is such that it endangers the lives and morals of the other people on the bus and makes it unsafe for the bus to continue on its route, and when requested by the driver to desist from such conduct and the pupil does not comply, it shall be the duty of the driver to order the pupil to leave the bus, and if this order is refused, to eject the pupil from the bus or send for assistance, whichever the circumstances dictate. Ejecting the pupil from the bus shall be done only in the most extreme circumstances. When ejection from the bus is required, the driver shall notify the principal of the school where the child attends, the district superintendent or some other authority of the action taken as soon as possible to do so.

#### MEDICATION

**All** prescription medications must be taken to the nurse while students are at school. The medication must be brought to school in a container appropriately labeled by the pharmacy or physician. Scheduled or controlled medications **must** be brought to school by the parent/guardian. Medication will be stored in the nurse's office or safe and the student must report to school personnel to obtain medication. Exception: Asthma inhalers, diabetic supplies, etc., may be kept with students during the school day; however, the parent or physician must provide written permission. Written orders from the student's parent must be on file in the school stating:

- a. Student's name
- b. Name of drug
- c. Dosage
- d. Purpose of medication
- e. Time of day medication is to be given
- f. Possible side effects

Except for medication sent to school by parents, internal medicine, including aspirin, shall not be kept at school for the purposes of administering to students.

No student will be allowed to share medication with another student.

#### **TELEPHONE USAGE**

Students may use the phone in the office or in the classroom with teacher permission to call parents, if they are sick or if they have other emergencies. **Please note that a full time nurse is on staff at ACMS and will call a parent if a child needs to go home. A nurse practitioner is available to see a student at the school upon request of the parent/guardian.**

#### **EXTRACURRICULAR ACTIVITIES**

Extracurricular activity: referring, designating, or pertaining to those phases of school activities not taught in the classroom, though functioning under the guidance of the faculty, such as sports, clubs, marching band, etc.

Academic eligibility for participation in extracurricular activities will be determined by the following:

1. Any student in grades 5-8 who participates in extracurricular activities must maintain a passing grade (60+) in each subject and not have any zeros. Coaches reserve the right to require higher grades in order to participate.
2. Grades will be checked every two weeks. Any student who is found to be ineligible shall not participate in one game, other than practice, nor in any extracurricular activity until the zero/zeros are made up. If the student has not obtained a passing grade for the school year, he/she will remain ineligible on a weekly basis until a passing grade for the school year is achieved.
3. If a student fails to pass any subject for the year he/she will be ineligible to participate in any fall extracurricular activities for two calendar weeks beginning with the day of the first scheduled sanctioned game or activity of the following fall season. This date shall be counted as the first day of the student's two weeks of ineligibility. While the student is ineligible, he/she will not be allowed to travel or be in uniform for any extracurricular activity.
4. Any student who participates in extracurricular activities is expected to maintain exemplary school citizenship.
5. Discipline issues may prevent students from participating in extracurricular activities. This is at the discretion of the coach/school administration.
6. Any student who has been retained in a grade (whether by parent request or by unsuccessful academic results), will be ineligible to participate in extracurricular sport activities for one school year.

School insurance is available at a nominal cost for school day coverage (12 hours), or for 24-hour coverage. School student insurance is available during the first six weeks of school.

As indicated in the Athletic Handbook, students who participate in sports at middle school level must be in 5th-8th grades.

#### **IMMUNIZATIONS**

KRS 158.035 requires each school to have an up-to-date immunization certificate or legal exception for every child enrolled in this school. For further details, see Adair County Code of Pupil Conduct.

### **GRADING PERIOD**

Grades will be given each nine weeks of school for grades 6-8. If further information is needed before the nine weeks, parents are encouraged to contact the school for a conference. Progress reports will be sent every four and one half weeks during the nine week grading period.

If at the end of the first semester a student is failing more than one class, the teacher(s) shall contact parents by phone or certified/registered mail to set up a conference to discuss the unsatisfactory progress of the student.

### **GRADING SCALE FOR ALL GRADES**

90-100	A
80-89	B
70-79	C
60-69	D
59-Below	F

\*No 9-week/semester/final grade can exceed 100%.

Grades 6-8 will be given actual numerical grades on the report card.

