

Conner Middle School Student/Parent Handbook

Dear Parents/Guardians and Students:

Welcome to Conner Middle School! We are super excited to work with your child this school year. The following pages are filled with important information, policies and procedures. We welcome your interest and feedback on our policies and procedures as we are partners in your family's educational journey. By working together, maintaining an open line of communication and providing encouragement and support, we are confident your child will have an exciting and successful school experience. We look forward to celebrating each student's personal achievements throughout the year!

Respectfully,

James A. Brewer II, Principal (primary contact for 8th grade)

Lois Ellison, Assistant Principal (primary contact for 7th grade)

Dr. Melinda Earsing, Vice Principal (primary contact for 6th grade)

Ashley Jacobs, School Counselor (6th and 8th)

Bridget Warnke, School Psychologist (7th and 8th)

MISSION

We are about students. We are about relationships. If it is good for kids we do it. If it is not, we don't.

VISION

We will function as a professional learning community to:

- Implement a fully aligned, coherent, literacy-rich curriculum.
- Read, write, and discuss every day.
- Ensure and support growth for all.
- Promote the social and emotional well-being of all.
- Build a culture of learning and reading.
- Treat behavior as a skill to be developed.

QUICK LINKS

[School Supply Lists](#)

[Conner Middle School Website](#)

[CMS Daily Announcements](#) (Live link 24/7 - Please save this as a hyperlink that you plan to access at least weekly!)

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ATTENDANCE

- Good attendance is key to success!
- Doors open at 7:00 a.m. daily.
- The school day begins at 7:35 a.m. and ends at 2:35 p.m.

ARRIVAL PROCEDURES

- **Bus riders** will be dropped off at door C7.
 - 6th graders will report to the cafeteria.
 - 7th/8th graders will report to the gymnasium.
 - Note: Any student may go to the cafeteria to eat breakfast.
- **Car riders** may be dropped any time after 7 a.m. at doors A8 (main entrance) or C1 (Southwest corner of the building - adjacent to Limaburg Road).
 - Drop off locations are marked X1, X2, and X3. See the map [HERE](#).
 - X1 - BEST location for drop-off if you **only have students for CMS**
 - X2 - BEST location for drop-off if you are **dropping both CMS and CHS students**
 - X3 - Use only if you must drop off at the high school (Note: there is tons of traffic trying to get to the HS).
 - Students will report to the gym (7/8th) or cafeteria (6th) if dropped off before 7:30.

DISMISSAL PROCEDURES

- **Bus riders** will dismiss at 2:35 p.m. (See [Transportation](#) section for the bus lineup)
- **Car riders** will be dismissed when buses are gone at approximately 2:41 p.m.
 - Car riders can be picked up in three locations (see map below):
 - X1 - Bus loop (best location)
 - X2 - Door D1 (quick exit location)
 - X3 - Parking lot near the softball field. Note: The parking lot is usually jam packed. **Please pull into a spot or all the way around. DO NOT BLOCK the exit.**
 - Click [HERE](#) for the pick-up map.

ABSENCES/TARDIES

- Contact the office, Mrs. Angie Volz, at angela.volz@boone.kyschools.us or 859-334-4410 to report an absence (via phone, email, or note/letter) or if you have any questions about attendance.
- Student attendance will be tracked daily and monitored weekly. Students missing 3 or more of school days unexcused will be considered truant with letters being mailed to the home for 3, 4, and 6 unexcused absences. Any student who meets the 6-day threshold is considered a habitual truant and will be contacted by the district truancy team. The following rules (not IEP, 504) apply with regards to excused absences:

Doctor's Note – Full Day	Unlimited
Parent Note (Call, handwritten note, email) – Full Day	<= 10 Excused
	>10 Unexcused
Late Arrival	<= 10 Excused
	>10 Unexcused

- It is important to arrive on time daily. Students accumulate full absences through multiple days tardy (i.e., arriving after 7:35 or picking up prior to 2:35). For example, three late arrivals of two hours each would result in a full day's absence in the attendance record per state law.
- Students who fall behind due to excessive tardies or absences may be required to stay for Office Hours, Detention, and/or Saturday School to correct lost instructional time.

