



Bernheim Middle School

2024-2025 Student Handbook

700 Audubon Drive

Shepherdsville, Kentucky 40165

Phone: (502) 869-4000

Fax: (502) 543-5299

<http://www.bullittschools.org/4/Home>

Every Student, Every Day

Creating a Legacy of Excellence

THE BRUIN WAY

Be Respectful

Be Responsible

Be Safe

Be Here

Be Bold in Kindness, Courage, and Excellent Work Ethic



Bernheim Middle School

Every Student, Every Day

Creating a Legacy of Excellence

This handbook is for students and parents and is organized by topic. [The Bullitt County Policy and Procedures are linked here](#) . If you need further clarification use the active link to find detailed information.

THE SCHOOL DAY

Arrival to School

Doors are open to students at 7:40 am. Car Riders need to drop students off as soon as it is 7:40am. During the morning Car Rider line you do not need to pull all the way to the front of the line, you can drop students off anywhere along the sidewalk as there is only **one** Car rider line in the morning. (PM is different) Students will enter through the front doors at 7:40 am and will go straight to the designated areas until they are released for Advisory. After they are released they will go to their lockers. *Cell Phones are to be turned off and put in their bags with ear buds before they enter the building and then put in their locker.*

Breakfast And Lunch

BMS is part of a CEP grant this year, which provides all students with breakfast and lunch at no cost to them. If students wish to purchase “extras” at lunch, they must also get a regular lunch. You may send in money as cash or check to the lunchroom as well as using **School Bucks** to add funds electronically to your student’s account.

It is important that all families complete the Household Income forms even if you don’t want the benefit or know you don’t qualify for it, please just mark decline if you don’t want it. This is how Title 1 funding is determined for school and impacts what we are able to provide for students, including providing free breakfast and lunch for all students.

Reminders: Students who bring their lunches from home can purchase milk, juice, and other items in the lunchroom. **COFFEE and ENERGY DRINKS ARE NOT FOR SCHOOL.** Students who bring these items will be asked to dispose of them. **REMEMBER, BMS is a Chewing Gum Free Zone.** (No Gum Please) Water Bottles are only allowed at lunch or with a doctor's note on file (which must be updated yearly) and they then need to be clear water bottles with screw on lids (must be sealed, i.e, no straws, etc.) with no flavorings.



Parents are not allowed to bring in commercial food (McDonald’s, Taco Bell, etc) to their students for lunch.

Counseling

Limited counseling services are available through the counseling office at Bernheim Middle School. The counselor works with teachers, parents, and students on scheduling, testing, and conflict resolution. Parents will be contacted for any Mental Health concerns their child may have, we are here to work in concert with home and family to help students be the best they can. If your student desires to see the school counselor there is a sign up form in their Google Classroom.

Hall Change

The building is small, very small. Students have 3:00 minutes in between classes which tends to be plenty of time to get a drink, go to the restroom and get to class. Students still in the hall after the “music plays” will be considered tardy and will receive a hall sweep pass to class. Excessive tardies to school or six tardies to class may result in detention for the student. *Hallway expectations are simple: walk on the right, keep your hands and feet to yourself, speak kindly and politely and be where you are supposed to be.*

Lockers and Locker Breaks

Students will be given their locker once all “Back to School” paperwork is turned in to their Advisory Teacher. Most forms are online however there are still a handful of paper copies to be turned in. Make sure your online registration is complete to help expedite the process. Students will go to their lockers before school, before their lunch, after their lunch period and again at the end of the day.

Lanyards/Hall Passes and Restroom Breaks

Each student is given a lanyard which serves as their Hall Pass. They must have it on in the halls. Students are allowed to use the restroom in between classes, during lunch. Please let us know if you believe your student has a medical note on file (which must be updated yearly) for frequent restroom use, those notes don’t transfer from school to school, if they do we will provide the appropriate information to teachers. Anytime students leave the classroom they will have to submit a Google Form Students must keep up with that lanyard, it holds their. Starter Ren Cards, Ren Cards and after they get their school picture may receive a student ID.

End of Day

School is dismissed at 3:00pm, students go to lockers and immediately to their designated location. At all times students are to keep their hands, feet and belongings to themselves, walk in the halls, be kind, polite and respectful.

Car Riders will go to the cafe and be brought outside by Ms. Bush. Car Rider Students will be picked up in the front parking lot, parents will line up around the loop in two rows. Ms. Bush (or designee) will escort students to their cars, cars don’t leave until “Traffic Control” releases them.

Bus Riders will go to the gym and sit in their designated bus rows until their bus has arrived. They will go out the front doors and walk down the sidewalk to the right this year due to construction. Cell phones remain put away after they are retrieved from student lockers unless a parent is communicating with a student at the end of the day. There are adults in the gym and cafe supervising students.

Lost And Found

Items, such as books and clothes, that are found unattended in the building or on the bus will be placed in the lost and found boxes in the front office. Students are encouraged to check there first for any missing items. Regularly we will donate any unclaimed item to the Outreach Thrift Store or other charitable organization, so be sure to check for missing items as soon as you realize they are gone.

SCHOOL SUPPLIES AND FEES

A graphic for Bernheim Middle School's 2024-25 school supplies list. It features a blue background with a white bear head logo in the top right. The title 'BERNHHEIM MIDDLE SCHOOL SUPPLIES LIST 2024-25' is in white and green. A list of supplies is on the left, and an illustration of a pencil holder with various school supplies is on the right. At the bottom, there are two columns of fees: '\$35 Leasing Fee for Chromebooks (All students using BCPS Chromebooks pay this each year.)' and '\$20 School Fee (PLTW/Science Supplies/General Consumables)'.

