

GRAY MIDDLE SCHOOL

10400 U.S. 42
Union, KY 41091
(859) 3845333
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Students, their parents, and employees of the Boone County School System are hereby notified that this school district does not discriminate on the basis of race, color, national origin, age, religion, marital status, sex, or handicap in employment, educational programs, or activities as set forth in Title IX, Title VI, and Section 504. Any student, parent, or employee, who feels that he/she may have been discriminated against or denied an opportunity in education or training because of their race, color, national origin, age, marital status, sex, or handicap, has a right to file a formal complaint.

For additional information, contact the Boone County Board of Education at:

8330 U.S. 42
Florence, KY 41042
(859) 283-1003

EQUAL EDUCATIONAL AND EMPLOYMENT OPPORTUNITIES

MISSION STATEMENT

Through a focus on Academics, Relationships, and Service, Gray Middle School is committed to making the middle school experience meaningful for all students.

We believe:

1. All students can learn.
2. Data should inform instruction and curricular strategy.
3. A positive and proactive learning environment minimizes academic and behavioral underperformance.

School Colors and Mascot

The official school colors are gray, navy blue and red orange. The choice of these colors and mascot reflects the majority opinion of the Gayle H. Gray 1994-95 student body that nominated and made these selections.

FROM THE PRINCIPAL

Welcome to Gray Middle School. As your Principal, I am extremely proud, thankful, and excited to be a part of the Gray Middle School staff. I hope you feel welcome as a new student or energized and ready to lead as a returning student. I know I am! Over the course of the year, you will have opportunities to grow academically, socially, physically, and emotionally. Middle school can be a challenging time as you will have the opportunity to be involved in new activities and meet new people. I hope each student here at GMS knows we have your very best interest at heart. Our faculty and staff have high standards and expectations that you will challenge yourself on a daily basis to become the best possible person that you can be. We recognize that mistakes will be made, myself included. Know that the learning process involves mistakes along the way. Never be afraid to come to someone for support. I hope each student here is able to find someone that you can confide in and know that he or she is always here to support your overall well-being. My goal is that outside of academics, you are involved in some sort of extracurricular activity. I am a firm believer that this will help your overall individual development. Like all things in life, there will be peaks and valleys. Embrace the challenges when they arrive and celebrate your successes when you achieve a set goal. Ultimately, enjoy your time at GMS! I can't wait to see you thrive.

SCHOOL CALENDAR

Aug.	13	Opening Day (Teachers Only)
	19	Students' First Day
Sept.	7	Labor Day (No School)
Oct.	9	Professional Day (No Students)
	12	Professional Day (No Students)
Nov.	23	Professional Development (No Students)
	24	Professional Development (No Students)
	25	Thanksgiving Vacation (No School)
	26	Thanksgiving Day (No School)
	27	Thanksgiving Vacation (No School)
Dec.	21	Winter Break Begins (No School)
Jan.	4	Students Return to School
	18	Martin Luther King Day (No Students)
Feb.	15	Presidents' Day (No Students)
March		
	12	Professional Day (No Students)
April	5	Spring Break Begins
	12	Students Return to School
May	18	Election Day (No Students)
	27	Students' Last Day (without snow days)
	28	Closing Day (Teachers Only w/o snow days)

***The State Mandated Testing dates for the 2026-2027 school year are TBA and usually take place within the last 3 weeks of school. All students need to be in attendance. PLEASE DO NOT SCHEDULE APPOINTMENTS DURING THE TESTING WINDOW. These dates are subject to change.**

GATOR STRONG

Gator Strong is designed to provide students with the time and support to acquire the necessary skills to perform at their highest academic level. In addition, we want to offer student enrichment activities so they can continue to grow academically. Gator Strong will take place in the middle of the day.

CHARACTER EDUCATION

On Monday of each week, students will have a Character Education lesson during their Gator Strong class. It will focus on topics such as anxiety, coping, relating to others, etc. This will be conducted school-wide with the objective to develop a sense of community and acceptance of all students.