EDUCATIONAL ENHANCEMENT FIELD TRIP

It is possible that a student can experience an extension, or enhancement, to the classroom instruction through a **parent-planned educational field trip**. General requirements for approval of EEFT: the trip is between two and ten days, the parent demonstrates the educational benefits for the student, and the parent submits the EEFT form for approval by the principal in advance of the trip. Students who have accumulated five days absence prior to the request or students not in good academic standing may not be approved. Click [HERE](#) to submit your request for an upcoming educational enhancement field trip.

SCHOOL CLOSINGS/DELAYS

School closings, delays, or early dismissals will be announced via text alert (see [communication](#) to sign up). Additionally, closings and delays will be announced on the Boone County Schools' [website](#), [Facebook](#), [Instagram](#), and [Twitter](#) pages, as well as local radio and TV stations. If a one or two-hour delay is announced, continue to monitor for any change in status until time for school departure. Unless notified otherwise, all after-school activities are canceled with full day closings or early dismissals.

BEHAVIOR

RESPONSIBILITY-CENTERED DISCIPLINE

We are an RCD school. The Response-Ability Process enables students to take responsibility for their actions and to create solutions. RCD is an approach to discipline that is based on six core concepts for developing responsible students.

1. Benefits of Changing Behavior
2. Emotional Control
3. Clear Expectations
4. Consistency
5. Leadership in Challenging Moments
6. Response-Ability

GIVE 'EM FIVE - THE GUIDED CONVERSATION CHECKLIST

1. Support
2. Expectation
3. Breakdown
4. Benefit
5. Closure



MINOR BEHAVIOR DOCUMENTATION

As a staff, we feel it is important to address minor behaviors with students as part of the learning process. When minor behaviors occur in the classroom (i.e. tardy, minor misbehavior, sleeping, etc.), teachers will document the behavior in a minor's spreadsheet. Once a student has accumulated three minors in the period of four weeks, an administrator will meet with the student to determine the next level of support. Note: After the accumulation of 3 minors, students and parents will be notified of the minor behavior and support via email.

We will treat behavior as any other skill deficit and will teach students the value of self-control (flexing their self-control muscles). Most students follow the school's policies/procedures and abide by the code of conduct on a consistent basis. In cases where a student violation occurs, a complete and thorough investigation will be the standard procedure with due process provided for all students. The full **BCS CODE OF CONDUCT** is reviewed with all students on the first day of school. Parents should review the handbook with their children and sign and return the Code of Conduct Acknowledgement form within the first week of school. To view the BCS Code of Conduct in its entirety, visit boone.kyschools.us, click the student link, and then the District Code of Conduct link.

CALENDAR

August 6	Camp Colt (12-3pm), Open House (3-6 pm)
August 15	FIRST DAY OF SCHOOL FOR STUDENTS
August 17	Bingo, 1:30 - 5 p.m. (doors open at 12:30)
September 2	No school
September 21	Bingo, 1:30 - 5 p.m.(doors open at 12:30)
September 20	Dance 6 - 8 p.m.
October 4 & 7	No school
October 19	Bingo, 1:30 - 5 p.m. (doors open at 12:30)
October 24	Conferences 3 - 6 p.m.
November 1	Fall Ball
November 4 & 5	No school
November 9	Vendor Fair, 9-2 p.m.
November 8	Veterans' Day Assembly, 8 a.m.
November 16	Bingo, 1:30 - 5 p.m.(doors open at 12:30)
November 27-29	Thanksgiving Holiday
December 21	Bingo, 1:30 - 5 p.m. (doors open at 12:30)
Dec. 23 – Jan. 3	Winter Break
January 10	Winter Formal 6 -8 p.m.
January 18	Bingo, 1:30 - 5 p.m. (doors open at 12:30)
January 20	No school
February 15	Bingo, 1:30 - 5 p.m. (doors open at 12:30)
February 17	No school
March 7	St. Patrick's Day Dance, 6 - 8 p.m.
March 13	Conference, 3 - 6 p.m.
March 14	No school
March 15	Bingo, 1:30 - 5 p.m. (doors open at 12:30)
April 7-11	Spring Break
April 19	Bingo, 1:30 - 5 p.m. (doors open at 12:30)
May 8-15	State Assessment (tentative dates)
May 2	5th, 6th, 7th Grade Dance (6 - 8 p.m)
May 10	Bingo, 1:30 - 5 p.m. (doors open at 12:30)
May 17	8th Grade Celebration Dance (7 - 930 p.m.)
May 20	No School
May 22	STUDENTS' LAST DAY
June 21	Bingo, 1:30 - 5 p.m. (doors open at 12:30)
July 19	Bingo, 1:30 - 5 p.m. (doors open at 12:30)

