

James T. Alton Middle School Student/Parent Handbook



**100 COUNTRY CLUB ROAD
VINE GROVE, KY 40175
Ph# (270) 877-2135
Fax# (270) 877-6297**

PRINCIPAL

Interim- Jennifer Lewis

COUNSELORS

Mark Roberts
Lindsey Roberts

ASSISTANT PRINCIPAL

Allison Scherer
Nick Ritter

ATHLETIC/ACTIVITY DIRECTOR

Quanterrial Parmes
Lawson Barger

TEAM NAME: Trojans
SCHOOL COLORS: Blue and White
SCHOOL WEBSITE: <http://www.hardin.kyschools.us/jta>

DAILY SCHEDULE

School Building Opens: 7:00 AM
School Begins: 8:00 AM
School Ends: 3:00 PM
Office Hours: 7:30 a.m. - 4:00 p.m.

**** Please do not drop students off prior to 7:30 AM ****

PEOPLE YOU SHOULD KNOW

Interim Principal..... Ms. Jennifer Lewis
Assistant Principal..... Ms. Allison Scherer
Assistant Principal.....Mr. Nick Ritter
Bookkeeper.....Ms. Esther Carr
Attendance Clerk.....Ms. Rebecca Evans
Counselor..... Ms. Lindsey Roberts
Counselor..... Mr. Mark Roberts
Counselor’s Assistant..... Ms. Rosa Cardona
Library Media SpecialistMs. Katie Newton
Cafeteria ManagerMs. Kolette Harris
School Resource OfficerMr. Tim Thomas
Family Resource CoordinatorMs. Theresa Ovesen

SCHOOL-BASED DECISION MAKING

James T. Alton is a Site Based Decision-Making School, where parents, teachers, and administrators work together to enhance the learning environment. Under the Reform Act, councils were to be established to help make decisions about the operation of the school. Monthly council meetings are held the second Tuesday of each month at 4:00 p.m. in the library. Special council meeting dates and/or times will be published in the News Enterprise. We encourage you to attend meetings of the council and become involved in school committees. Members of the Site Based Council for the 2021 – 2022 school year are:

Kevin Estes: Principal
Joel Kessinger: Teacher
Katie Newton: Teacher
Larissa Hatfield: Teacher
Austin Varela: Teacher

Freya Crabtree: Parent
Chris Cunningham: Parent
Nancy McCoy: Parent

SCHOOL MOTTO:

Make a Better Version of Yourself Each Day

MISSION STATEMENT

James T. Alton Middle School is a professional learning community that promotes success and life-long learning for all.

VISION STATEMENT

**“Whatever it Takes” to help all students succeed!
“Where Pride Promotes Performance.”**

BELIEF STATEMENTS

These statements encompass the universal beliefs of James T. Alton Middle School as a student-centered facility embracing academic achievement and personal growth;

- Parents, community members, and visitors will be accepted and valued as unique contributors/ participants in the educational advancement and character development of our students.
- Students will have a firsthand understanding of care and trust and will develop their feelings of self-worth through positive student-to-student and student-to-adult interactions.
- Families of students will have a variety of resources available to them and will be encouraged to maintain effective communication with teachers and staff.
- Faculty and staff will work together to preserve established traditions, focus on improvement areas, promote motivation and encouragement, provide professional leadership, and uphold credible values.
- Faculty and staff will remain committed to our vision and will reflectively review our Comprehensive School Improvement Plan (CSIP) to promote on-going progress and continuous improvement.

HISTORY

James T. Alton School originated in 1962 as North Hardin Jr. High School. In 1967 North Hardin Jr. High became James T. Alton Middle School. In 2021-22 J. T. Alton will house grades 6, 7, & 8 with an expected enrollment of 730.

JAMES T. ALTON SCHOOL PHILOSOPHY

The faculty and staff of the James T. Alton School are working together in a program which seeks to provide character building, social growth, exploration, and individual experience for all students.

It is our belief that the professional staff should organize their courses in such a way that the discrete disciplines are clearly correlated and integrated. We feel that our students should be exposed to situations where they can find out how the democratic process works. In doing this, they should have the opportunity to meet daily in situations that express the successful working of this process.

Our feelings are that students should work at their individual levels in the basic subject areas and be able to feel a great deal of success. While learning the basic subjects, our students also need opportunities to develop acceptable behavior and

values that will enable each one to build the kind of life that will make the young person an honest and valuable asset to society.

Since it is our feeling that all students are individual in their needs, we are striving to meet these needs in our total curriculum. In this regard, the school endeavors to assist students in achieving self-identity among themselves and the total society.

We are striving to develop and implement a transitional program that covers the period between the elementary and the high school. In doing this, we are providing students with the proper techniques and experiences in critical thinking so that they may logically solve problems, make decisions, assume responsibility, and successfully live in a rapidly changing society. Students should have an active part in the learning process through

cooperative planning, implementation, and evaluation of the educational experience.

The school should encourage open communication concerning the role of students, parents, faculty and the community as a whole by utilizing conferences, advisory councils and voluntary aide programs. We are striving to widen the student's horizon and provide practical application of skills through programs which intermesh the school with the community. We are also striving to develop a positive and realistic self-concept in each student.