2026-2027 CLASS TIMES

7:00 a.m.	School Building Opens
7:00 - 7:30	Arrival
	6th/8th grade in gym 7th grade in cafeteria
7:30 a.m.	Teachers on duty
7:35 a.m.	Students in classrooms
2:35 p.m.	Students dismissed

STUDENT SERVICES

Where to go for:

Absentee Notes	Mailbox on stage/front hall
Assistant Principal	Main Office
Broken Lockers	Head Custodian
Chromebook Issue	AV Room in Library
Free/Reduced Lunch	Main Office
School Counselors	Main Office
Illness at School	First Aid Room
Leaving School (with note)	Main Office
Leaving School (illness)	First Aid Room
Lost and Found	Racks in back Lobby
Lunch Charges	Cafeteria
Permission to Leave School	Main Office
Physical Forms for Athletics	Online/Coach
Schedule Change	Counselor
Stolen Property	Principal/Assistant Principal
Tardy Notes	Main Office
Testing Information	Counselor
Withdrawal from School	Office

GRADING

Progress reports are posted to the IC Parent Portal at the midpoint of each grading term. Report cards will be sent home with students at the end of the quarter. Parents are notified by email as these dates are coming due.

Effective July 1, 2017, Boone County Schools grading scale will be:

A	90-100
B	80-89
C	70-79
I	Incomplete*

*Below 70 is “I” for Incomplete until June 30 of the academic school year. Students with an “I” will be provided support by the school to remediate learning to reach a 70. If the grade is still listed as an “I” after June 30, then it becomes a failing grade.

Grading periods

1 st	August 19th	October 15th
2 nd	October 16th	December 18th
3 rd	January 4th	March 11th
4 th	March 12th	May 28th

Subject to change due to school closings

Honor Roll

At Gray Middle School Academic Excellence is recognized by an "All A "Honor Roll. The honor roll is based on each class grade as it appears on the report card - not the average of all the grades.

Cheating

Gray Middle School expects every student to complete his or her own work. Part of the maturation process is learning to accept responsibility. Cheating in any form is not acceptable.

Teachers have the responsibility and obligation to deal with these academic infractions within the framework of their classroom disciplinary procedures. Habitual violations may be brought to the attention of the GMS administration for further action.

High School Credit

High School credit will be earned by any student who obtains a "B" average or better in Algebra I, Geometry, Digital Literacy, or any other high school class. Algebra I, Digital Literacy, and Geometry taken in middle school do NOT count toward their high school GPA. Any classes taken in the summer between the 8th and 9th grade year DO count toward their high school GPA.

Extra-Curricular Eligibility

To be eligible to participate in athletics, a student must 1) have been promoted the preceding year; 2) must be passing weekly to continue eligibility. Each week on Friday, an eligibility report is run on the term grade. If a student is confirmed ineligible, the period of ineligibility runs from Monday thru Sunday. Students should not lobby teachers to enter a grade in order to make them eligible.

If a student becomes ineligible after making a competitive team, he/she will not be permitted to participate in games or practices until his/her grades are passing. Students suspended from school will not be permitted to participate in athletics in any manner until the suspension is lifted. Grades will be checked for any Boone County Board of Education approved sport, club, or activity that receives a sponsor allocation. These include but are not limited to: basketball, volleyball, cheer, dance, Academic Team, Student Council, Play, and High School sports. **Students who become academically ineligible on three (3) separate occasions can be dismissed from the program.** Students are only permitted 3 years of eligibility during the middle school years.

Per Boone County Schools Board of Education policy, any student participating in extracurricular activities must be present a minimum half (1/2) day of school the day of the activity (or the Friday before if the activity is on a Saturday) in order to participate.

All students participating on a sports team, including cheerleading and dance team are required to have a yearly KHSAA sports physical on file before participation is allowed.

The GMS SBDM Approved Extracurricular Programs Policy can be found on the GMS website.

POSITIVE BEHAVIOR INTERVENTION SUPPORTS (PBIS)

Students are offered the opportunity to be recognized with “positive GATORS” for going above the call of duty regarding respect, responsibility, and /or safety.