**BERNHHEIM MIDDLE
SCHOOL SUPPLIES LIST
2024-25**

6 POCKET FOLDERS WITH PRONGS
5 COMPOSITION NOTEBOOKS
1 COMPOSITION NOTEBOOK WITH GRAPH PAPER
4 PKS OF #2 PENCILS
1 PK OF LOOSE LEAF PAPER
1 PK COLORED PENCILS
1 SET OF EARBUDS
1 THREE RING BINDER WITH PLASTIC PAGE PROTECTORS (FOR BAND ONLY)
1 PAIR OF SAFETY GLASSES (FOR SCIENCE AND CAREERS CLASSES)

\$35 Leasing Fee for Chromebooks
(All students using BCPS Chromebooks pay this each year.)

\$20 School Fee (PLTW/Science Supplies/General Consumables)

YOUTH SERVICES CENTER

The Youth Services Center is designed to support families in ways to enhance the growth and development of students, and to help students overcome barriers to learning. The YSC provides programs and activities designed to help students be successful mastery learners. Additional information about the YSC may be obtained from the Coordinator/Youth Advocate at 869-4000. Please contact Martha Link for support martha.link@bullitt.kyschools.us

ACADEMICS

ADVISORY

At the start of each day students will meet with their advisory/mentor teacher. During this time the students will participate in a character education program. Students will also have time for connecting with teachers, checking grades, working on service learning, dedicated resting time, etc. Our reading parties are based on the student's advisory classes when they meet their reading goals. Students will also engage in Schoolinks work which is related to the college and career program with BCPS. This time is very important and provides students a sense of belonging to the school community.

ACADEMIC SUPPORT – ESS

Academic Support (ESS) is usually held twice a week. Days and times will be announced during the first nine weeks of school. Students may be assigned Academic Support to assist with any class. Please contact the school to sign your student up. We have math and ELA teachers working with students. Academic Support may also be used as a possible failure intervention. Students must have a ride home in order to stay.

CHROMEBOOKS are for ACADEMICS. 1:1

Students received a school issued Chromebook before the start of the year. Students are responsible for a yearly \$35 fee. Students are to bring their **charged** Chromebook to school and take home for homework daily. Students are expected to bring their charger with them to use as needed. Students must complete their Digital Citizenship course at (<https://sites.google.com/bullitt.kvschools.us/dcaa/home>) in order to keep their Internet access for their Chromebook.

Remember Chromebooks are for Academic Purposes. We have Go Guardian and the BARK system that will send alerts to the monitoring adults when students have drifted from academic purposes. Please encourage your students to use the device appropriately.

Day user students must report to the library and check out a Chromebook before the start of advisory. The device will travel with the student to each class throughout the day. Students should never arrive to class without a device. Students should not leave the classroom to check out a Chromebook after 8:15 a.m. due to the device being at home. Students arriving late to school (after 8:15 a.m.) may stop by the library to check out a Chromebook upon their arrival if needed, however all students are expected to have their Chromebook daily. Day users must return the Chromebook before leaving school in the afternoon. Students that do not return their Day User Chromebook risk their technology account being disabled until the Chromebook is returned. Any student that damages or loses a Day User Chromebook will be held responsible for repairs and/or replacement of the Chromebook.

All Chromebooks are the property of BCPS. At the end of the school year, or when the student withdraws during the school year, the Chromebooks must be returned to BMS or students will be charged for the Chromebook.

There will not be any extra Chromebooks available in the classrooms for student use. There are NO extra chargers available in the classroom.

Field Trips

Students will have the opportunity to go on Academic field trips periodically through classes and extracurricular activities. Students may be required to dress up for certain field trips. Parents may be invited to participate; however, volunteers are required to have a background check. Please address this early in the year to be prepared when field trips or other volunteer opportunities arise. **There is a \$10 fee associated with having a background check completed. The background check will be good for all Bullitt County Public Schools and is good for two years.** The volunteer coordinator can help with these procedures. **Note: Field trips are non-refundable once paid.**

GRADING/REPORT CARDS

Report cards are issued after every nine-week grading period, however your student's grade is always available to you through Parent Portal. Students are expected to take their report card home to their parents/guardians. The report card will inform students and parent/guardian of academic progress, attendance, effort, and behavior at school. Percentage grades are given for progress in all subjects. Percentage grades represent the following levels of mastery of essential standards.

Grading Scale

A 90-100% = Exceeds Mastery
B 80-89% = Mastery
C 70-79% = Below Mastery
D 60-69% = Far Below Mastery

In addition, progress reports will be sent at mid-term (4-5 weeks). Every parent is encouraged to keep close contact with the school and may request parent/teacher conferences by calling 869-4000. Parents may access their child's attendance, discipline, and grade records through the Internet on Infinite Campus Parent Portal 24/7. Parents can call the front office if they need assistance.

Students are expected to pass all core classes for promotion to the next grade.

Grading Periods*

- 1 Aug. 6 - Oct. 4
- 2 Oct. 15 - Dec. 20
- 3 Jan. 7 - Mar. 7
- 4 Mar. 11 - May 16



BERNHEIM MIDDLE SCHOOL
Creating a Legacy of Excellence

700 Audubon Drive, Shepherdsville, KY 40165
 502-869-4000

Course Offerings

ACADEMICS

English Language Arts (ELA)

ELA classes develop skills, knowledge and dispositions that directly align with the Kentucky Board of Education's (KBE) vision that each and every student is empowered and equipped to pursue a successful future. Courses include grade-level ELA, Reading Strategies, and Literature classes.

Social Studies

Social Studies education aims to develop students' knowledge of important social studies concepts and their use of disciplinary thinking skills. Courses include grade-level Social Studies and Geography classes.

Mathematics

Math classes develop the students' ability to use basic communication and mathematics skills for purposes and situations they will encounter throughout their lives. Courses include grade-level Math, Algebra I, Financial Literacy, and Math Strategies.