Therefore, we believe the physical, social, and emotional needs as well as the need for intellectual growth of students must be accommodated in an effective student service program.

GENERAL REGULATIONS FOR JAMES T. ALTON SCHOOL STUDENTS

1. Pupils are not to work, play or practice in any part of the school building unless a teacher or another authorized adult is present.
2. Pupils are not to leave school for any purpose during school hours without permission from the Principal or the Assistant Principal.
3. No student 16 years or older will be permitted to drive to school unless it is an emergency in which case parents must meet with the Principal to get it cleared.
4. Pupils will be expected to pay for damage done to school property.
5. Students are expected to arrive at school on time, to move promptly between classes and to be ready with books and materials when class begins.

6. All students will be required to participate in physical education class unless they have a doctor's excuse.
7. All lost items are turned into the main office. After a period of time, unclaimed articles are turned over to charitable organizations. Please see that the articles are recovered as soon as possible.
8. No Tobacco products of any kind will be allowed in school or on school grounds.
9. Violence will not be tolerated in any form. Pupils should be aware that disciplinary action will be taken against those who exhibit violent behavior either physically or verbally against another student or an adult at J. T. Alton.
10. Book bags and/or purses will not be allowed in classrooms during instructional time. These items need to remain in a locker throughout the school day.
11. Additional school regulations are outlined in the Code of Conduct for Hardin County Schools.
12. Students may not remain at school after school unless under the direct supervision of an adult.
15. DANCES – Students who are not picked up 30 minutes after a dance will not be allowed to attend the next dance.

***If at any time a student has information relevant to a crime being committed, Hardin County Crime Stoppers will pay for information leading to an arrest and indictment. Their number is 1-800-597-8123.*J.T. Alton will use trained dogs to search for illegal contraband on a periodic basis.**

REGULAR SCHOOL BUS SAFETY RULES AND PRACTICES

Students should observe the following safety rules and practices:

1. Students will obey and respect the request of the driver.
2. No part of the body is to be extended outside the bus at any time.
3. Students should always cross the road ten feet in front of the bus and look both ways before crossing.
4. Students should help the driver to keep the bus neat and clean.
5. Students should conduct themselves properly at all times and not do anything that would distract the driver.
6. No pets or animals are allowed on the bus.
7. Objects that are large enough to take up seating space are allowed on the bus only with the principal's permission.
8. Students should take their seats when available and not change seats after the bus is in motion.
9. Students should be ready to get on the bus when it arrives at their particular stop. They should not cross the highway until the bus stops.
10. Students are not to change their regular pattern of riding and stops without a note from home and approval of the school principal. These should be brought to the main office BEFORE school. Bus notes will be picked up during lunch in the office.
11. Students are never to leave the bus by the emergency (back) door except in case of emergency or emergency drills.
12. The following acts of serious misconduct on the bus or violations of safety rules and practices, listed above, may result in bus suspensions:
 - Damage to bus property
 - Fighting
 - Use of tobacco
 - Profanity

Parent(s)/guardian(s) shall be responsible for getting the student(s) to and from school during any bus suspension. Chronic bus offenders shall be considered for long-term suspension.

JTA STUDENT CELL PHONE/ELECTRONIC DEVICE POLICY AND DISCIPLINE

OUT OF SIGHT/OUT OF MIND!! Students are not allowed to have a cell phone/electronic device out and visible during the instructional day. Students will turn off and put away their cell phones/electronic devices immediately upon entering the building or leaving the cafeteria, and must keep their cell phones/electronic devices on their person or locker, turned off, until the last bell of the instructional day. Smart watches will not be allowed to be worn during assessments or other tests. If teachers find a student's smart watch to be a distraction in class, the smart watch may be subject to penalties in this policy. Students will be allowed to use their phone/electronic device during breakfast and lunch time in the cafeteria only and with teacher permission during class for class work only (notification will be sent home to parents prior for classroom use). Students will not be allowed to use devices for listening to music during class time, passing time, or any reason during the school day. Music will be allowed with school issued chromebooks for class time as permitted by the teacher.

First Discipline Referral:

Cell phone/electronic device and all contents (SIM/memory card, etc.) will be confiscated from student, labeled, and placed in the school safe for five consecutive school days during school hours. Students will have to log phones into the office upon arrival to school and phones will be returned at the end of the school day.

Students must come immediately to the office upon arrival to school to log phone into administrative offices. If a student does not possess the phone at school after day(s) of referral, the student still must check in with the administrative office upon arrival for administration to document that the phone is not in possession of the student.

Student will serve one session of after-school detention.

Second Discipline Referral:

Cell phone/electronic device and all contents (SIM/memory card, etc.) will be confiscated from student, labeled, and placed in the school safe for ten consecutive school days during school hours. Students will have to log phones into the office upon arrival to school and phone will be returned at the end of the school day.

Students must come immediately to the office upon arrival to school to log phone into administrative offices. If a student does not possess the phone at school after day(s) of referral, the student still must check in with the administrative office upon arrival for administration to document that the phone is not in possession of the student.

Student will serve one session of after-school detention.