COMMUNICATION

Our main form of communication is Remind, a text alert system. To join, text @3344410 to 81010. You will receive a prompt to enter your name. We also post daily announcements and information to our Facebook and Twitter feeds (@CMColts).

ANNOUNCEMENTS

School-wide announcements are updated daily. Please use this link to access the daily announcements: <https://bit.ly/cmscoltsnews>. This link is also available through your child's Canvas as a quick button on the course homepages.

You may also follow us on [Facebook](#), and Twitter (@CMColts) pages for shoutouts and campus news.

WEBSITE

Our website has received a makeover this summer! We will be updating it regularly and all pertinent information will be available through our website such as daily announcements, upcoming events, Remind messages, etc. Please save our website to your favorites: cms.boone.kyschools.us.

CLUB WALL

The Club Wall is located in the front lobby! Stop by the Club Wall to check out clubs and sports on our campus and take any flier of interest. Registration packets will also be available on the Club Wall. Have an idea for a new club? Contact your grade-level administrator to set up a meeting to talk about the process.

CONFERENCES

Parent/teacher conferences are encouraged to keep the lines of communication open. Conferences may be held with individual teachers or with the entire team. To schedule a conference, contact any of your child's teachers via email or phone (click [HERE](#) for contact information). See calendar (above) for the pre-scheduled conference dates.

EMAIL AND VOICEMAIL

Conner Middle Staff may be contacted via email or phone. A directory of staff email and phone numbers can be found on our [Staff Directory Link](#). Staff will respond to you within 24 hours on working days. .

CURRICULUM AND GRADING

[Curriculum Pacing Guide](#)

[School Instructional Goals and Lead Measures](#)

Each course is designed around the Boone County School Curriculum. To view the Priority Standards for each course, visit our website at cms.boone.kyschools.us and then click, Parent, then Curriculum.

All teachers have a virtual classroom (Canvas) to supplement classroom instruction. Most of the students' work is housed in the Canvas classroom and students have access wherever they have access to the internet. A presentation used with students as an introduction to this year's Canvas platform can be found here: [Intro to Canvas](#) for Students.

GRADING and REPORT CARDS

All grades are housed in the Parent Portal. Students and parents have access to in-progress grades at all times. If you do not know your Parent Portal login, contact the main office at 859-334-4410. Progress Reports are available every 9 weeks with final report cards available at the end of the year.

CMS is a standards/evidence-based grading school. Students only receive grades for summative assessments indicating their current performance level on specific learning standards. Students will never receive grades for participation or homework, although these are key in learning the skills necessary to perform well on our assessments.

Each course contains 10-15 Priority Learning Standards for which students will be assessed multiple times throughout the year on a 0-4 scale with 3 being full mastery (see below).

Achievement Scale for each Learning Standard:

4	Exceeds the standard (<i>Not always applicable</i>)	In addition to 3, student demonstrates in-depth inferences and applications that extend beyond the standard with success. Note: This is not available on all assessments
3	Meets the standard	Student consistently demonstrates the skills and understandings of the standard.
2	Approaching Standard	Student inconsistently demonstrates the skills and understandings of the standard.
1	Developing/Area of concern	Minimal knowledge demonstrated of the standard and major errors or omissions standard.
0	No Evidence/Area of concern	Not enough evidence.

The final score for each individual standard is determined by the average of each assessment given. The overall course average is determined by averaging the final score for each priority standard, which then determines the letter grade (see scale and example below).