If a student has experienced family trauma, a committee consisting of the principal/designee, counselor, and teacher(s) will review each case on an individual basis as to grades, make-up work, and/or retention.

**Students and parents should be aware that summer school sessions are not always offered.**

### **PROMOTION AND RETENTION**

#### **Summer School Eligibility**

If a student fails **reading or math**, he/she will automatically be retained. No subjects can be made up during summer school as summer school is not always offered. If other subjects are failed, the teacher(s) will determine promotion and retention after consultation with the principal and counselor.

### **AWARDS**

ACMS recognizes the 8<sup>th</sup> graders with all A's in every subject at the end of the year. Awards will be given at Awards Day to 6<sup>th</sup>, 7<sup>th</sup> and 8<sup>th</sup> grade students who maintain a 90-100% average (rounded) in each subject. Other individual awards may be given at this time. Awards/Rewards are also given at the end of each nine weeks and may be given for testing, learning checks, etc. throughout the year. Perfect Attendance awards are given to students who have no absences throughout the entire year. In order to receive a Perfect Attendance Award a student **cannot** have missed an entire class period. If a student is picked up early and misses over one hour of school, the student will not be considered to have perfect attendance at the end of the year.

Testing Awards are also given to students who score Proficient and/or Distinguished on KPREP tests from the spring testing sessions.

### **CAFETERIA**

**Students may bring their lunch from home, but no outside food from restaurants, etc. may be brought or delivered at lunch.** The School Food Service Program is designed to meet the nutritional needs of students. The U.S.D.A. establishes the required foods and portions to be served for lunch and breakfast. These guidelines must be followed in order to receive state and federal funds to operate the program. The School Food Service Program is for the students.

Rules for using the cafeteria are as follows:

1. Due to reopening guidelines students may be eating in the cafeteria, gym, or classroom.
2. Students are not allowed to share food.
3. Students will have two options for lunch this year; a salad or regular lunch from the menu.
4. No extras will be sold in the cafeteria.
5. Food is not to be taken from the lunchroom, unless serving lunch detention or with special permission.
6. Students should remain seated and talk quietly with their neighbor. Students will be social distance for their safety
7. Deposit all lunch litter in waste containers.
8. Return all trays and utensils to the dishwashing area.
9. Leave the tables and floors in a clean condition.
10. Students must have a pass to exit the cafeteria to go to restroom, office, or other classroom during lunch.

### **BREAKFAST/BUS DUTY EXPECTATIONS**

All students, whether bus or car riders, are to report to the cafeteria for breakfast and then go directly to their homeroom. Students are not permitted to go to the restroom, library, or other classroom before reporting to one of these areas first. Any student wishing to go to the library must sign out in the gym to go to the library.

### **COUNSELING SERVICES**

Counseling service is available to all students. Both students and parents should feel free to consult with counselors about classroom concerns, plans and decisions, or personal problems. Counselors will also assist parents in arranging conferences with teachers or making outside referrals.

Students may be referred to the counselor by themselves, parents, teachers, other students, or administrators. Counselors may also request conferences with students about matters of general interest. Students are encouraged to become acquainted with their counselor.

### **STUDENT ACCESS TO ELECTRONIC MEDIA**

For specific information, see Adair County Code of Pupil Conduct. In order for your child to access the electronic communication network, including internet and e-mail, a permission form **must** be on file. Abuse of electronic media will result in denied access.

### **PESTICIDE NOTIFICATION**

ACMS, like all buildings, must be periodically sprayed by a professional exterminator for insects. If you would like to be notified one day in advance of any spraying, please send a written request in to the office.

### **Adair County Schools Energy Guidelines for Students:**

#### **General—**

Each student is expected to use energy and resources wisely. Please do not waste them!

#### **Individual Computers—**

-at the end of the class day, all student classroom computers will be turned off before leaving that classroom.

-at the end of the class day, all student classroom computer monitors and speakers will be turned off before leaving that classroom.

### **SCHOOL UPDATES**

Information may be sent home periodically with your child. This will be information from the teachers, office and any other announcements or notices that will concern your child at school. School messenger will also be used to inform you of school closings or upcoming events. Please make sure your telephone number and email is correctly given to the school and is kept updated. Please also visit the school website often for updates.