Third Discipline Referral:

Cell phone/electronic device and all contents (SIM/memory card, etc.) will be confiscated from student, labeled, and placed in the school safe for thirty consecutive school days during school hours. Students will have to log phones into the office upon arrival to school and phone will be returned at the end of the school day.

Students must come immediately to the office upon arrival to school to log phone into administrative offices. If a student does not possess the phone at school after day(s) of referral, the student still must check in with the administrative office upon arrival for administration to document that the phone is not in possession of the student.

Student will serve a minimum of three days of in-school detention.

Fourth Discipline Referral:

Cell phone/electronic device and all contents (SIM/memory card, etc.) will be confiscated from student, labeled, and placed in the school safe for the remainder of the school year. Students will have to log phones into the office upon arrival to school and phone will be returned at the end of the school day.

Students must come immediately to the office upon arrival to school to log phone into administrative offices. If a student does not possess the phone at school after day(s) of referral, the student still must check in with the administrative office upon arrival for administration to document that the phone is not in possession of the student.

Student will serve a minimum of five days of in-school detention.

If the cell phone/electronic device is confiscated in conjunction with any other infraction of this Code of Behavior, it may result in a higher level of discipline consequences, regardless of the number of offenses. While all of these policies apply equally to cell phones on school buses, whether or not a student may use a different kind of electronic device (game/music player only, excluding cell phones) on a bus to play games or listen to music with ear/headphones is up to the discretion of the individual driver. These rules should be made clear by the driver at the beginning of the year; however, it is the student's responsibility to ask if he or she is unsure of the driver's policy.

J. T. Alton Dress Code 2021-22

A dress policy cannot be written to address every situation presented. This policy is not intended to be an exclusive list of permitted and prohibited items of dress. If a student's appearance is, in the opinion of school administration, to be inappropriate for our school environment, the student will be instructed to correct the problem before going to class. This may include calling home for a change of clothes.

Clothing may not promote/suggest lewd messages, or depict any controversial/illegal substance or activity.

The following guidelines are:

SHIRTS:

- May not be made of lace, sheer, or see through material.
- May not expose midriff, back, undergarments, cleavage, or shoulders.
- Any sleeveless shirt/dress, tank top, or jersey must be covered by a jacket, cardigan, hoodie, or other outer garment.

DRESSES/SKIRTS/PANTS/SHORTS:

- Need to be appropriate length. Must not be shorter than the person's fingertips when standing straight up and arms down to their side.
- Yoga/Exercise, lounge wear, or pajama pants are **NOT** allowed.
- Denim is allowed to have holes in them as long as there is no skin showing above fingertip length. Leggings(of solid material) must be worn under pants with holes showing skin above fingertip length.
- Shorts must not be shorter than the person's fingertips when standing straight up and putting arms down to their side.
- Leggings(of solid material) are NOT to be worn as pants, but as an accessory to shorts/dresses/skirts or with a long shirt that covers the student's bottom and comes to the student's fingertips.
- Will be worn at the waistline: no SAGGING, or no oversized clothing.

ACCESSORIES:

- **NO** hats or other head coverings, such as, scarves, **hoods**, visors, or bandannas.
- Lightweight jackets, cardigans, or hoodies can be worn class to class. All Heavy coats will be placed in the student's locker at the beginning of the day.
- Purses and Backpacks will be placed in lockers. These will not be allowed in classrooms. Certain circumstances may prohibit the use of lockers and require purses and backpacks to be kept in the classroom. This will be determined by the staff of JTA.
- Headphones or earbuds will **NOT** be worn during the school day. Earbuds will be allowed during special classroom exercises only.
- Hair styles, piercing, and hair color should not be disruptive to the educational process.

If a teacher feels that a clothing style is in violation of the dress code or substantially disruptive to the education process, the teacher will follow the procedures outlined under J. T. Alton's discipline policies. This will involve having the student alter the style or call the parents for a change of clothing. Our dress code is based upon common sense and reason. If you are in doubt concerning what may or may not be worn to school, ask your teacher, the counselors, the assistant principal or principal. They will be glad to help.

PHYSICAL EDUCATION REQUIREMENTS

Appropriate attire for PE will be expected (Athletic/Tennis Shoes). Dress shoes will not be permitted on the gym floor. All students are expected to participate daily in physical education activities - requests for exceptions must be in the form of a physician's written statement identifying the student's need to be excused.

FAMILY RESOURCE YOUTH SERVICE CENTER (FRYSC)

Coordinator: Theresa Ovesen
Outreach Worker: Linda McFarlin
Center Hours: 8:00 AM – 3:00 PM
Phone Number: 270-877-2135

TROJAN AWARD

Each year a male and a female student from each grade level are chosen as James T. Alton's "Trojan Award Winners." To be nominated, a student must meet the following criteria: fewer than six days absent, no discipline referrals, and maintain the A and/or the A-B Honor Roll all year.

All candidates are then brought together to learn about the selection process. The nominees are asked to respond to a selected writing prompt. In addition, the candidates will be assessed through a team evaluation, community service, and extra-curricular involvement. The information is tabulated, and the winners are announced on Awards Day.

Any student who chooses may schedule an appointment with the principal to discuss suggested areas of growth, in regards to this process, for the next school year.