Science

Science classes seek to provide science and engineering practices to further the students' understanding of the world. Courses include grade-level Science and PLTW/STEM classes.

THE ARTS

Music/Band

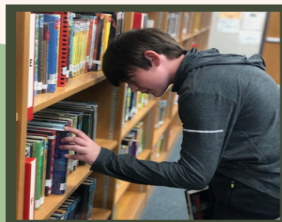
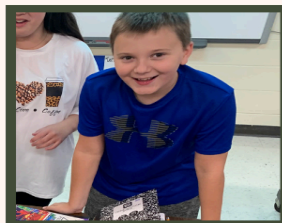
Health/PE

Technology

Career Studies

Humanities/Art

World Languages



Library Media Center

All students are encouraged to use the library media center at every opportunity. To help you be a successful user, remember:

1. Return all materials promptly.
2. Treat property carefully, you will be responsible for lost or damaged books. *Students may not be able to participate in any end of the year activities if they have not paid for their lost/damaged materials.*
3. Students must have parent permission and agree to the conditions of the Acceptable Use Policy to use the Internet.

Success Culture/Positive School Climate Systems (PBIS)

We strive to make as many positive interactions as possible each day with each student. Students are expected to follow The Bruin Way: *Be Responsible, Be Respectful, Be Safe, Be Here, and Be Bold in Kindness, Courage and Excellent Work Ethic*, every day. Students are acknowledged throughout the year for being an excellent Bernheim Middle School student. We have a HOUSE System to support student success as well as a student advisory group providing voice and input to school decision making. The BMS CEOs are the principal advisory committee who have helped make continuous improvement at BMS. If your student is interested in the committee, teacher nominations will occur in the fall. Have your student discuss it with their advisory teacher.



We recognize students constantly at BMS. Some of the ways that we recognize these students include Student of the Week and Leader of the Month. Students can earn a Be Bold card to recognize them for going above and beyond normal expectations. Bruin Bash quarterly based on grades and behavior. There is a treat cart, surprise treat days and more. Twice a year there are Renaissance Rallies where students are recognized for good grades, great attendance and following the Bruin Way (no discipline issues). Follow the Bruin Way and earn all the good things, everyone has the chance to participate in all the great things we do for students at BMS.

What's going on in my student's classroom??

To stay informed about what is happening in your students' classroom please be sure to check out BMS Newsbytes and BMS Class Highlights each week. Teachers have lesson plans posted on the school website so you can help your child with homework as they progress through content. If you have questions please contact your student's teacher via email or phone call. If you leave a message teachers have 24 hours to respond. **Bernheim Middle School has an official BCPS Facebook page, Instagram and Twitter account. Checkout BMS Newsbytes and please set up the new BCPS app on your phone!**

COMMUNICATION

There is a new BCPS App for your phone. BCPS has moved away from direct text messaging and calls from Infinite Campus. In order to receive texts on your phone you do download the BCPS app on your apple or android phone.

BMS Newsbytes

There is a weekly parent blog, **BMS Newsbytes @ bmsnewsbytes.blogspot.com**. Updates, student celebrations and news are all promoted there weekly along with weekly news from individual classrooms on BMS Class Highlights. Check it out!

Email

Teachers and parents can use email to effectively stay in communication with one another. The e-mail address for all teachers and administrators can be found on the BMS website. **Example: katie.stephens@bullitt.kyschools.us** Students also have email accounts through the school that are to be used for academic purposes only. Students who abuse this privilege by sending threatening or inappropriate emails to others violate the terms of the Acceptable Use Policy and will be subject to loss of access to school technology and disciplinary actions.



Infinite Campus Parent Portal

The best way to keep up with your student is directly through the Parent Portal. Grades, attendance and behavior are all stored in this system.

Parent Nights-Be A Bruin Night & Student Led Conferences

We will have *at least* TWO parent nights this school year! Dates to be announced!

Parent/Teacher Conferences

Parents who wish to schedule a conference should contact the team leader to schedule an appointment after school. Teachers may need to ask for a conference with parents. Every effort will be made to schedule this at a time that does not conflict with work schedules. **Good two-way teacher-parent communication is extremely important to every child's progress at school.**

Phone Calls Our phone number is 502-869-4000. If You Call And Leave A Message Someone Will Get Back Within 24 Hours. Email Is The Quickest Way To Be In Touch With Teachers.

Site-Based Decision Making

Bernheim Middle School is guided by policies developed by the SBDM council. The council is composed of the principal, three teacher representatives, and two parent representatives. Elections for SBDM positions are held every two years in May. The council holds regular monthly meetings which are open to the public. The current members can be found on the school website. Look for information on the school website as it comes out. Please feel free to call anytime with feedback we can use for continuous improvement. School and Home are a team and communication is key.

School and School District Communication

BULLITT COUNTY PUBLIC SCHOOLS uses an application you will need to download in your app store on your phone. You will need to select Bernheim Middle School. There are no more automated phone messages or text messages directly from the parent portal. The app will be able to send a text, but not IC. For this to be an effective means of keeping parents informed the app must be downloaded. Please make sure you have all the correct information in IC so we can call you personally and so that email addresses are correct. The district will be using the new Bullitt County Public Schools App for all things.



Cancellation Of School



Bullitt County Public School Superintendent Jesse Bacon makes the official decision on school closings. His announcement will be posted on the district website's Facebook page along with the district website's primary page. All schools are linked to the BCPS mobile app however you must download the app and turn on notifications for your students' school. The district is no longer sending texts and phone calls through IC. The official Louisville radio station for school closing is WHAS 840 AM. Broadcast television stations WAVE-3, WHAS-11, WLKY-32 and WDRB-41 will carry the announcement on the air as well as their websites. Print media such as The Pioneer News and The Courier-Journal will post school closing information on their websites. There may be REMOTE LEARNING DAYS DUE TO SNOW or other circumstances.