Letter Grade Determination

A+ = 3.11+

A = 2.80 - 3.10

B = 2.40 - 2.79

C+ = 2.29 - 2.39

C = 2.10 - 2.28

C- = 1.80 - 2.09 (Possible area of concern: Student may be recommended for summer school)

I = 0 - 1.79 (Required SS to pass)

Example of Letter Grade Determination:

Standard Number	Assessment Score	Assessment Score	Assessment Score	Assessment Score	Final AVG Score for Standard	Individual assessments are scored on a rubric of 0-4 with 3 being mastery. The final scores for each standard is determined by average .	
RL 1.2	3	2	3.5	3	2.875		
RL 1.3	2	2	2.5		2.16		
RL 2.3	3	3			3		
RL 3.5	3	2.5	3	2.5	2.75		
RL 3.5	2	2.5	3	3	2.625		
RL 4.1	2.5	3			2.75		
The course average is then determined by averaging the final score for each priority standard. Letter grades are determined by the ranges listed below.					Course Average 2.69 (B)		
Scale →	I/F (0-1.79)	C- (1.80-2.09)	C (2.10-2.28)	C+ (2.29 - 2.39)	B (2.40 - 2.79)	A (2.80-3.10)	A+ (3.11+)

HIGH SCHOOL CREDIT OPTIONS

Students who demonstrate advanced academic skill mastery will have the opportunity to earn high school credit while in middle school. Students who excel in math will have the opportunity to take Algebra I in 8th grade.

In order to receive credit for any high school course, students must achieve a “B” or better in the course and meet all assessment requirements at the high school level.

NOTE: Although students can earn high school credit at the middle school, they are still required to earn the number of credits for each subject required while in high school. For example, if a student earns an Algebra I credit while in middle school, they are still required to earn four additional math credits in high school. Earning early credits while still in middle school will provide an opportunity for students to access college credit courses later in high school.

TUTORING

Tutoring, known as Office Hours, is available for students from 2:45 to 3:45 p.m. on various weekdays. Contact your child's teachers for specific dates. **Note: Students behind or who demonstrate specific academic deficits may be required to stay as needed.**

DAILY SCHEDULE

6th Grade			7th Grade			8th Grade	
7:35 - 8:10	Advisory		7:35 - 8:10	Advisory		7:35 - 8:10	Advisory
8:10 - 8:55	UA-1		8:10 - 9:45	Core 1		8:10 - 9:15	Core 1
8:55 - 9:40	UA-2		9:45 - 10:30	UA-1		9:15 - 10:20	Core 2
9:40 - 10:45	Core 1		10:30 - 11:15	UA-2		10:20 - 11:15	Core 3
10:45 - 11:50	Core 2		11:15 - 12:25	Core 2		11:15 - 11:45	Lunch
11:50 - 12:20	Lunch		12:25 - 12:55	Lunch		11:45 - 12:00	Core 3
12:20 - 1:25	Core 3		12:55 - 1:10	Core 2		12:00 - 1:05	Core 4
1:25 - 2:35	Core 4		1:10 - 2:35	Core 3		1:05 - 1:50	UA - 1
						1:50 - 2:35	UA - 2

DRESS CODE

Students at CMS are expected to dress in a way that is appropriate for the learning environment. They should wear what makes them feel comfortable and confident to come to school and have a successful, positive day. There are a few limitations which include:

- Clothing with negative or inappropriate words, pictures, or connotations are not permitted (i.e. drugs, alcohol, sex, foul language references, derogatory comments about groups of people, etc.).
- Visible undergarments (underwear/boxers/bras or bra straps)
- Clothing that reveals rear ends, stomachs, and/or cleavage. If a student's torso can be seen, they will be asked to change.
- Clothing deemed to be a costume or costume accessory will not be permitted (masks, capes, garter belts, fishnet stockings, colorful wigs, dog collars, wheelie shoes, etc.).
- Hoods are not permitted to cover your head during the instructional day, which includes traveling in the hallways and actual class time. Hoods, however, may be worn in the mornings before being released to class and during your lunch while in the cafeteria/gym/outside to help keep you cozy during your break times.
- Hair must always be out of your eyes so that you can properly engage in class.
- Winter coats are to be worn to and from school only.

Notes: (1) School administrators will maintain the right to ask a student to change, take items off, or call home as needed for parental support. (2) If you need assistance with appropriate school clothing, please see your grade-level counselor or administrator.