* After score tabulation, if a tie occurs, a committee composed of one administrator, one counselor, and one teacher will conduct interviews to determine the winner.

ATHLETIC/ACADEMIC OPPORTUNITIES

We feel that athletics make a worthy contribution to the overall program at James T. Alton School. The primary purpose of the athletic program is the development of healthy minds and bodies and cultivation of proper attitudes and good sportsmanship.

To participate in any sports, students must have a current physical examination on file. The privilege of sports/academic participation may be revoked because of unsatisfactory academic work or conduct. See page 7.

Academic teams participate in the Governor's Cup. Academics are encouraged and recognized both as individual and team competitions. To recognize academic achievement an awards ceremony is held at the end of the school year.

Basketball, football, cheerleading, archery, and volleyball programs are available to sixth, seventh and eighth grade students.

BAND

1. Band classes are not separated by grade. They are separated by instrument and ability level. We have a Beginning Band (Brass/Woodwind), Concert Band (Brass/Woodwind), and Symphonic Band (Brass/Woodwind).
2. No student will be admitted to any band without the recommendation of the director.
3. Any student who destroys property of the band or another student's property will be required to pay for the damage.
4. Participation at all performances is required. The student's grade will be lowered if a performance is missed for any reason other than illness of the student or death in the immediate family.
5. A student's grade may also be lowered if he/she fails to appear in proper uniform for any performances.
6. Students will be notified by the director as soon as performance dates are known.

CLUBS & ORGANIZATIONS

All students have an opportunity to participate in clubs/organizations. Students will sign-up or apply for these extracurricular activities within the first trimester of school. Once a month, time will be set aside for clubs/organizations to meet. Below are some of the clubs/organizations that will be open for membership provided sponsors are available (fees/dues for membership may apply):

BETA	STLP(Student Technology Leadership Program)
KUNA (KY United Nations Assembly)	Trojan Robotics
KYA (KY Youth Assembly)	Girl Power
Sports Club	JTA Cadets
Academic Team	PEP Club
FCA (Fellowship of Christian Athletes)	

ACADEMIC ELIGIBILITY FOR EXTRACURRICULAR ACTIVITIES **(GRADES 6-12)**

Academic eligibility for participation in extracurricular activities (*see definition below) will be determined by the following:

1. Any student who participates in extracurricular activities must maintain a passing grade (68 or above) in each subject.
2. Grades will be checked at every progress report date and report card date. Any student who is found to be ineligible shall not participate, other than practice, in any extracurricular activity for a period of two (2) calendar weeks. The day grade cards are distributed shall be counted as the first day of a student's two (2) weeks of ineligibility. If at the end of the two (2) calendar week period the ineligible student has a passing grade for the school year in the subject(s) in which he/she was failing, extracurricular participation may resume. However, 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 earn a credit in any subject for the year, he/she will be ineligible to participate in any fall extracurricular activities for two (2) calendar weeks beginning with the day of the first scheduled sanctioned game or activity of the fall season. The date shall be counted as the first day of a student's two (2) weeks of ineligibility. While the student is ineligible, he/she will not be allowed to travel or be in uniform for any extracurricular activities. Students may regain eligibility by attending summer school and successfully

earning (1) credit in the subject area failed. If the subject(s) failed is not offered during summer school, subjects(s) taken must be approved by the local school principal or his/her designee.

4. In addition, any student who participates in extracurricular activities is expected to maintain exemplary school citizenship; therefore, any student who has five (5) behavioral violations (refer to Student Code of Conduct pgs. 8,9) in the school year, shall be suspended from participation in any extracurricular activity for the remainder of the school year.

GUIDANCE COUNSELORS

There are two guidance counselors at our school. The guidance department services are available to every student. These services include assistance in educational planning, interpretation of test scores, career information, difficulties encountered in class or otherwise, personal problems, small group and classroom guidance activities, or any other problem/issue concerning student welfare and/or progress. Students may fill out a "Request to See a Counselor" form from their phones or ask teachers to complete the form if no device is available. In addition, parents are welcome to call 877-2135 and make an appointment to see a counselor. Walk-ins are welcome but a wait time may occur if counselors are unavailable due to scheduled events or unforeseen circumstances.

ZEROS ON HOMEWORK/CLASSWORK

Failure to complete class work or homework at JTA is NOT an option. Students who do not adhere to this expectation will be assigned to our ISD room until work is completed.

REPORT CARDS

Report cards will be sent home with students at the end of each 12 week trimester. Parents are to sign indicating they have reviewed the grades, and the report cards are to be returned to the student's first period teacher. Progress Reports will also be sent home every four weeks. Listed below are TENTATIVE dates for the distribution of Progress Reports and Report Cards.

GRADE REPORTING 2021-22

<u>1st Trimester</u>	<u>2nd Trimester</u>	<u>3rd Trimester</u>
8/12 – 11/12	11/15 – 2/25	2/28 – 5/26

***** GRADING SCALE *****

A-Superior.....	92-100%
B-Above Average.....	83-91%
C-Average.....	74-82%
D-Below Average.....	68-73%
F-Failure.....	0-67%

I-Incomplete – the work for the grading period is not finished. In order for I to be changed to another letter grade, incomplete work must be made up within a specific time indicated by the teacher or the grade will be a 67/F.