SCHOOL SAFETY

FIRE/EMERGENCY DRILLS

Student safety is our top priority. The school is equipped with fire alarms to be used in the event of actual fires or scheduled fire drills. Causing a false alarm by setting off the fire alarm system is a violation of state law. Procedures for fire drills are posted in each room. Teachers will discuss necessary safety procedures and expectations with the students. There will be numerous drills throughout the school year. Students are expected to remain very quiet and follow the procedures in an orderly manner. Students who fail to comply will receive a consequence.

FIRST AID

Many of the adults in the school are trained in first aid. If you need assistance, please see one of these people. If you are injured at any school activity or during school, report this immediately to your teacher, coach, or supervisor.

INSURANCE

Public schools do not carry insurance to cover accidents that might happen at school. We recommend that each student have insurance coverage either through a family policy or through the insurance available at the beginning of school. Students who participate in school sports or cheerleading must have **PROOF OF INSURANCE ON FILE**.

MEDICAL DISABILITY

Students who have a medically disabling condition that would cause concern at school should note this on their registration sheet and physical education form.

If a condition prevents the student from participating in physical education, the school must have a doctor's statement confirming the child is physically unable to participate.

MEDICATION AT SCHOOL

If it is necessary for a student to take medication during the school day, he/she **MUST** have a medical form on file in the office. ***The treating physician and parent must complete this form before ANY medications can be administered.*** (A copy of this form is located in this handbook and the Bullitt County School Code of Conduct.)

Parents are to bring all medication to the school office in the original container. **All** medicine, including cough drops, Midol, Tylenol, etc., **MUST** be checked in at the office. Students are **NOT** to bring medication to the school. All medication must be transported by adults only to the school. Failure to follow this procedure will be considered a violation of Board policy and may result in suspension. Students may only carry medication with them with properly signed documents from a physician.

VISITORS TO SCHOOL

Any visitor to the school must use the main entrance, by the flagpole, and report to the office. Students are not allowed to open doors for visitors. **Please be aware that for the safety of the students, all visitors to the building MUST have a photo ID when they enter.** Upon entering the building, visitors must sign a visitor's log stating the reason for their visit and wear a visitor's pass. All visitors are expected to leave the school promptly when their business is concluded. Visitors, other than parents or individuals with school related business, are not permitted to visit classrooms or attend classes. Do not bring visitors to school with you.

EXTRA CURRICULARS

Bernheim Middle School offers a variety of after-school activities and athletic teams for students. Involvement in school helps students feel more a part of the school community and enjoy school more.

Jimmy Carnes is BMS Athletic Director and can answer questions you may have regarding athletic teams, try-out dates, etc.. james.carnes@bullitt.kyschools.us or call 502-869-4000 and leave a message, he will get back to you quickly.

Current Bernheim Middle School athletics include:

Archery (B/G)	Basketball (B/G)	Soccer (B/G)	Track and Field (B/G)
Baseball (B)	Cheerleading (B/G)	Softball (G)	Volleyball (G)

Students must try out for these activities and obtain the following:

1. A completed "High School Athletic Participation Form" which must be signed by parent/guardian and notarized.
2. A

KHSAA athletic physical must be *completed for the current school year.*

3. Proof of medical insurance, either school insurance or personal insurance.

4. Passing grades with excellent attendance and behavior records. **COACHES WILL CHECK GRADES WEEKLY TO DETERMINE ELIGIBILITY FOR PARTICIPATION. Students must sit out until the next weeks grade check if they are failing a class.**

Due to KHSAA regulations, no student on a BMS team may participate on that sport's team at Bullitt Central until the BMS season is complete.

IF A STUDENT IS ABSENT THE DAY OF AN EXTRACURRICULAR EVENT, INCLUDING SPORTING EVENTS, THE STUDENT WILL NOT BE ALLOWED TO ATTEND THE EVENT. Students must be at school at least half a day to participate in an extracurricular event.

ACTIVITIES AND CLUBS:

The following is a list of current clubs, some of which may have participation requirements. Parents are encouraged to work out travel arrangements to give their child the opportunity to participate. For the 23-24 school year we have several sponsor positions open, some clubs are waiting for sponsorship.

Student Technology Leadership Program (STLP)	Junior Beta Club	Drama	Chess Club	Pep Band	FCA
Academic Team	Energy Team	KYA/KUNA	Robotics	BMS CEO(student leadership)	

ATTENDANCE

All research and data indicate that when students are in school they are more likely to graduate and be successful adults. Please contact your student's advisory teacher with questions or concerns if your student is struggling with attendance.

Any pupil who has been absent from school without a valid excuse for three (3) events or more, or tardy three (3) days or more, is a truant. A pupil who has been reported as a truant two (2) or more times is a habitual truant. ***An event is defined as more than 60 minutes absence from school at any time during the school day.***

There are "excused absences" and "unexcused absences" Bullitt County Board Policy 09.123 states: Pupils are required to attend regularly and punctually the school in which they are enrolled.

Excused Events: An excused event or tardiness is one for which work may be made up when a note is provided, such as:

1. Student illness,
2. Death or severe illness in the student's family,
3. Appointments with a health professional,
4. Test for driver's permit or license,
5. Court appearance required by subpoena or citation,
6. Religious holidays and practices,
7. One (1) day for attendance at the Kentucky State fair,
8. Documented military leave, 1 day prior to departure or return of parent/guardian called to active military duty.
9. Visitation for up to ten (10) days with the student's parent, de facto custodian, or person with legal custody who, while on active military duty stationed outside of the country, is granted rest and recuperation leave, or
10. Other valid reasons as determined by the Principal/designee

Unexcused Events: An unexcused event is one that may result in truancy charges being filed. Work may be made up for unexcused events at the discretion of the teacher. Examples of unexcused events include, but are not limited to:

- 1. Parent notes beyond the allowable limit of 6.**
- 2. Haircuts, shopping, or other leisure activities.**
- 3. Babysitting**

Bernheim Middle School will send a message through the new BCPS App or make a personal call to the parent/guardian when the student is absent from school.