[www.adair.kyschools.us](http://www.adair.kyschools.us) Click on Adair County Middle School.

Information concerning attendance, discipline, and grades may be seen by logging on to Infinite Campus. For access, please contact the school attendance clerk/ counselor's secretary.

**TITLE I  
PARENT INVOLVEMENT POLICY  
ADAIR COUNTY MIDDLE SCHOOL**

Adair County Middle School believes that parent involvement is necessary to promote increased academic success. We also recognize that the parent is the child's first and most important teacher. Adair County Middle School is committed to building a strong parent-school partnership. To enhance the parent-school partnership, the following policies were developed with input and endorsement from the parents of Title I students.

\*Adair County Middle School will provide for an overall positive school climate that conveys the idea that parents are welcome, i.e., displaying signs welcoming parents to the school, providing a parent bulletin board, and providing a comfortable waiting area.

\*At the beginning of the school year, the parents of all students will be invited to attend an annual meeting to be held at a convenient time. This meeting will inform parents of the school's participation in Title I and what it means for them.

\*An additional number of flexible meetings will be planned. Home visits may be provided as needed. This may include adding the Title I program onto the agenda for each PTO meeting. The purpose of these organized, ongoing, and timely meetings and training sessions will be to include parents in reviewing, evaluating, and planning for Title I programs and parent involvement.

\*Information concerning Title I programs, school performance profiles, and individual student assessments will be provided in the form of a newsletter, progress reports, phone calls, conferences, home visits, etc. Title I teachers will be

present and available to parents at school open house programs and parent teacher conferences.

\*Title I staff will coordinate parent involvement and support partnerships among parents, school, and community by:

1. providing assistance in understanding the National Education Goals, state standards, student performance standards, and state and local assessments so that parents can use the information to improve the performance of their child and participate in educational decisions related to their child.
2. providing materials, services and training to parents (Youth Service Center, PTO meetings)
3. when appropriate, integrating Title I involvement strategies with the Youth Service Center, PTO, Adult Education, and other training programs.
4. developing appropriate roles for community based organizations and Business in Partnership involvement activities.
5. assisting parents in becoming full partners in their child's education.

**Adair County Middle School**  
**Parent/Student/Teacher/Administrator Learning Compact**  
**Title I Schoolwide Program**  
**Date:\_\_\_\_\_**

**AS TEACHERS WE PLEDGE TO:**

\*Encourage child's self esteem

\*Encourage attendance



- \*Report student progress to parents
- \*Maintain open line of communication with student and his/her parents
- \*Seek ways to involve parents in the school program

**Teacher Signature** \_\_\_\_\_

**Teacher Signature** \_\_\_\_\_

**AS A PRINCIPAL I PLEDGE TO:**

- \*Believe that each student can learn
- \*Provide an environment that allows for positive communication between the teacher/parent/guardian and student
- \*Support all school programs and functions
- \*Encourage students to show respect for themselves, teachers, school and school personnel

**Principal Signature** \_\_\_\_\_ *Alma Rich* \_\_\_\_\_

**AS A STUDENT I PLEDGE TO:**

- \*Believe that I can learn and will learn
- \*Come to school prepared with my homework and my supplies
- \*Obey school and bus rules
- \*Always try to do my best work and have good behavior

**Student Signature** \_\_\_\_\_

**AS A PARENT/GUARDIAN I PLEDGE TO:**

- \*See that my child is punctual and attends school regularly
- \*Support the school in its efforts to maintain proper discipline
- \*Communicate regularly with my child's teachers and attend at least one parent-teacher conference
- \*Find out how my child is progressing by attending school functions (such as Title I Parent Meetings, Parent-Teacher Conferences, PTO, and looking at school work)

**Parent/Guardian Signature** \_\_\_\_\_

## ACKNOWLEDGMENT

I have read the Adair County Middle School Student Handbook and the enclosed list of responses to behavior situations and understand the contents of both. My signature simply acknowledges that I have read both and understand their contents and the consequences.

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Student Signature

Date

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Parent/Guardian Signature

Date

I give permission for ACMS faculty to use videotaped school activities in which my child may appear. I further give permission for my child's name/photograph to be displayed on bulletin boards, etc., or to be published in local newspapers or announced on the local radio stations.

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Parent/Guardian Signature

Date