HONOR ROLL

At the conclusion of each trimester, students receiving all A's and B's will be recognized. The honor roll will be published in area newspapers. Students who make the honor roll will be recognized each trimester and on awards day.

***** PROMOTION/RETENTION POLICY*****

Middle school students are to be promoted according to the number of classes passed. Students who fail two (2) or more classes for the year are to be retained. Classes will be defined as: Reading, English, Math, Science, and/or Social Studies.

In addition, if a student receives a failing grade as a result of his/her yearly average in related arts classes and/or band, that average will be considered as one of the two classes referred to in this policy.

All other procedures/guidelines for promotion and retention will be followed as outlined in Hardin County Board Policy 08.22

CHEATING/PLAGIARISM

Teachers will work with students, parents, and administrators on an individual basis when dealing with situations that involve cheating/plagiarism.

MISCELLANEOUS INFORMATION

BIRTH CERTIFICATE

Kentucky State Law requires that any person enrolling a student for the first time in a Kentucky school shall provide either:

1. A certified copy of the student's birth certificate, or
2. Other reliable proof (i.e. uncertified birth certificates, health records, hospitals records etc.) of the student's identity and age plus an affidavit stating the reason why you cannot get a certified copy of the birth certificate.

SOCIAL SECURITY CARDS

A social security card is necessary on file for all middle school students. Social Security numbers are used as student identifiers for KEES money that is earned and tracked throughout high school.

IMMUNIZATION CERTIFICATE

Kentucky State Law (KRS 158.035) and the School Health Code requires each school child to present a valid immunization certificate before enrollment in school and the school shall have a valid up-to-date immunization certificate on each child on file at all times. All students entering the 6th grade must have a measles booster shot (MMR) and a physical examination.

SCHOOL INSURANCE

School insurance is available through Scholastic Insurors, Inc. Information will be sent home with your student at the beginning of the school year. WE ENCOURAGE ALL STUDENTS (ESPECIALLY THOSE INVOLVED IN ATHLETIC EVENTS) TO PURCHASE THIS INSURANCE.

ABSENCE/MAKE-UP WORK

Upon returning to school from an absence, students will need to ask teachers for make-up work. They will receive the same number of days they were absent, plus one, to complete and turn in make-up work. Any announced test for which adequate time was provided to study shall be taken on the day of return.

If a student is absent for two or more days, a parent may request make-up work to be done at home before they return to school. To obtain this work, a parent will need to call the office before 9:00 a.m. and request it.

A student's parent or guardian should notify the school by 10:00 a.m. if their child will be absent from school. Telephone calls will be made to parents concerning their child's attendance. Please understand a phone call does not constitute an excused absence. Parents may refer to the Hardin County Code of Conduct as to the documentation that must be provided for an absence to be excused.

The office should be notified at the beginning of the school day if a student is signing out during the day. Parents who wish to pick up their child should report to the office, secure the approval of the principal or her designated representative and sign the student out of school. Please understand for the protection of our students a photo ID will be requested.

Kentucky System of Interventions (KSI/MTSS) – Extended School Services

Students experiencing difficulty in core content classes will be identified through various data sources to include state and iREADY assessments. Identified students will be serviced through our daily Enhancement courses. Some students may be pulled during related arts classes if needed.

If you feel as though your child needs support for either of these programs, please contact a counselor at 877-2135.

*****SCHOOL LUNCH/BREAKFAST PROGRAM*****

Breakfast and Lunch is served in the school cafeteria. Students may deposit money on their accounts in the Lunchroom BEFORE school begins each morning. No soft drink cans or bottles will be allowed in the cafeteria. Food Service regulations indicate that food from outside services (i.e. restaurants) cannot be allowed in the school cafeteria.

Meal prices will be as follows: (prices are subject to change)

		Breakfast	Lunch:
Students: ALL		FREE	FREE
Adults		\$2.50	\$3.75

KENTUCKY MISSING SCHOOL CHILDREN PROGRAM

James T. Alton School, through the Kentucky State Department of Education, has developed the Kentucky Missing School Children Program. This program gives the students and educators of every Kentucky school access to the names, and identifying data, of missing Kentucky school children. Each month a list of missing children is mailed to every school in the State of Kentucky. If you have or know of a missing child, please notify your school immediately.

SECURITY

NEVER leave personal or valuable items unattended. Students will be assigned a locker to secure their property and should not share their combination with others. The school is not responsible for lost or stolen items. In addition, lockers are the property of the school and can be searched as needed.

Our School Resource Officer is available daily.

CRISIS/EMERGENCY PLANS

We diligently work to ensure that all students have a safe environment in which to learn.

- Fire safety drills are practiced once a month (twice in August)
- Tornado drills are practiced two times a year
- Earthquake drills are practiced two times a year
- A crisis response drill will be practiced a minimum of two times a year.
- A crisis response/threat assessment plan has been adopted.