A PARENT HAS A MAXIMUM OF SIX (6) PARENTAL EXCUSE NOTES FOR ONE SCHOOL YEAR. We realize that there are times when students are too ill to come to school, but not ill enough to go to the doctor. Any time your child must miss school for an appointment, be sure to request a doctor's note or official statement in order for the absence to be excused. For absences due to medical reasons which are in excess of ten days, a completed medical excuse form will need to be completed and turned in to the office. If a student must be absent, parents should phone the school to report the reason for the absence before 10:00 in the morning. ***Note: The phone call does not excuse the absence. A written note must be submitted.*** The school phone number is 869-4000. **WHEN STUDENTS RETURN TO SCHOOL, THEY SHOULD BRING TO THE OFFICE A NOTE FROM HOME OR FROM A DOCTOR EXPLAINING WHY THEY WERE ABSENT.**

If your student is signed in or out of school, that does not excuse them, you still must have a note turned in. This note can be filled out when you sign them in or before you leave the school. The note will determine whether the absence is excused or unexcused. Notes are kept in the office for reference. **All notes must be turned in within five days of the student returning to school.** At the middle school level, students can sign themselves in, but an authorized adult must sign a student out.

Students **MUST** be in class at 8am. If a student is late to school for any reason, they must stop by the office and get a Tardy Note before going to their class.

If a note is not turned in for the tardiness, the tardy will be considered unexcused. **Students may sign themselves in at the office.** It is extremely important that students arrive on time for school. If students are in the hallway, but not in class, they will be hall sweep and receive a tardy slip to class. **Five unexcused tardies to school (signing in or out of school) or six tardies to class result in detention for the student.**

Parents will be notified by mail when their child has accumulated 3 or more unexcused events. Students who accumulate six (6) unexcused events are in violation of Kentucky's compulsory attendance laws. We are obligated to report these students to the Director of Pupil Personnel. **Once the DPP has sent a final notice to the parent, the school has the option of filing a truancy petition with the courts should the poor attendance continue.**

Truancy will also be filed for excessive tardiness to school (more than 15). Excessive unexcused tardies will result in Academic make up time after school.

Students have the number of days absent, plus one (1), to make up for the work missed, unless additional time is allowed by the teacher. Long term assignments assigned prior to the absence are due on its original due date. It is the responsibility of the student to request the work/assignments.

IF A STUDENT IS ABSENT THE DAY OF AN EXTRACURRICULAR EVENT, INCLUDING SPORTING EVENTS, THE STUDENT WILL NOT BE ALLOWED TO ATTEND THE EVENT. Students must be at school at least half a day to participate in an extracurricular event.

CHECKING OUT OF SCHOOL EARLY

Any student who leaves the school grounds at any time without proper authorization shall be subject to appropriate disciplinary action.

Release of Students

Each school shall maintain a daily entry and exit log of students signing in late or signing out early and shall **require proof of identification from individuals** (visual identification by a driver's license, picture identification, etc.) to assure that they are authorized to pick up the student. **If the person picking the student up is not on their sign out sheet, we will not release the student to that individual. PLEASE list anyone who may need to pick your child up on their Parent Portal account.** Students should be checked out of school early only for emergencies. Routinely checking out early for reasons other than emergencies is detrimental to the student's education. We ask that parents restrict early dismissals to true emergencies. **SIGNING OUT EARLY IS CONSIDERED A TARDY IF IT IS 60 MINUTES OR LESS.**

Exception

A student may be released to a person with lawful authority to take custody of the student, e.g. a police officer with a warrant. In such cases, the student's parents will be notified at the earliest opportunity.

CODE OF CONDUCT

[Full 2022-2023 District Code of Conduct linked- Please read it carefully](#)

CONDUCT EXPECTATIONS

Bernheim Middle School students are expected to be respectful, responsible, safe, here & Be Bold in Kindness, Courage, and Excellent Work Ethic. Good order, good manners, and cleanliness of person and attire are required of every pupil. Every student is expected to comply with the directions of the teachers, to be diligent in study, and to be respectful to teachers and classmates. Each student must realize that he/she will be required to respect the rights of other students. Conflicts must be settled in an appropriate manner. When a conflict arises, discuss it calmly. Seek help from your advisory teacher, other teachers, your counselor, or your principal.

The school staff will treat each student in a fair manner concerning misconduct; however, one must realize that misconduct will result in disciplinary action. In all cases this action will be in compliance with the School Discipline Plan and the Bullitt County Discipline Code Handbook.

Possible reasons for referral or other disciplinary action and consequences include but are not limited to: tobacco/vaping, harassment, threats, defiance, disrespect, destruction of property, profanity, aggression, fighting, horseplay, unkind speech, bullying, theft, inappropriate comments, lack of work completion, disruption of the educational process, vandalism, skipping class, out of assigned area, defiance for continued gum or dress code violations, Technology violation include cell phone violations, etc... If students follow the Bruin Way, there shouldn't be any reason for a student to receive a referral or consequences.