EXTRACURRICULAR ACTIVITIES

We encourage students to get involved and offer a wide variety of clubs throughout the school year. Pay attention to announcements for club participation dates and/or tryout information for clubs/sports throughout the year. We have a CLUB WALL in the front lobby. We will update all forms and new club offerings there throughout the school year.

[Click here for a list of activities/clubs/teams and the sponsor contact information.](#)

ATTENDANCE REQUIREMENTS FOR EXTRACURRICULAR ACTIVITIES

Any student NOT in attendance on the day of the event will not be permitted to participate unless otherwise approved by the principal.

ELIGIBILITY FOR SCHOOL ACTIVITIES

Students may be prohibited from school activities for discipline, attendance, or academic issues. Students will be notified if they are deemed ineligible for the next extracurricular event. Ineligibility typically includes students who meet one of the following criteria as a result of their behavior since the last school event:

- In-School Suspension (ISS) or Out-of-School Suspension (OSS)
- Saturday School (behavioral) + one other behavior referral/consequence
- Three or more discipline referrals
- Note: Grades and not paying fees may be added as the year progresses

All final decisions concerning participation in extracurricular activities will be made by the school administration.

EXTRACURRICULAR SPORTS ELIGIBILITY

Per SBDM policy, a student would be considered ineligible if they are currently failing (Incomplete) for any core subject. Student may also be deemed ineligible for behavior (see criteria below)). The period of eligibility begins at the start of selection to the extracurricular team and will be checked weekly (every Thursday) throughout the season. Ineligibility runs from Friday until the next grade check. During ineligibility, student athletes are not permitted to attend games or practices. Final decisions for eligibility lie with the school administration.

Sports Behavior Eligibility - A student will be deemed ineligible if they are out of school or in-school suspended, if they receive a Saturday School + plus another behavior referral in the same week, or if they receive three or more behavior referrals in the same week. Behavior ineligibility is over once the consequence has been served unless extended by administration.

8th Grade Celebration Dance, Saturday, May 17th, 7 - 9:30 p.m.

Celebration Dance Dress code "Party Attire":

- Party-type dresses or dress pants with dress shirts (i.e. button up collared shirt or polo)
- No jeans, sweatpants or leggings of any color
- Jackets and ties are optional

Note: If you need assistance with clothing for the dance, please reach out to our Youth Service Center Coordinator at kylie.howard@boone.kyschools.us.

Students must have an invitation to attend the dance.

Students will **NOT** receive an invitation if:

- They are failing one or more subjects at the time of the dance.
- They are involved in behavior within the last five weeks (April 14 - May 16) leading up to the dance resulting in:
 - Out of School Suspension
 - In-School Suspension or Saturday School (behavioral) + one other behavior referral/consequence
 - Three or more discipline consequences as a result of minor behavior infractions
- Their school fees have not been paid.

HEALTH

FIRST AID ROOM

The first aid room is for medical emergency situations and is a waiting area for sick students going home. Students with first aid room needs must obtain a pass from the classroom teacher. If a student appears sick, parents will make the final decision whether their child is to stay at school or go home. Note: Students with a temperature of 100.4 degrees or over and/or vomiting are required to go home. Contact Brooke Smiley, school clinician, for specific questions at 859-334-4410 ext 43507 or via email at brooke.smiley@boone.kyschools.us.

PRESCRIPTIONS AND MEDICATIONS

All prescriptions and over-the-counter medications brought to school must be stored in the original container accompanied by a note. All final decisions concerning participation in extracurricular activities will be made by the school administration from the parent/guardian authorizing school staff to dispense medication to the child. Upon arrival at school, students must bring all medications to the health clerk's office. Only one week's supply of prescription medication will be kept in the first aid room. **Students are not permitted to carry any medication with them during the day; if they choose to do so, they are subject to a Tier 3 suspension per district policy.** For questions about prescriptions or medications, please contact our school nurse, Lisa Schmidt at lisa.schmidt@boone.kyschools.us or call 859-334-4410 ext 43510.

POLICIES AND PROCEDURES

[CMS SCHOOL POLICIES](#) (click link or visit our website at cms.boone.kyschools.us and click the SBDM tab.