STUDENT DRESS CODE

The function of a school is that of an educational institution. No extreme or exaggerated fashion or form of personal appearance will be permitted to interfere with the educational process. School authorities may limit or prohibit any extreme type or style of student dress, personal appearance, or use of wearing apparel, which, in the judgment of school officials, is deemed unsafe or creates disruption to the learning process or educational routine. **It is solely the judgment of the administration and faculty with regard to appropriate dress.**

Students not complying with the school dress code will follow this protocol:

1. **Call home for a change of clothing or have the issue amended at school utilizing items on hand.**
2. **A warning will be issued to the student.**
3. **Detention for any further violations.**

The following items ARE NOT ACCEPTED:

- hats/bandanna
- coats/big, bulky items worn in the building. Must be held in locker.
- Any clothing that shows too much skin, is too provocative, and/or revealing in nature.
- No pajama bottoms of any kind
- Clothing displaying profanity, violence, weapons, controlled substances, sexually suggestive scenes, alcohol, tobacco, or suggests discrimination of any form or has the potential to incite social discord
- Hair color, style, or designs that is disruptive to the educational process
- Jewelry or ornamentation that is excessive, hazardous, or distracting to the educational process.
- No facial piercings.
- No large, cumbersome backpacks.
- Any other items the principal deems unreasonable or distracting will not be allowed.
- Volleyball shorts, spandex shorts, biker shorts

The following items ARE ACCEPTED:

- Cinch sacks, roughly sized 18in X 14in, bags will be kept in lockers during the school day.
- Shorts will be permitted from the beginning of school (August) until the beginning of fall break (October) and from the end of spring break (April) until the last day of school (May). Shorts **will not** be permitted from the end of fall break until the beginning of spring break.

CONDUCT

ACCEPTABLE CONDUCT BETWEEN STUDENTS

Conduct between students while at school should be such that neither students, faculty, and staff nor visitors are offended or embarrassed. Student relationships are a vital part of growing up and should be kept on a wholesome level at all times, especially at school. All students are expected to follow the Boone County Code of Conduct.

DAILY PROCEDURES

1. Students are expected to attend school.
2. Students should be in their assigned room at the designated time.
3. Students must remain in assigned areas on campus.
4. Students summoned from class must report directly to the appropriate office.
5. Scuffling, wrestling, or general horseplay is not permitted.
6. Students using or directing profanity, lewd or obscene language or gestures toward any staff member or student will be disciplined.
7. Students **MAY NOT** take food from the cafeteria nor have commercially prepared food. (i.e. Fast food)
8. Gambling is prohibited.
9. No weapons of any kind are allowed on school property.
10. Unless otherwise determined by administrative staff, days of suspension shall be considered unexcused,
11. Backpacks are not allowed to be carried during the school day. All backpacks must remain in the student's locker.
12. Students are responsible for picking up after themselves around their lockers, in the cafeteria, and around their desks in classrooms.

CLASSROOM COURTESIES

PBIS (Positive Behavior Intervention Strategies) is a culture at Gray Middle School. We believe that students should always strive to be **SAFE, RESPONSIBLE, AND RESPECTFUL** in all that they say and do here at school and more importantly in their daily lives. Regularly, students are reminded of the expectations adopted by our faculty and school family and that such behavior is expected in the classroom, hallway, restrooms, library, gym, outside on school grounds, while off campus at field trips/activities, and in the cafeteria. Our goal is that students internalize the expectations that will help them grow and mature into healthy, happy, contributing members of society. Each year we strive to have reward days for students who meet these expectations.

DUE PROCESS

- All students must be aware that lockers, desks, cabinets, closets, rooms, and other school buildings and facilities are the exclusive property of the Board of Education and may be searched from time to time to prevent violation of the student code of conduct.

- A search may be conducted by the principal/designee only upon a reasonable suspicion of violation of student code or state or federal regulations.
- A further search of the student's person, handbag, athletic bag, or clothing may then be conducted if a reasonable suspicion exists.

For a more specific list of guidelines, refer to the Boone County Schools Code of Conduct Handbook.