CONSEQUENCES

Violations of School Expectations and District Policy shall result in intervention or corrective disciplinary action. Any one or a combination of the following actions may be used, not necessarily in the order listed:

1. Teacher warning/Parent phone call
2. Teacher/Student/Parent Conference
3. Community Service
4. Counselor Intervention
5. Office Referral
6. Confiscation of Technology, Loss of Technology privilege.
7. Cafeteria Isolation/Lunch Detention
8. Loss of school privilege (dance, activity, field trip etc...)
9. Detention
10. In School Alternative Program (ISAP)- Cross Team or School (**See ISAP Notes**)
11. Suspension

12. Court Involvement
13. Recommendation for Expulsion or placement at the alternative school
14. Arrest

If your student is suspended, projects or homework assigned prior to and during suspension shall be accepted for credit. Students shall be responsible for submitting assignments due during the time of the suspension. Long term projects assigned during the suspension and due at a later date shall be accepted. Work assigned and due during suspension will be accepted. Students have the number of days of the suspension, plus one (1), to make up for the work missed, unless additional time is allowed by the teacher. It is the responsibility of the student to request the work/assignments.

***Any student receiving an office referral the day of a scheduled dance will not be allowed to attend the dance.**

Please note: Intentional Destruction of property: Students will be **financially responsible** and incentives can be withheld if a student/family member vandalizes any school property or property not belonging to themselves. **Refer to the District Code of Conduct for more specific information and possible consequences.**

BARK & Monitoring Systems: BCPS employs the BARK program and Go Guardian to protect students while online using technology. BCPS administrators are notified of questionable activity through BARK, and teachers monitor daily use of technology during class with GoGuardian. Please make sure your student knows these are **not** personal devices. Inappropriate use of technology can result in loss of computer privileges for up to 30 days.

Technology Violations may include:

1. The altering/erasing of school or another student's software, information, or files.
3. Attempting to access inappropriate or unapproved websites on the Internet.
4. Altering the coding of websites or programs.
5. Streaming music, playing games or any other non-academic activity.
6. Continued violation may result in permanent loss of Internet access.
7. Any Internet activity whether posted from school or any other location that materially or substantially disrupts the educational process may result in disciplinary and/or legal action.

In-School Alternative Program (ISAP)

It is a priority of the Bullitt County Public Schools to provide our students with a safe and orderly environment. Students are taught behavior expectations for their school and provided recognition and praise for appropriate behavior. Behavior expectations are also reinforced throughout the school year.

For students who do not respond to the behavior expectations appropriately and create a disruptive or unsafe environment, state statute allows for the immediate removal of **disruptive students** from the classroom. We have included this information to explain the use of ISAP and other consequences as they relate to student behavior and discipline. **Students will use materials provided by the district while in ISAP to assist in reteaching expectations.**

Take the time to review this information with your child and support the efforts of the school to provide a SAFE and ORDERLY learning environment, which allows all children to achieve and succeed.

ISAP Classroom Set-Up

- A Chromebook will be given to students to use if needed.
- ISAP students will be isolated in a classroom away from other students
- There will be no talking, sleeping, or disruptive behavior allowed.
- ISAP students will be responsible to complete daily work as assigned by their classroom teacher
- ISAP students will be under constant supervision and will be isolated for lunch
- Failure to comply with ISAP rules may result in additional consequences
- When classroom work is completed, students will be assigned additional work by the tutor
- Students will have designated times for the restroom and they will be escorted in the hallways as they travel to the restroom.

ISAP programs may be used for the immediate removal of disruptive students. School administrators will determine the disruptive nature of any reported behavior. Any behavior that takes the teacher away from the task of teaching may be disruptive. Insubordination or disrespect of a faculty member would be examples of behavior that is disruptive to the learning environment.

CONTRABAND & SELLING AND SOLICITING

Items brought to school that are disruptive to the educational environment may be confiscated by a staff member. School personnel are not responsible for lost or stolen goods. Students may NOT buy and sell goods at school of any sort, unless they are participating in a school approved fund raising event.

CELL PHONE VIOLATIONS ~ Cell Phones are to be off and in student lockers.

Office telephones are for emergency use only, such as illness. Students must leave a message for their parents when they call if they do not answer. Calling parents/guardians to go home with a friend, remind them of activity times or to bring forgotten items to school is **not** an emergency. Students must have permission from the office in order to use the phone.

*Students are not allowed to display or use cell phones or other personal electronics during school hours. **Devices should be turned off and kept in the locker.** Student cell phones will be confiscated by the teacher/administrator and returned as stated if out during school day. The confiscated device will remain in possession of the school until returned to the rightful owner according to school policy:*

1st offense - Returned to the student at the end of that school day.

2nd offense - Returned to the student at the end of next school day.

3rd offense - Returned to the parent/guardian at the end of next school day.

4th offense – Returned to parent/guardian after student serves detention.

5th offense - Returned to parent/guardian at the end of the school year.

There is to be no photography or videography taken during school hours unless approved by the principal per BCPS Policy.

DRUGS, ALCOHOL AND TOBACCO PRODUCTS

Students shall not possess, smoke, or use tobacco products at school, on a school bus, or any school-related activity on school grounds. Nor shall any students possess, smoke, or use tobacco products (and lighters), including e-cigarettes or other vapor products at any school-sponsored or endorsed activity while said student is a participant in such activity. Violation of this policy will result in ISAP along with participation in a tobacco education program. Items will be tested for THC and then properly disposed of. They will **NOT** be returned. Drugs and Alcohol possession or under the influence, will result in suspension, requirement for a drug/alcohol assessment from an outside agency, and possible expulsion from school. Selling or giving said items constitutes trafficking and could result in all of the above and arrest, with possible expulsion etc. **Refer to the District Code of Conduct for more specific information and possible consequences.**

SEARCH AND SEIZURE

Bullitt County Board Policy 09.436

If the school has probable cause to search students for items that may cause disruption or harm to self or others the school has the right to search belongings. This will be done respectfully. School property, such as lockers, desks, and network systems, technology resources and accounts owned or supplied by the District are jointly held by the school and the pupil. School authorities have the right to conduct general inspection of all such property and resources on a regular basis. During these inspections, items which are school property, such as overdue library books, may be collected. Students should not expect privacy for items and information left in such locations. A single desk, locker or a technology resource/account may be searched if reasonable grounds exist to believe that evidence of a violation of the law or a school rule is contained therein.

