

**GRAYSON COUNTY MIDDLE SCHOOL
726 John Hill Taylor Drive
Leitchfield, Kentucky 42754**

**Jim Blain, Principal
David Whitmore, Assistant Principal
Becky Miller, Assistant Principal
Becki Pearl, Curriculum Coordinator**

**Leann Majors/Nancy Sims, Counselors
Synthia Frank, Nurse
Shirley House/Viola Williams, Secretaries
Faye Critchelow, Youth Service Center Director**



IMPORTANT PHONE NUMBERS:

**School Office 259-4175
Lunchroom 259-6161
Youth Service Center 259-9681
Grayson County Board of Education 259-4011
Grayson County Crisis Intervention
259-HELP (259-4357)**

IMPORTANT FAX NUMBERS:

**School Office 259-5875
Youth Service Center 259-9682
Grayson County Board of Education 259-4756**

E-MAIL:

firstname.lastname@grayson.kyschools.us

www.grayson.kyschools.us





GCMS MISSION STATEMENT

The mission of Grayson County Middle School is to inspire, nurture, motivate, and maintain an environment of growth, challenge and unlimited potential for all students and staff.



GUIDELINES TO SUCCESS

Give your best everyday

Consider and respect others

Make a positive difference

Strive for excellence



VISION STATEMENT

We the staff, students and parents will go **ABOVE AND BEYOND** to make our school a model of excellence.



FRYSC

What is the Leitchfield Family Resource and Youth Service Center (FRYSC)?

The *primary goal* of the FRYSC is to enhance student ability to succeed in school through the removal of non-cognitive barriers to learning. These Centers are designed to promote the flow of resources and support to families in ways that strengthen their functioning and enhance the growth and development of each member. The Center provides services based on local need, and community input. In schools where Centers are located, teachers report improved student performance in schoolwork, homework and peer relationships. Parents report greater satisfaction and involvement with the schools.

The Leitchfield FRYSC services are available to all children and their families who reside in the community or neighborhood served by the Grayson County Middle School and the H. W. Wilkey districts.

The Leitchfield FRYSC is located in the trailer beside H. W Wilkey Elementary School. Office hours are Monday through Friday from 8:00 a.m. – 4:00 p.m. 259-9681

Services provided by the Leitchfield FRYSC

Community Resource Referrals

Health Services/Referrals

Lending Library

Parent and Child Education Programs

Home Visits

Drug Prevention Programs

Career Activities

Programs for Parents of Young Children

Support/Training for Child Care Providers

Counseling Referrals

Child Care before and after school for children between the ages of 4 and 12, and full time care during the summer and days when school is not in session; hours 5:00 a.m. until 6:00 p.m.

Child Care Advocacy and much, much more!!!

***Grayson County Middle School would like to thank the
Leitchfield FRYSC for their support to our school.***

ABSENCES-School attendance is essential for students to take full advantage of the educational opportunities offered by the schools in our District. We firmly believe that attendance is a student-parent/guardian responsibility. The intent of this policy is to provide a structure whereby students can gain maximum benefit from the instructional program. All students are expected to attend school every day the school is in session.

When a student must be absent from school, it is the responsibility of the parent/guardian to inform the school of the reason for absence. If possible, parents/guardians should call the school on the day the student is absent by 8:30 a.m. A parent and/or doctor's note should be sent to school with the student upon returning from being absent. The written excuse shall include the full name of student, date(s), reason and full signature of the parent and/or doctor. This excuse is to be presented to your first period teacher during homeroom time.

If, due to an illness or an injury, it is believed by school personnel that a student will be absent from school for a week or more, efforts are to be made to place that student on homebound instruction. Homebound applications, to be completed by parent and the attending medical authority, will be provided by the school or Director of Pupil Personnel.

Absences will be excused for the following reasons: Doctor's excuse, death in family, family emergencies, school sponsored trips, military deployment of parent/guardian (one day for deployment and return), other justified reasons as determined by the Principal.

1. A full day of attendance shall be recorded for a pupil who is in attendance on 100% of the regular scheduled school day.
2. A tardy shall be recorded for a pupil who is absent 60 minutes or less of the regularly scheduled school day.
3. A student that is absent 61 minutes or more will be considered absent a percentage of the school day.

Students with three unexcused absences or tardies will be considered truant and will be issued their first notice. Students reaching six unexcused absences or tardies will be considered habitually truant and will be reported to the Director of Pupil Personnel at the Board of Education for possible legal action. We will work with ALL students to comply with the new compulsory attendance laws set forth by the KY legislature and the KY Department of Education as of 7/1/2006.