ARRIVAL AND DISMISSAL - see [Transportation](#) page 14 and [Attendance](#) pages 2-3

[ATTENDANCE](#) (click link or refer to pages 2-3)

[BEHAVIOR](#) (click link or refer to page 3)

BACKPACKS/BAGS/PURSES

Small backpacks and purses may be carried to and from school. However, these should be stored in the student's locker during the day. All items, including lunch boxes, should fit in the backpack. If a student has a medical reason to carry a backpack throughout the day, a doctor's note must be provided. The school nurse will make all final decisions regarding individual student bags and provide tags for those approved.

BRINGING NON-INSTRUCTIONAL ITEMS TO SCHOOL

Although some of the items are permitted, we do not recommend students bring non-instructional items to school, especially those of great value. The school is not responsible for items lost or stolen. Staff may confiscate items which are deemed disruptive to the learning environment.

DELIVERIES/DROP OFF/MESSAGES

We value our instructional time and will not interrupt a classroom for personal messages or deliveries (i.e. homework, money, field trip form, instruments) during the school day. We believe that your children are old enough and responsible enough to plan for their day and their failure to do so, should not be a parent's responsibility to bail them out. If a parent decides to drop off an item (i.e. lunch), then it is the student's responsibility to ask permission to go to the office and check during their lunchtime.

HALL PASSES

Students needing to use a hall pass for an unscheduled restroom break or any other request to leave the classroom will fill out an e-hallpass request for teacher approval. Students may request a pass at any time; however, students who abuse the use of passes may have restrictions put in place (e.g. limited passes per day).

LUNCH

8th Grade 11:15 – 11:45

6th Grade 11:50 – 12:20

7th Grade 12:25 – 12:55

1. Students will have 30 minutes to eat and socialize.
2. Students may sit wherever they choose among the available seating.
3. When finished eating, clean your area, pick up food/wrappers dropped on the table and/or floor, and take your trash to the garbage. Failure to clean up your mess will result in practicing cleaning up for others during your lunch time for several days.
4. Once your trash is thrown away, you are to go to the gym or outside (depending on the weather).
5. If you need to use the restroom during lunchtime, obtain a hall pass from an adult.
6. Students who violate rules during lunch (i.e. misbehave, sneak to parts of the building that are restricted, use technology, no hall pass, etc.) will lose privileges and will eat in the office/support center where they can be supervised more closely for a probationary period until privileges are earned back.
7. Students will be dismissed at the end of their assigned period.

Daily lunch options include: 1) Grill with burgers and fries, 2) Taco bar, 3) Traditional Hot Meal (changes daily), 4) Subs and salads and are provided for a cost of \$3.60 for students. By application, students may apply for free or reduced lunch costs at schoolunchapp.com. Note: Menus are posted on the district website on the first of each month.

BREAKFAST

Wrapped breakfast items, drinks and fruit are available in the cafeteria each morning 7:00–7:30 a.m. for a cost of \$2.10.

LIBRARY LEARNING COMMONS

The Library Learning Commons will be open daily from 7:25 a.m. - 2:45 p.m. If you need to use the Library after school, please make arrangements with Mrs. Wood.

Students MUST sign IN and OUT when visiting the library without a teacher. This is a safety measure, especially during emergency procedures.

Students may check out two books, or one magazine and one book, for a period of two weeks, with an option to renew if more time is needed.

Fines will not be charged on overdue library materials, however if multiple books exceed 30 days overdue, students will not be permitted to check out any more materials until the overdue materials have been returned. If materials are lost or damaged, students must pay for the price of the item or replace it with a new or gently used copy.

LOCKERS

Students will be assigned a locker on the first day of school. Students may use their own personal lock if they choose, however they must provide their homeroom teacher with the combination or an extra key. Students may not share lockers or trade lockers.

LOST AND FOUND

Any item found that does not belong to you must be taken to the main office or to the cafeteria stage. ***Note: Taking items from the lost and found that do not belong to you is stealing.***

PHONES/PERSONAL DEVICES - See [Technology](#)

[PRESCRIPTIONS AND MEDICATION](#) (click link or refer to Health section)

TECHNOLOGY

CMS is a one-to-one technology school, providing each of our students a device for instructional use when needed. Students are responsible for keeping their assigned equipment in good working condition. Students are not to utilize any device other than the one assigned to them without prior approval from a teacher. Utilizing a device not assigned to you will result in discipline consequences. Any damage to an assigned Chromebook needs to be reported immediately. Intentional destruction, carelessness, and/or misbehavior that results in damage of issued devices may result in replacement at the expense of the student/parent.