HARASSMENT

Harassment of **ANY TYPE** is prohibited by law and Boone County Board Policy. Additionally, harassment of a sexual nature toward teachers, students, or any person in the building at Gray Middle School is prohibited by a federal law. The Boone County Board of Education has a policy in effect to deal with such situations. Any incident of harassment of any type should be brought to the attention of the administration immediately. Since such charges are considered serious, false accusations may result in disciplinary action for the accuser.

DETENTION

School detention may be assigned by the classroom teacher and/or the administration Tuesday-Friday with parent notification. This supervised program is designed to remediate problem areas. Detention meets from 2:45 to 3:45 p.m. Students are required to take study materials that may consume the entire 60-minute period. Twenty-four (24) hour notice is normally given to the student prior to the assigned detention. Failure to keep detention will result in further progressive disciplinary action.

FRIDAY ALTERNATIVE TO SUSPENSION PROGRAM

The Friday Alternative Suspension Program will adhere strictly to procedures, and the student will be held accountable while serving his/her assignment.

PURPOSE: Friday Alternative Suspension Program provides a constructive and meaningful alternative to the standard out-of-school suspension.

HOURS: 2:45 p.m. – 5:45 p.m. *Students must report to Friday Suspension by 2:45 p.m. No student will be admitted after this time.* **PARENTS MUST PICK UP STUDENT PROMPTLY AT 5:45 P.M.**

LOCATION: Gayle H. Gray Middle School

PROCEDURE: The decision to assign students to Friday Alternative Suspension will be made by the building-level administrator. Teacher-monitors are assigned to the Friday Suspension program. Students must bring classwork and Chromebook in order to be admitted to Friday Suspension. This class work is the daily assignments a student would receive from his/her teacher during regular class attendance. There will be no extra class assignments made by teachers for the Friday Suspension Program. Students are expected to be actively involved with their class work for the duration of the Friday Suspension time. If no work is brought by the student, work will be given. A break will be coordinated by the staff monitor. Students will be released on an individual basis.

MISBEHAVIOR: Students asked to leave because of inappropriate behavior during Friday Suspension are automatically suspended. This suspension will remain in force until contact is made with a principal by the parent or legal guardian.

EXAMPLES of misbehavior while serving Friday Alternative Suspension include sleeping, talking, or other actions deemed inappropriate by the monitor. Transportation home from Friday Alternative Suspension program is the responsibility of the parents/guardians. The only valid reasons for absence from Friday Alternative Suspension will

be family death or emergency or an illness that has been verified by a doctor or dentist. Parents/Guardians are to notify the school directly and/or leave a message if the student is unable to attend Friday School. The Friday School will be served the following week.

REFUSAL TO SERVE - DISCIPLINARY ACTION:

Refusal to serve Friday Alternative Suspension as assigned or failure to attend without a valid reason will result in automatic suspension from school. The length of suspension will be determined by the principal and will be in force until contact is made between the principal and the parent or legal guardian.

MISCELLANEOUS

CLOSED CAMPUS

Gayle H. Gray Middle School is a closed campus. GMS does not permit students from other schools to visit during the school hours nor are non-GMS students allowed to attend regularly sponsored PTSO events unless specifically noted.

STUDENT FEES

Student fees will be determined by the Boone County Board of Education. Fees for the 2026-2027 school year are \$70.

EXTRACURRICULAR ACTIVITIES

Students are highly encouraged to participate in one or more of the many extracurricular activities offered. Students may request to form a new club and should see an administrator.

Extracurricular Activities may include:

Academic Team	
Archery	Marching Band (8 th grade only)
Art Club	Math Counts
Band	National Junior Honor Society
Photography Club	Intramural Basketball
PTSO	RYLE Athletics
Boys/Girls Basketball	
Cheerleading	Student Council
Chorus	Drama Club/School Play
Color Guard/Winter Guard	Volleyball
Dance Team	Yearbook

LOST AND FOUND

Lost and found racks are located in the back lobby. The school, however, is not responsible for the replacement of lost or stolen items.

CHROMEBOOK ELECTRONIC/MEDIA POLICY

Gray Middle School is striving to improve the educational technology within its curriculum. With this improvement comes the responsibility to protect any and all copyrighted educational materials.