The School District does provide random checks of schools with trained dogs to check for illegal items (i.e.; weapons, drugs, etc.) or other possessions reasonably determined by proper school authorities to be a threat to the pupil's safety or to other's safety and security. These items may be seized by school officials and local law enforcement will be contacted.

Items which may be used to disrupt or interfere with the educational process may be temporarily removed from the pupil's possession by a staff member. Such items may be returned to the pupil by the staff member or through the Principal's office. All items which have been seized shall be turned over to the proper authorities or returned to the true owner.

WEAPONS

WEAPONS and look alike weapons are strictly prohibited on school property including bus stops, buses etc. Violation of this policy by students shall require that the Principal immediately make a report to the Superintendent. Any student who brings to school any deadly weapon, destructive device, or booby trap device shall be referred to the criminal justice or juvenile delinquency system, in addition to any other penalty set forth herein. In addition, when they have reasonable belief that a violation has taken place, principals shall immediately report to law enforcement officials when an act has occurred on school property or at a school-sponsored function that involves student possession of a firearm in violation of the law or assault involving the use of a weapon. Violations by visitors shall be reported immediately to a law enforcement agency. Refer to the District Code of Conduct for more specific information and possible consequences.

COURT INVOLVEMENT

If a student becomes so disruptive that s/he is preventing other students from learning, or becomes defiant with school staff and administrators, the principal may file a "beyond control of school" complaint with the court-designated worker (CDW). If the complaint is accepted, the student will be placed on a diversion program to help them improve and avoid further action by the Juvenile Court Judge.

Kentucky Revised Statutes define abuse of a teacher as any action that prevents a teacher from executing their duties and undermines the normal discipline of the school. **Extremely disrespectful behavior toward a teacher, including, but not limited to, cursing, threatening, or harassment of a teacher, will be considered cause for abuse of a teacher charges to be filed against that student.**

TRANSPORTATION

Please follow the BCPS Transportation Facebook page and make sure you have downloaded the new BCPS app so you can receive notifications of bus changes or outages. Below are the links to the district website and information.

- [Stop Finder](#)
- [Bus Expectations](#)
- [Bus Rules](#)
- [BCPS Transportation on Facebook](#)

Riding the bus is a privilege not a right. The school system is not required to have transportation for students, it is our pleasure to help provide that much needed ride to and from school, but students must understand it is a privilege. All students must continue to follow school expectations while riding the bus in order to keep everyone safe. Stay seated, Keep hands and feet to yourself and inside the bus, be polite and respectful, follow all district rules and policies linked below. Please know your privileges of riding the bus can be withdrawn.

For safety reasons pupils shall not:

- Tamper with the mechanical equipment, accessories, or controls of the bus.
- Place anything on the floor of the bus, i.e. musical instruments or gym bags (these must fit in your lap)/.
- Transport prescription or over-the-counter medication on the bus.
- Transport balloons, glass containers, skateboards or pets on the bus.
- Carry anything on the bus that cannot be held in the lap of the student.
- Obstruct aisles in any manner.
- Passengers shall not bring any item on the bus that might block the center aisle, step well, emergency door, entrance door, or any windows that would be dangerous in case of collision or that would present an additional fire hazard, or that would take up needed pupil seating space.

Students are NOT to eat or drink anything on the bus. The bus driver will have you empty any food, cups, cans, bottles that you have with you before you get on the bus. They will confiscate any food or drink you pull out of your bag while on the bus. When it is extremely hot outside, bottles of plain water with screw on lids may be had. If water is being thrown, that student will receive consequences.

Cell phones are at the discretion of the bus driver, however at NO time are you allowed to take videos or photos of ANY student on the bus, even with their permission. Music is only allowed if you have earphones/earbuds and the volume is down. You are not to show your phone to any other student on the bus.

The bus driver shall discharge all pupils at their regularly scheduled stops only, except with written authorization from the Principal to discharge a pupil at another location, which requires a written authorization from a child's parent turned in to the office prior to the student getting on the bus.

School Bus Rules

At the beginning of the school year students are given a form that lists the rules to follow when riding a school bus in the discipline code of conduct handbook. Students and parents/guardians are required to electronically sign the handbook while doing yearly online registration which indicates an agreement to read and follow bus rules, in addition to the other guidelines in the discipline code of conduct handbook.

Boarding the Bus in the Afternoon

In the afternoons, students should walk directly to the bus or bus waiting area as instructed.

IF A STUDENT IS REQUESTING TO RIDE A DIFFERENT BUS OR GETTING OFF AT A DIFFERENT STOP ON THEIR NORMAL BUS, S/HE MUST BRING A NOTE FROM PARENT/GUARDIAN STATING THE REASON CAUSING THE CHANGE IN BUSES.

If a parent is calling the school to make a change in transportation for their student THEY MUST DO SO BEFORE 2:30 PM and they MUST provide the passcode to the office staff that was given on the access code form at the start of the year. The note must include the student's first and last name and a phone number that we can call to verify the change. This policy is in place to insure the safety of the individual student. **Signed notes may be emailed to the school jennifer.vittitoe@bullitt.kyschools.us**

Car Riders and Walkers

Students who are picked up or who walk home on a daily basis must have an authorization form on file in the office. These students will go to the Cafe at the end of the day to be escorted to the car rider lines. Students will wait and follow all instructions of the adults. We ask that if you are dropping off or picking up your student that you pay close attention to those directing traffic. If a student is a walker, they must have a note on file in the office that the parent gives permission for their child to walk home.