After receiving truancy notification, parents/guardians will have three school days to resolve any unexcused tardy or absence. Any issues past this grace period will only be adjusted at the administration's discretion.

After eight absences for illness, accompanied by parental notes, any subsequent absences for illnesses must have a doctor's statement to be excused. At this point, a letter will be sent to parents informing them of this information.

Excused absences will allow the student to make up assignments and/or assessments. Work must be made up within the grading period. Each team has established penalties for late work due to absences. It is the responsibility of the

parent to call the school ahead of time for assignments. Teachers will need at least one free planning period to prepare student work.

Each student is expected to be at each class on time. When a student comes to school late, the parent/legal guardian must accompany the student into the building and sign the exit/entry log. Please do not just drop them off. The exit/entry log must also be signed by the parent/legal guardian when picking a student up during the school day.

ACADEMIC AND ATTENDANCE REQUIREMENTS FOR PARTICIPATION IN EXTRA CURRICULAR ACTIVITIES AT GCMS

Boys Baseball	Girls Basketball	Academic Team
Boys Basketball	Girls Cross Country	Cheerleading/
Boys Cross Country	Girls Golf	Dance Team
Boys Football	Girls Softball	Squad
Boys Golf	Girls Soccer	
Boys Soccer	Girls Tennis	
Boys Tennis	Girls Track and Field	
Boys Track and Field		

Membership requirements for students who participate in all extra curricular activities follow:

- A. The supervisor of each program (coach/sponsor), the athletic director or the principal is responsible for monitoring student grades every week, once the program has begun its practice sessions.
- B. Students must maintain a “C” average overall at report card time with no failing grades in any subject.
- C. Students with a “D” at grade card time will be flagged. Coach/sponsor will talk with student.
- D. Grade check will be weekly. Teachers will have grades posted by each Friday morning (or the last day of the school week). After Friday grade checks, if students are not passing a class, their ineligible period would begin on Monday through the following Sunday.
- E. If a student has a failing grade at any grade check or fails to meet the “C” average at report card time, the following guidelines will be followed:
 - 1. First Week-Student can not participate in any games representing GCMS. However, the student may continue to practice.
 - 2. Second Week-If the student has brought his/her grade up to minimum standards, the student will be allowed to participate with the team and all games played. If the student has not brought his/her grade up to minimum standards during the probation period, the student may continue to practice with the team, but still can not participate in any games representing GCMS. Tutoring may be recommended.

3. Third week-If the student has brought his/her grade up to minimum standards, the student will be allowed to participate with the team and all games played. If the student has not brought his/her grade up to minimum standards during the probation period, the student will be prohibited from all games and practice with the team. Student is required to enroll for ESS tutoring.
 4. Fourth Week-If the student has brought his/her grade up to minimum standards, the student will be allowed to participate with the team and all games played. If the student has not brought his/her grade up to minimum standards during the probation period, the student will be dropped from the program.
- F. Students who are absent any part of the day may not participate in practice or a game on the same day unless student has written permission of the principal.
- G. If a student has ten discipline points and/or is currently in detention, he/she can practice but is ineligible to participate in a game.
- H. If student is assigned to detention or ESS, he/she must fulfill the requirement before attending practice or participating in a game.

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 procedure. Such items as skateboards, roller blades and other wheeled items (no heelies), laser pointers; yoyos; toy guns; water pistols; glass containers such as perfume or make-up bottles, soft drink or other drink containers; liquid paper/white out; gang related articles; electronic devices including ipods, CD players, MP3 players, CD's and tapes; computer pets; pagers; beepers, two-way radios, video games; baseball cards and other trading cards; pets, pocket knives; items that can be used as a weapon (chains, studded items, pins, etc.) are considered dangerous to self or injury to others; rings which pierce the tongue, lips, eyebrows and nose are considered dangerous; etc. These undesirable items will be impounded and returned to the parent at their request. Parent or Guardian is requested to help children understand the necessity for such regulations.

CELL PHONES-Student cell phones must be turned off and out of view during school hours. Any student cell phone out in sight or turned on will be confiscated by the teacher or staff member and turned in to the office for parent or guardian to pick up and take home. Parents may pick up confiscated cell phones the next day following confiscation. Parents should take these phones home upon pickup. On a second offense, the phone would be confiscated for five (5) days. On the third offense, the student will receive an office referral. Any further offenses may result in the student losing the privilege of bringing a cell phone to school and further disciplinary action. This policy applies from the

time students arrive at GCMS each morning until the final dismissal bell at the end of last period.