It is against state and federal law as well as the Boone County Board of Education policy to copy, change, delete, compromise, or otherwise alter, for any reason, technological information or data.

Such action will be considered a serious disciplinary concern and will be dealt with by the Boone County Board of Education disciplinary procedures. These procedures may include suspension or expulsion from the Boone County School System.

- Students will be issued a Chromebook upon their arrival at Gray Middle School and will keep it with them through their time with us. They are to charge it with them each evening and take it to every class.
- Students will be responsible for their issued Chromebook and should report any problems or damage to the school immediately.
- While using their Chromebooks, students will continue to be responsible for following the Acceptable Use Policy.
- Students are permitted to check out Chromebooks in the morning if they leave their Chromebook at home. There are 30 devices available for students on a first-come first serve basis. Acceptable use and proper care apply. All Chromebooks are subject to review upon return.

TELECOMMUNICATIONS POLICY

While on school property or while attending school-sponsored or school-related activities, whether on or off school property, students shall be permitted to possess and use personal telecommunications devices as defined by law and other related electronic devices provided, they observe the following conditions:

1. Devices shall not be used in a manner that disrupts the educational process, including, but not limited to:
 - Poses a threat to academic integrity, such as cheating,
 - Violates the confidentiality or privacy rights of another individual,
 - Is profane, indecent, or obscene,
 - Constitutes or promotes illegal activity or activity in violation of school rules, or
 - Constitutes or promotes sending, sharing, or possessing sexually explicit messages, photographs, or images using any electronic device.
2. Unless an emergency exists that involves imminent physical danger or a certified employee authorizes the student to do otherwise for a specific instructional/curricular purpose, devices shall be turned off and operated only before and after the regular school day.
3. When students violate the prohibitions of this policy, they shall be subject to disciplinary action, including losing the privilege of bringing the device onto school property and being reported to their parent/guardian. A violation also may result in a report being made to law enforcement. In addition, an administrator may confiscate the device, which shall only be returned to the student's parent/guardian. Unauthorized use of Telecommunications Devices by students shall result in the following consequences:
 - a. 1st Offense → item confiscated → device delivered to the office by the teacher
→ Student may pick up device from office at end of the day.
 - b. 2nd offense → item confiscated → parent picks up device during school hours
8:00 am - 3:00 pm
 - c. 3rd offense → item confiscated → detention assigned and parent pick up device
 - d. 4th offense → item confiscated → student delivers device to office each
morning to be held during school day. Student may pick up device from office at
the end of each school day for the remainder of the year.

* All other violations and/or modifications of the Telecommunication Policy will be handled on a case-by-case basis, depending on the circumstances of the issue as deemed by the administration.

4. Students are responsible for keeping up with devices they bring to school. Gray Middle School shall not be responsible for loss, theft, or destruction of devices brought onto school property.
5. Chromebooks – student issued devices and its accompaniments are the property of the Boone County Board of Education and shall be treated as such. Any damage to a BC Board owned technology device is the responsibility of the student/parent to repair/replace. Students who check out Chromebooks to use at home are subject to the same Acceptable Use Policy – failure to abide by this policy from home or while at school may eliminate a student's opportunity to use a district device or the district network. Students shall not utilize a telecommunication or similar electronic device in a manner that would violate the District's Acceptable Use policy or procedures or its Code of Acceptable Behavior and Discipline.

INFINITE CAMPUS PARENT & STUDENT GRADE PORTAL

Gray Middle School is pleased to be able to provide you and your student with Internet access to much of your child's school information through the parent or student grade portal.

LOCKERS

Lockers will be issued to students by their teachers. Students may use a **combination lock** on their locker. Students must present the combination to the front office. A copy of the combination will be kept on file in the office for emergencies. Students are not permitted to claim unassigned lockers or place locks on any locker but their assigned locker. It is very important that students not bring valuables to school or leave money or other valuables in the locker. **DAMAGE OR THEFT OF STUDENTS BELONGINGS, INCLUDING SCHOOL TEXTS AND PERSONAL PROPERTY, WHILE IN A SCHOOL LOCKER IS THE RESPONSIBILITY OF EACH STUDENT. A STUDENT SHOULD NOT SHARE HIS/HER COMBINATION WITH ANYONE.** A student is responsible for any damage done to his/her locker during the school year. The use of a locker is a privilege. If stopping at a locker between classes causes a disruption in the educational process, a student's privilege to go to his/her locker may be revoked.