HARASSMENT/DISCRIMINATION

Bullitt County Board Policy 09.42811 (See full policy online)

Harassment/Discrimination is unlawful behavior based on race, color, national origin, age, religion, sex or disability that is sufficiently severe, pervasive, or objectively offensive that it adversely affects a student's education or creates a hostile or abusive educational environment.

Harassment/Discrimination is prohibited at all times on school property and off school grounds during school-sponsored activities. This prohibition also applies to visitors to the school who may come into contact with employees and students. (Acts of harassment/discrimination based on sex may be committed by persons of the same or the opposite sex.) District staff shall provide for a prompt and equitable resolution of complaints concerning harassment/discrimination.

Students who engage in harassment/discrimination of an employee or another student on the basis of any of the areas mentioned above shall be subject to disciplinary action including but not limited to suspension and expulsion.

TITLE IX NON-DISCRIMINATION STATEMENT

In accordance with Title IX of the education amendments to the Civil Rights Act and Section 504, Public Law 9312, the Bullitt County Board of Education and Bernheim Middle School do not discriminate on the basis of race, color, national origin, sex, or handicap in the educational programs or activities it operates and it is required by Title IX and Section 504 pursuant to regulations not to so discriminate. Jesse Bacon, Superintendent, 1040 Hwy 44E, Shepherdsville, Kentucky, phone number 869-8000, has been appointed to coordinate efforts to comply with Title IX and Section 504 and persons having questions concerning the act should direct them to Jesse Bacon at the address and telephone number herein listed.

RELEASE OF STUDENTS AND STUDENT INFORMATION

Bullitt County Board Policy 09.12311

The Board shall release the student or information concerning the student to a parent, guardian, or individual acting as a parent of a student in the absence of a parent or guardian unless the school has been provided with evidence that there is a state law or court order governing such matters as divorce, separation

or custody, or a legally binding document which provides instruction to the contrary. Release of the student or information concerning the student to a single parent or a divorced/separated parent will be accomplished according to the following procedures: Unless the school has been informed and given evidence of state law or court order concerning the status of the student; 1. Both parents shall have equal access to any information concerning the students. 2. Both parents shall have the right to release the student under their care.

Bernheim Middle School 2024 - 2025 Student Dress Code

A student's personal appearance should support a positive and productive learning environment.

● Shirts/Dresses

- Must have sleeves
- Must come below waistband of pants
- Must be appropriately buttoned at all times
- Tank tops, strapless, off the shoulder tops and dresses, or see through tops may not be worn.
- No cleavage, bellies or backs showing.
- Dresses must be of appropriate length, **fingertip length or longer**

● Coats/Jackets

- Light-weight jackets and "zip-up" hooded sweatshirts may be worn during school hours.
 - Large, bulky, heavy coats must remain in student lockers.
 - Questions as to what is a "coat" or "jacket" will be determined by school administration as necessary.

● Pants / Shorts / Cargos/Skirts / Capris

- Denim, khaki material/uniform style, and dress slacks may be worn.
- Shorts, skirts, dresses **fingertip length or longer**
- Athletic pants/shorts and sweatpants may be worn.
 - No words printed on the seat of pants and no rolling of the top of pants.
- Leggings and leggings style athletic wear are **not** allowed to be worn as the primary outer garment.
 - May be worn under appropriate length clothing, **fingertip length or longer** (skirts, dresses, shorts)
- Pants must be worn at the waist.
- Pajamas and swim trunks may **NOT** be worn.
- Clothing is to be free of excessive holes, tears, and frays, if not free of these, leggings **MUST** be worn underneath the pants.

● Shoes

- All shoes that are made to have shoe strings must be tied and secured appropriately.
- House shoes and shoes with wheels ("heelys") may not be worn.
- Shoes/heels need to be of a reasonable height

Additional Clarification:

- Clothes must be appropriately sized for the individual.
- Clothing with profanity, obscene language/slogans/pictures, promoting violence, drug/alcohol/tobacco usage, or hatred toward others in any way is not permitted. Items and/or clothing displaying the Confederate flag are not permitted.
- Coats, purses, sling bags, lunch boxes and backpacks must stay in lockers.
- Hair accessories serving a functional purpose are acceptable (no bandanas, cat ears etc)
- Only ear and nose piercings are allowed - however they may not use chains on these piercings as accessories for safety reasons.
- No hats or hoods are to be worn in the building.
- No jewelry, hair styles, fashion, etc. that would be deemed inappropriate, potentially disruptive, or dangerous. Large chains hanging from pants are a safety concern and not allowed. Body graffiti of any kind is not permitted.
- Students are expected to dress up for certain field trips throughout the year as well as 8th grade promotion. Students are to wear nice dresses, skirts, slacks and blouses that meet the regular dress code requirements or they can wear trousers or slacks and collared shirts; ties are preferred with button up shirts. If for a field trip notification will be sent home with the permission slip.
- The BMS Dress Code must be followed in PE and on special activity days such as Field Day, 8th grade Challenge, and field trips.

The dress code is there to help keep a student friendly professional learning environment in place while still giving room for students to be unique individuals and comfortable. We try to avoid consequences for dress code violations and work with the students. Our goal is to keep all students in class. Generally students are reminded about dress code violations for the first offense, however when students choose to **not** comply with the dress code consequences may include, but not limited to, verbal or written warning, parent phone call, administrative conference, detention, and/or ISAP.

Administration has the last word in all dress code matters.

Bullitt County Board Policy 09.427 (See Board Policies on Regarding Dress Codes BCPS Website, Each school sets their own)