Chromebooks and Charging Cords are supplied to students to be used during the day for educational purposes only. Each student will be assigned login credentials that shall not be shared with other students. Gaming, social media, etc. are prohibited. Students are not permitted to use the Chromebook from an account other than their school account (i.e. gmail). **Through monitoring software, teachers can view each student's screen, history, and/or record students' sessions at all times.** Improper use of chromebooks will result in discipline consequences.

Replacement Costs:

- Lost or damaged charging cords = \$25
- Damaged Chromebook = \$25
- Lost Chromebook = Up to \$250
- Note: Damaged Chromebooks as a result of inappropriate behavior or intentional damage will result in disciplinary action.

To view the **BCS Acceptable Use Technology Policy** visit boone.kyschools.us, click the student link, click the BCS Code of Conduct link.

PHONES/PERSONAL DEVICES

Research is widespread and clear about the negative effects cell phones have for students in the classroom, as well as their social development. Because of this, students are not permitted to have cell phones on their person during the day at any time (including lunch, hallways, or restroom breaks). If a student must bring a phone to school, it must be turned off and stored in their locker until the end of the instructional day. **Purposely hiding cell phones on their person (i.e. in pocket, up sleeve, or anywhere other than in their locker and powered off) during the day is looked at as an intentional act of defiance and therefore will be dealt with in a serious manner.** Failure to follow this procedure will result in discipline consequences.

- 1st offense - After school detention is assigned. Personal device(s) confiscated and returned at the end of the day. (Tier 1 #7)
- 2nd offense - Two detentions or Saturday School is assigned (parent preference). Personal device(s) kept in the office for parent pick up. (Tier 2 #1)
- 3rd offense & Beyond - Two detentions or Saturday School is assigned (parent preference) + loss of lunch privileges for 5 days. Personal device(s) kept in the office for parent pick up. Student will be required to turn in their phone daily to the front office for the remainder of the year. (Tier 2 #1)

Notes: (1) Repeated offenses could result in additional consequences per admin. discretion. (2) Students are permitted to be in possession and use their phones in the gymnasium and cafeteria before being dismissed to class in the morning. Students are also permitted to pull out their phones as instructed by teachers during afternoon announcements to check messages from parents.

TRANSPORTATION

BUS TRANSPORTATION

Students who are transported by school buses will be transported to and from their residence address only. Students will not be permitted to ride a bus to any other location, unless it is a yearlong change, and written permission is issued by the transportation department. **Note: This is a Boone County Schools' District Policy.**

[Bus Route Locator](#) - Use the link to find your bus information (i.e. pickup/drop off times and locations).

BUS GARAGE CONTACT INFORMATION

- Coordinator: Lisa Woodyard
 - lisa.woodyard@boone.kyschools.us
 - 859-586-0878

BUS LINEUP - Click [HERE](#) to view the afternoon bus lineup.

PARENT TRANSPORTATION MORNING PROCEDURES

- **Car riders** may be dropped any time after 7 a.m. at doors A8 (main entrance) or C1 (Southwest corner of the building - adjacent to Limaburg Road).
 - Drop off locations are marked X1, X2, and X3. See the map [HERE](#)
 - X1 - BEST location for drop-off if you **only have students for CMS**
 - X2 - BEST location for drop-off if you are **dropping both CMS and CHS students**
 - X3 - Use only if you must drop off at the high school (Note: there is tons of traffic trying to get to the HS).
 - Students will report to the gym (7/8th) or cafeteria (6th) if dropped off before 7:25.

PARENT TRANSPORTATION AFTERNOON PROCEDURES

- **Car riders** will be dismissed when buses are gone at approximately 2:41 p.m.
 - Car riders can be picked up in three locations. See the map [HERE](#)
 - X1 - Bus loop (best location)
 - X2 - Door D1 (quick exit location)
 - X3 - Worst location - Parking lot near the softball field. Note: The parking lot is usually jam packed and you will get blocked in. **Please pull into a spot or all the way around. DO NOT BLOCK the exit.**