DISCIPLINE-One of the most important lessons education should teach is discipline. While it does not appear as a subject, it underlies the whole educational structure. It is the training that develops self-control, character, orderliness, and efficiency. It is the key to good conduct and proper consideration for other people. With an understanding of the purposes of discipline in a school, you may form a correct attitude toward it, and not only do your part in making your school an effective place of learning, but develop the habit of self-restraint which will make you a better person.

DISCIPLINE POINT SYSTEM

1. **Dangerous Instruments/Weapons/Drugs**-10 points, 3-10 day suspension, contact local law enforcement agencies. Contact school board for possible expulsion.
2. **Defiance**-5-10 points, disregard for school authority, disrespect, refusal to follow school rules.
3. **Inappropriate Conduct**-2-20 points, includes: skipping class or school, disrupting class, horseplay, leaving campus, vandalism gambling, cheating, inappropriate display of affection or any behavior that contributes to destroying the educational climate.
4. **Failure to Attend Detention**-5 points
5. **Fighting**-5-10 points, detention or suspension, possibly contact local law agencies
6. **Inappropriate Sexual Behavior**-5-20 points
7. **Profanity or Vulgarity**-5-10 points
8. **Bullying, Threat or Intimidation**-5-10 points, includes cyber bullying, harassment and hate lists, law agency may be notified (**Death Threat**-automatic 3-5 day suspension)
9. **Tobacco**-possession and/or use-10 points and 3 days detention; second offence-10 points and 3 days suspension
10. **Bus Misbehavior**-First Offense-warning letter, Second Offense-3 day bus suspension. At the discretion of the administration, students may be subject to in-school discipline codes. Continued bus misbehavior can lead to complete loss of bus riding privileges.
11. **Tardy and/or Lack of Materials**-If these problems become persistent affecting instruction, an office referral may result.
12. **Schoolwork-Classwork**-Refer to GCMS "No Zeros" Policy. For each referral-grade reduction plus make up work in Catch-Up Café.
-After 5 referrals-In school detention
-After 10 referrals-Court warning letter and SSSP or in-school detention.

-After 11 referrals-Pre-complaint conference with Court Designated Worker (CDW) and possible citation. Parents will be asked to attend probation and periodic meetings.

13. Inappropriate Student Behavior at GCMS ballgames, dances and other events-could result in loss of privilege to attend future games and events and be subject to disciplinary action. Students should not arrive more than 30 minutes before the event. Students cannot leave and re-enter the event.
14. Gum is permissible, but student must follow the gum guidelines. No candy is allowed by state law.

POINTS ACCUMULATED AND DISCIPLINARY ACTION TO BE TAKEN

If at some point, a child's behavior does not improve, the following penalties may result:

1. In-school detention
2. After-school detention/or before school detention (Parents must notify the principal at least one day prior for change of date or an automatic one day will be added. Defiance of attendance could result in more serious consequences.)
3. Saturday school. (Failure to attend could result in more serious consequences.)
4. Parent/Guardian required to sit with student in class
5. SSSP-Stay in school suspension (3-5 days in alternative school in lieu of out of school suspension)
6. Suspension
7. Beyond control referral to Court Designated Worker or possible citation from law enforcement
8. Students with 10 or more demerit points are not eligible to attend after school activities including school dances and ballgames.
9. Students serving time in In-School Detention or AEC are not eligible to attend after school activities including school dances and ballgames and are not eligible to participate in any extra-curricular activities on those days.

There are certainly other acts of misbehavior or violation of school regulations that are not included in this list. In such instances disciplinary action will be at the discretion of the administration.

DRESS CODE -Schools are educational institutions. All students are expected to dress and groom themselves neatly in clothes that are suitable for school activities. No extreme form of personal appearance or hair style will be allowed to interfere with the education process. School authorities may limit or prohibit any extreme type of student dress-personal appearance or apparel, which, in the judgement of school officials, is deemed to create a disruption of school discipline and learning or compromise for school safety. Only ear piercing is

allowed. Clear or mesh backpacks are recommended. Not acceptable items include:

1. Any clothing that displays a bare stomach or back.
2. Spaghetti straps, cutout sleeves, tank tops, muscle shirts, or fishnet/revealing clothing, suggestive clothing, low cut tops
3. Jeans that have holes or slits above the knee. Holes must be covered with a sewn patch.
4. Skirts, shorts and dresses shorter than at the top of the knee.
5. No baggy or sagging pants, biker shorts, trench coats, or pajamas.
6. Clothing that has alcohol or tobacco advertising or symbols.
7. Clothing with any type of profanity or sexual remarks, scenes/slogans that are suggestive, including but not limited to racial statements and pictures of weapons.
8. Any article of clothing that suggests discrimination in any form.
9. Wallet or dog chains, leather (dog) collars, any jewelry deemed by the administration that could be used as a weapon i.e. Safety pins, studded or spiked bracelets, necklaces, shoes with wheels etc.
10. Hats, bandanas, sunglasses, and gloves worn during the school day.
11. Clothing, apparel, jewelry, etc. that would promote any activity, gang or group that is not approved by the administration.
12. Extra-curricular uniforms must be approved by the principal
13. Unless approved by administration, only natural permanent hair color.

It is important that students abide by this dress code. Parents will be notified to bring students proper clothing or the student will be required to change into appropriate clothing or the student may be sent home. The final decision as to the appropriateness of attire will be at the discretion of the administration.

DRUGS, ALCOHOL, AND TOBACCO PRODUCTS-Any GCMS student found to be in possession of, under the influence of, selling, or giving to another pupil any controlled substance, including alcohol, look-alikes (any item or substance similar to controlled substances in appearance and which is represented by the possessor as being a controlled substance), drug paraphernalia and inhalants (those items which are described as administering paraphernalia by the KRS) or tobacco products, while said student is under the jurisdiction of the school authorities, shall be subject to disciplinary action set forth by the policy of the Grayson County Board of Education and Kentucky Department of Education.

Students are not permitted to smoke or have in their possession at any time cigarettes, snuff, chewing tobacco, or any other tobacco products, including lighters or matches in the school building, on the school grounds, or within the area surrounding the school grounds. This regulation applies to all school sponsored activities as well as the regular school day. Violation of this rule

constitutes a serious offense, and is subject to policy set forth by the Grayson County Middle School and the Grayson County Board of Education.

FIRST PERIOD (RTI/Enrichment)-Student will be assigned to first period class according to their greatest need in reading and math. Highly skilled teachers will be providing students with instruction in reading and math to help all meet proficiency. Once students demonstrate proficiency they will be in an enrichment class. All grades for first period will be recorded as a pass/fail grade on their report card and transcript.

FLOWERS-Flowers, balloons etc. are to be sent to the student's home.

LIBRARY-Students may check out library materials for a period of two weeks. Reference materials and magazines may be checked out overnight. Audio books are available for checkout. All students coming to the library during the school day without their classroom teacher must sign in. It is the student's responsibility to renew or return the items before they become overdue. If a student has an overdue item, he/she will not be able to check out anything else until the items are returned. If a student loses or damages library materials, they must be paid for before other items may be checked out. This also applies to materials that may have been lost from previous school years.

MEDICATION-All medications, over-the counter and prescription drugs, should be taken to the nurse's office upon arrival at school. All medication **MUST** be brought in original containers. **WRITTEN** permission for the medicine to be administered is required, forms are available in the nurse's office. Any medication that will be taken on a **DAILY** basis, i.e....ADHD, seizure meds, etc., **MUST** have a form completed by the student's doctor. **NO** telephone calls will be made to obtain permission. Hall passes will be required for admittance to the nurse's office.

NO ZERO POLICY- Students who fail to complete assignments in a timely manner will face consequences.

1. Teachers will not accept zeros.
2. Student must complete assignments on time. One day late results in a 20% reduction of grade. If student still does not have the assignment complete, they will be required to make up the work during lunch at Catch-Up-Café.
3. For habitual abuse-Refer to item #12 on the discipline point system.

PROCEDURES FOR CHECKING OUT OF SCHOOL-Students are not permitted to leave the school grounds except for illness or other emergency. Parents must sign students out in the office. If students are going home because of illness, they must go through the nurse's office. Failure to follow the proper procedure will be considered an unexcused absence. If someone other than the

parent is picking up a student, records in the office must indicate they have permission by the parent or legal guardian.

TARDINESS-Prompt arrival at school and at each class during the day is expected of all students. School begins at 7:45 a.m. and ends at 2:37 p.m. Students should not arrive at school prior to 7:00 a.m. Students not riding a late bus or staying for tutoring, mentoring, after school detention, or extra curricular activities should vacate the premises immediately after school is dismissed.

Students are not to leave campus to go to Speedy Mart, nor any other off campus locations in the mornings or in the afternoons. If students abuse this policy, they will make up the time missed after school. All exterior doors are locked except the main front doors. Students, parents and visitors must enter through the main doors and report to the front office.