Health Services at School

A registered nurse is assigned to each school. The school nurse is able to provide basic screenings such as vision, scoliosis and dental screens, as well as assessing students who may be ill and administering first aid when needed. Over-the-counter medications (**OTC's**) may be administered by the school nurse, if the parent has completed appropriate authorizations **AND** provided school with the OTC **medication** (i.e. ibuprofen, Tylenol, Neosporin, Zyrtec, etc.) **in its original container**. Consent for Health Services form should be completed at time of enrollment. More intensive health services are available, if needed, with written authorization/order from a student's physicians. Parents/guardians should notify the school nurse of any health concern that could require emergency services, interfere with the student's education process or require interventions throughout the school day. Students requiring medical accommodations throughout the school day (including, but not limited to, physical education, dietary conditions, physical limitations and medical interventions) must ensure an authorization form provided by the school nurse is completed by the student's medical provider & signed by the parents stating the need for such accommodations each school year. Examples of this include catheterization, blood sugar checking, seizure precautions, and other medical needs. The school nurse will provide specific forms for the physician and parents to complete in order for the student to have further interventions/accommodations while at school.

Medication at School

If a student has need for medications during the school day (either over the counter or prescription), parents must sign a written authorization form and provide the medication in its original container and make arrangements for the medication to be delivered to/picked up from school. Students are not allowed to transport medication to or from school, unless emergency medications are specifically ordered by a physician to be available during bus transport. All prescription medication requires the label from the pharmacy to be written in English and be on

the container/box. In the school nurse's absence, only students with specific forms (Authorization to Give Medication) on file will be able to receive medication from trained school staff. All medicine must be picked up by a parent/guardian at the end of the school year. Medicine not picked up will be disposed of.

Emergency Medication at School

Students with known health conditions which require emergency medication may have their medications brought to school to be stored in the nurse's office for administration as needed. The medication must be provided by the parent and must include the label written from the pharmacy written in English and on the box/container. Parents will need to speak with the school nurse to ensure that the correct authorization forms are completed by the student's physician and returned to the school nurse.

Self-Administration of Medication at School

Students will only be permitted to carry medication (emergency or otherwise) on their person with an authorization to self-administer medication from his/her physician. The school nurse will provide this form to the parents. These completed forms should be returned to the school nurse before the student begins carrying the medication at school.

ILLNESS AND INJURY

A student should not be in attendance and will be sent home with any of the following:

- Temperature 100.0 degrees or greater, or with incidents of vomiting and/or diarrhea. Student may return to school when free of above symptom(s) for 24 hours without any fever reducing medication or other medication to relieve symptom(s).
- Symptoms related to possible communicable diseases.
- Live lice

TEXTBOOKS

If needed, textbooks are provided at no cost to students; however, students are responsible for books assigned to them and will be required to replace any book or school item that is lost, damaged, or destroyed. Individual textbooks will not be distributed in each class.

TECHNOLOGY

Technology devices will be assigned and provided for students to use during class. Students are responsible and will be required to replace any device that is deliberately damaged or destroyed.

PUBLICATIONS

J.T. Alton's yearbook will be available for purchase in the fall. Yearbooks will be distributed in late spring. Please purchase and prepay for your yearbook ahead of time because extra yearbooks are available in limited quantities.

HARDIN COUNTY BOARD OF EDUCATION
ADMINISTRATION POLICY TO
SCHOOL VISITORS

All school visitors shall report first to the main office, identify themselves, show a picture ID, and state the nature of and need for the visit. Visitors will be given an identification badge to wear while in the building.

At no time shall any individual or group disrupt classroom instruction. Although parents are encouraged to visit the classrooms of their children, such visits should not interrupt the orderly work of the classroom and should be pre-arranged with the Principal.

The Principal shall have the authority to permit or deny any individual, or group of individuals, the right to go through the building or to remain on school grounds.

VOLUNTEER PROGRAM

We continually encourage parents and community members to become involved with this program.

Please note that ANY individual who plans on volunteering in any capacity (i.e.: supervising field trips) falls under the guidelines of House Bill 136 stated below. A MINIMUM of two weeks is required for processing this paperwork and MUST be completed PRIOR to working with students.

House Bill 136, passed by the Kentucky State Legislature requires that state criminal background checks for adult volunteers in public schools who have contact with students on a regularly scheduled or continuing basis, or who have supervisory responsibility for children.

Hardin County Guidelines:

Hardin County Schools will ask all NEW volunteers (new = anyone who has not had a state background check run since 2011) to fill out a background check through our district website. The background check will not be processed until the Superintendent's office has received the \$10 for the background check and a copy of the receipt. All new volunteers will pay for the background check.

ALL volunteers will be required to complete the online background check form through our district website every year.

Using the form, the volunteer will be asked to choose at what schools they will volunteer. However, they are still district volunteers. Therefore, just because someone did not check a particular school on their form does not mean they cannot volunteer there.

The volunteer MUST sign in and out every time they volunteer at your school.

For further information and/or an application, please give us a call and ask to speak with our volunteer coordinator.

ATTENDANCE AND TRUANCY POLICY
FOR MIDDLE SCHOOL STUDENTS
(Valid Excuses for Absences)

Please refer to the Hardin County Code of Conduct to review the Attendance and Truancy Policies for Middle School Students

VALID EXCUSES FOR ABSENCES: The Hardin County Code of Conduct states: "The Principal or designee shall determine the validity of each excuse presented. Any excuse must be presented within (5) days after the student returns to school. If not presented in that time, the absence will remain unexcused. It is the student's responsibility to provide documentation to the appropriate school administrator in a timely manner." James T. Alton will strictly adhere to the policy.