TEACHER QUALIFICATION-Parents may request information regarding the teacher qualifications of their child's teacher(s). Notice will be given if a teacher of a core academic subject will be absent for four or more consecutive weeks. Currently all GCMS teachers are highly qualified.

TELEPHONES-The office telephone is for school business and may be used by students only in cases of emergency with a hallpass. In emergencies, students may also use the phone in their team. Students will not be permitted to order food deliveries by use of the phones. Messages from parents/guardians will be taken for students till 1:30. Students placing 911 hang-up calls will be placed in SSSP and will be turned over to the juvenile courts.

WEAPONS POLICY-Employees of the District shall promptly make a report to the local police department, sheriff, or Kentucky State Police, if they know or have reasonable cause to believe that conduct has occurred which constitutes the carrying, possession, or use of a deadly weapon on the school premises or within one thousand (1,000) feet of school premises, on a school bus, or at a school sponsored or sanctioned event. Examples of deadly weapons are defined as: any weapon from which a shot, readily capable of producing death or serious physical injury, may be discharged, any knife according to KRS 500.080, billy, nightstick or club, nunchaku karate sticks, shuriken or death star, artificial knuckles made from metal, plastic, or other similar hard material.

In the enforcement of this policy, principals may authorize, if they have reasonable suspicion, searches in compliance with applicable Board policies.

The penalty for students bringing a firearm or destructive device to school or onto the school campus/property under jurisdiction of the District shall be recommended for expulsion for a minimum of twelve months. However, the Board may modify such expulsions on a case by case basis. Any student who

brings to school a firearm or weapon, as defined by federal law, shall be referred to the criminal justice or juvenile delinquency system.

An exception may be made for students participating in an authorized curricular or extracurricular activity or team involving the use of firearms and to those persons listed in KRS 527.

2009-2010 CALENDAR

Dates are subject to change due to instructional days dismissed.

July	August	September
28-Back to School Night	3-Professional Day 4-Opening Day 5-First day for students 14-School Pictures 28-Early Release Day	7-Labor Day Holiday 18-Early Release Day
October	November	December
1-9-Fall Break 16-Early Release Day	2-4 th District Day 3-Professional 20-Early Release Day 25-No School 26-Thanksgiving Holiday 27-No School	21-22-Possible Make-up Days 21-24-Christmas Break 25-Christmas Holiday 28-31-Continue Break
January	February	March
1-New Year's Holiday 18-No School-MLK Day 22-Early Release Day	15-(possible Makeup Day) 12-Early Release Day	19-Early Release Day
April	May	June
1-2 Spring Break (Possible Make-up) 5-9 Spring Break	14-Early Release Day 18-Professional 25-Last day for students 25-8 th Grade Awards 26-28--Possible Make-up Days	1-10-Possible Make-up Days

REGULAR CLASS SCHEDULE	CLASS SCHEDULE FOR ONE HOUR DELAY	CLASS SCHEDULE FOR TWO HOUR DELAY
7:45 Students Leave Gym and Go to Their Classrooms	8:45 Students Leave Gym and Go to Their Classrooms	9:45 Students Leave Gym and Go to Their Classrooms
7:52-7:55 Student News/Announcements	8:52-8:55 Student News/Announcements	9:52-9:55 Student News/Announcements
7:55-8:25 1st Period	8:55-9:25 1st Period	9:55-10:13 1st Period
8:29-9:19 2nd Period	9:29-10:13 2nd Period	10:17-11:53 4th Period
9:23-10:13 3rd Period	10:17-11:53 4th Period	10:17-11:07 Lunch for Teams 6-9
10:17-11:53 4th Period	10:17-11:07 Lunch for Teams 6-9	11:57-12:47 5th Period
10:17-11:07 Lunch for Teams 6-9	11:57-12:47 5th Period	11:11-12:47 Lunch for Teams 1-5
11:57-12:47 5th Period	11:11-12:47 Lunch for Teams 1-5	12:51-1:14 2nd Period
11:11-12:47 Lunch for Teams 1-5	12:51-1:23 3rd Period	1:18-1:41 3rd Period
12:51-1:41 6th Period	1:27-1:59 6th Period	1:45-2:08 6th Period
1:45-2:37 7th Period	2:03-2:37 7th Period	2:12-2:37 7th Period
2:34-2:37 Announcements	2:34-2:37 Announcements	2:34-2:37 Announcements

***Students are not to be left at school prior to 7:00 a.m. or left on campus after 3:15 p.m. unless involved in an extra-curricular activity, after school detention or waiting for their bus.**