*** *Students with severe truancy issues may be referred to the Truancy Diversion Program.****

PERFECT ATTENDANCE: Perfect Attendance will be defined as "Not one single minute of time missed throughout the entire school year." School starts at 8:00 a.m. each day so if a student signs in late at 8:01 a.m., then that student will no longer be eligible for perfect attendance

SCHOOL CLOSINGS AND RESULTING
CANCELLATION OF ACTIVITIES

In the event of inclement weather, school cancellation will be announced as soon as possible on the local and Louisville radio stations. School extra-curricular activities, such as ball games, may or may not be held depending on the weather at the time the activity is scheduled. Any student whose parents feel that travel is unsafe during inclement weather will not be penalized for not attending extra-curricular activities.

LIBRARY MEDIA CENTER

The media center provides an attractive, well-stocked library for study, research, and recreational reading. Students are asked to be on their best behavior and to maintain a quiet, orderly atmosphere. The library is computerized to enable students to locate materials easier.

Workspace, media production, and small group areas are provided for students' needs. Audio – visuals such as videotapes may also be used by students in the library.

Students come to the media center through scheduled classes or with hall passes, and may come before or after school. Library hours are 7:45 a.m. until 3:00 p.m.

Books are checked out on a two-week basis and may be renewed. A fine of \$.05 per school day will be charged for overdue books. Publisher's price will be charged for lost books.

ELECTRONIC RESOURCES ACCEPTABLE USE POLICY
(Telecommunication Devices)

JTA follows the District Acceptable Use Policy as outlined in the Code of Conduct Handbook. We want to emphasize the policy on Telecommunication Devices located on pages 35 - 38 of the Hardin County Code of Conduct. Our school will strictly follow the guidelines of this policy as well as the actions for failing to abide by the policy.

*** Please reference page 13 of this handbook for other technology information and student responsibilities.**

TITLE IX/SECTION 504/TITLE VI GRIEVANCE PROCEDURE

The Hardin County Board of Education does not discriminate on the basis of race, color, national origin, sex, handicap, marital status, religion, or age in employment, educational programs or activities as set forth in Title VI, Title IX, Section 504, Age Discrimination Act of 1975 and Civil Rights Act of 1984. A copy of Hardin County Administration Regulation 03.16, which explains the grievance procedure and includes timelines, is available from the building principal or from the district Equal Opportunity Coordinator.

Inquires:

Hardin County Schools
Equal Opportunity Coordinator
769-8800

NO CHILD LEFT BEHIND - TEACHER QUALIFICATIONS

The federal education law put in place by President Bush called, "No Child Left Behind", requires that all parents in Title I schools be notified and given the opportunity to request information about the professional qualifications of classroom teachers instructing their child. If you are interested in this information, you may send your request to the building principal who will provide a response, or you may access the information through www.kyepsb.net under Teacher Certification Inquiry.

PARENT COMMUNICATION

Parents will be communicated with by one or more of the following methods:

1. Class Remind Pages
2. Email (Distribution List)
3. JTA School Web Page: <http://www.hardin.kyschools.us/jta>
4. Progress Reports
5. Report Cards
6. "Send It" Call System
7. Phone Calls by JTA Staff
8. Parent/Teacher Conferences
9. Twitter/Facebook/Instagram
10. Teacher's Web Pages
11. Google Classroom

Work Ethic Standards

* Students have the opportunity to earn work ethic certification and any student who completes the guidelines for certification will be recognized at awards day.

Standard #1: Attendance & Tardiness

Students are expected to work hard to miss very few (if any) days of school and avoid repeated tardiness and absences. Students are expected to build the habit of arriving at school on time daily.

Standard #2: Personal Responsibility and Accountability

Students are expected to meet discipline standards consistently, follow classroom behavior guidelines, respond quickly and respectfully to behavior corrections, cooperate in class, display a sincere service attitude, and demonstrate responsibility for their own actions.

Standard #3: Academic Performance

Students are expected to perform at or above their grade level. They work hard and are dedicated to promoting their future. Students are expected to have self-discipline and apply their skills and talents in a productive manner.

Standard #4: Work Habits and Persistence

Students are expected to have strong work habits, a high level of determination and stick with a job until it is completed correctly.

Standard #5: Punctuality, Preparedness and Organization

Students are expected to be punctual, prepared, and organized get to class on time and have all of the materials they need for class and approach their work in an organized fashion.

Standard #6: Respectful Interactions/Communication

Students are expected to be respectful, polite and considerate of other people and their property. They are expected to listen and communicate clearly, effectively and professionally.

Standard #7: Cooperation and Teamwork

Students are expected to work cooperatively with others to problem solve, work together to complete projects, handle conflict professionally, accept their role as a leader and/or a team member and do what they can to help get things done.

Standard #8: Community Service

Students get involved in service projects that help people in their community.

TARGET BEHAVIORS FOR MIDDLE SCHOOL STUDENTS

Standard #1: Attendance, & Tardiness

- Attend school more than 98% of the time (*Attendance*)
- Shall have little to no excused and/or unexcused absences per year (*Absences*)
- Have no more than one unexcused tardy to school per semester (*Tardiness*)

Standard #2: Personal Responsibility and Accountability

- Have little to no discipline referrals for the year
- Take responsibility for own actions

Standard #3: Academic Performance

- Make continuous academic progress
- Meet or exceed academic expectations for grade level
- Meet or exceed personal academic goals
- Maintain the grade average in each class that reflects your best effort

Standard #4: Work Habits and Persistence

- Stay on task and make continuous progress on assignments
- Take initiative on your own to start and complete projects

Standard #5: Punctuality, Preparedness and Organization

- Arrive to class on time with the required materials and supplies including books, pencils, paper, and completed homework
- Seldom ask to leave class for forgotten supplies or materials
- Utilize organizational tools to assist in keeping tasks in line
- Successfully complete projects in a timely fashion
- Self-manage time well when working on a large or lengthy project

Standard #6: Respectful Interactions/Communication

- Demonstrate appreciation for diversity in others
- Are tolerant toward others and appreciate the variety of strengths in others
- Are polite when dealing with others
- Respond with respect, even when they do not get their way
- Are aware of and accept/respect the differences among their peers and don't make fun of these differences
- Communicate clearly and respectfully. Demonstrate proper etiquette when interacting with others: This includes behaviors such as calling people by appropriate name and title, shaking the hand of someone they are introduced to, and looking at the people to whom they are speaking
- Respect the ideas and views of others
- Demonstrate a positive attitude when working with adults and other students
- Share ideas and listen to the ideas of others
- Demonstrate respect for the rules and policies of the school and/or other environments
- Demonstrate respect for the property of others (i.e., school grounds)

Standard #7: Cooperation and Teamwork

- Accept different roles and share responsibilities when doing group work
- Are willing to accept a group decision
- Work effectively in a group towards a desired goal
- Work well in groups
- Take an active role in group projects within the classroom
- Display ability to cooperate with parents, teachers and other adults

Standard #8: Community Service

- Find ways to help others in the classroom and community
- Participate in school-sponsored community service or service learning projects
- Reflect on their community service experience and tell others about that experience
- Participate in as many service projects outside of school (This may include activities sponsored by the PTSA, religious organizations, scouting groups, 4- H etc.) for a minimum of 20 documented hours.

SCHOOL-PARENT COMPACT

Our students' parents, families, extended families, students themselves, as well as our local community are all considered partners who share responsibilities for high student academic achievement. Following are the responsibilities for the school, the parents, and the students:

SCHOOL RESPONSIBILITIES

James T. Alton will:

1. Provide high-quality curriculum and instruction in an effective, supportive, and safe learning environment that enables the students to meet Kentucky's academic standards.
2. Provide information on the content students will learn each year through the methods listed in our Curriculum Policy.
3. Assign homework in accordance with our Homework Policy.
4. Provide parents with frequent reports on their child's progress. Specifically we will provide formal reports every 4 weeks.
5. Hold parent-teacher conferences during which this compact will be discussed as it relates to the individual student's achievement. Opportunities (where appropriate) will be provided for the student to participate actively in sharing information on his or her progress with his or her parents during these conferences.
6. Provide parents reasonable access to staff. The email addresses and telephone extensions of their child's teachers will be provided to parents to promote communication. Staff will always be available to parents by appointment for face-to-face conferences.
7. Send home newsletters monthly that include information on ways families can help students learn. The first newsletter will contain a copy of this policy.
8. Support active Parent/Teacher/Students for Progress Organization.
9. Provide parents opportunities including but not limited to:
 - Assisting with classroom activities that require more than one adult.
 - Preparing materials, mailings, refreshments, and other items needed for family and community involvement.
 - Serving on one of our decision-making committees.
 - Joining our parent teacher organization and participating in its efforts to strengthen our school.
 - Volunteering along with other concerned members of our community in other areas as needed.
10. Ensure that all adult volunteers working in our school and with our students are subject to board policy and state law regarding criminal record checks, as applicable.

The Family Resource/Youth Service Center will share responsibility for student achievement by:

1. Surveying families at least once a year to learn what services and activities would most help them support their children as learners.
2. Offering a well-planned, well-publicized menu of activities and programs to meet those needs

PARENT RESPONSIBILITIES

Parents are asked to:

1. Monitor attendance.
2. Become familiar with and support the school and individual classrooms/teams and show interest regarding student's academics and behavior.
3. Make sure homework is completed.
4. Assist their child with time management.
5. Participate, as appropriate, in decisions relating to their child's education.
6. Stay in close communication with teachers and the school about their child's education by promptly reading all notices and responding to surveys from the school or the school district.
7. To the extent possible, volunteer, serve on the school council or a committee, attend School-Based Decision Making Council meetings, and comment on draft policies and plans as they are made available.

STUDENT RESPONSIBILITIES

With support from parents, students are asked to:

1. Attend school as regularly as possible.
2. Follow the school and classroom behavior standards.
3. Bring necessary learning materials to school and to class.
4. Complete and turn in all assigned homework to the required expectations.
5. Give parents or the adult who is responsible for them, all notices and information received from the school.