PROCEDURES

ANNOUNCEMENTS

Announcements of only school activities will be made in the morning and in the afternoon prior to dismissal. Students are expected to remain quiet and listen to all announcements. Every effort will be made to keep these brief and to the point. Time has also been provided to make emergency announcements at the end of the day.

BUS PROCEDURE AND BEHAVIOR

Student's bus responsibilities are as follows:

1. The privilege of students to ride the bus is contingent upon good behavior and observance of state law and policies adopted by the Boone County Board of Education. Drivers shall assign seats.

2. Students shall not deface the bus or its properties.
3. Students are not to use tobacco in any form, alcohol, indecent or profane language, or any controlled substance at any time while being transported on a school bus.
4. Students are not permitted to sit in the driver's seat or touch the controls at any time.
5. Students shall report to the driver at once any damage to the bus.
6. Students shall not throw wastepaper or other rubbish from the windows or onto the floor of the bus.
7. **Per the Boone County Board of Education transportation policy, there will be no bus passes issued to students for any reason. Students are to ride their assigned bus daily.**

Since the principal has the responsibility of maintaining discipline on all school buses, she/he is authorized to suspend bus riding privileges immediately for any student who is reported for improper behavior by the school bus driver.

Limited bus service occurs when driving conditions are such that travel on some roads may be dangerous. The bus driver will make arrangements with the riders on his/her route about the procedure to be used during inclement weather.

BUS ARRIVAL/DEPARTURE PROCEDURES

STUDENT ARRIVAL

Students are not to enter the school building before 7:00 a.m.

All students arriving at Gray Middle School prior to 7:30 a.m. are to report immediately to the designated area for each grade level. 6th/8th grade in the gym and 7th grade in cafeteria.

Under no circumstances is a student to be in the academic wing of Gray Middle School prior to 7:30 a.m. without the specific permission of a certified staff member.

STUDENT DISMISSAL

School is dismissed at 2:35 p.m. It is imperative that students move quickly to their lockers and then to the rear of the building to board buses or the front exit for parent pick up. **Students will be dismissed at 2:35 or when the buses from Ryle high school are en route to GMS.**

CAFETERIA PROCEDURE

At lunch, students are to proceed to the cafeteria in an orderly manner according to their schedule. Food and drink are to be consumed in the cafeteria only. Failure to comply will result in appropriate disciplinary action. Students are to use the cafeteria as a dining room. **Fast foods are not permitted to be brought in for students.** Home packed sack lunches are permitted.

Instructions to apply for free/reduced lunches are available in the office.

- a. Lunch charges may be obtained from the cafeteria.
 - b. A lunch charge **must** be paid before another charge is issued. 3 lunch charges are allowed per year.
 - c. Lunch charges should be paid the day following the charge.
2. Each student will be assigned a lunch account number. Students may prepay into this account with any amount that they desire.
3. Cafeteria equipment and utensils are purchased for your use in the cafeteria only. Remember, it is your school, please take pride in the way it is kept.
4. STUDENTS ARE NOT PERMITTED TO REMAIN IN THE CLASSROOM WHILE THEIR CLASS IS AT LUNCH.
5. During lunch students must:
 - Raise their hand to get out of their seat
 - Sit in their assigned location/seat
 - Obtain and use a hall pass to use the restroom
 - Clean up after themselves.
 - Students may lose the privilege of sitting in the cafeteria for noncompliance of these guidelines.

FIRST AID ROOM

The school first aid room (F.A.R.) exists for students who become ill during the school day and for emergency situations. Students needing to visit the F.A.R. should first obtain permission from their teacher. A student who misses class due to being “sick in the restroom” and who did not notify the classroom teacher, will be considered **unexcused** for the class absence. **Students should not text their parents to pick them up from school unless granted permission from the health clerk or nurse. This will result in a technology violation.**

MEDICATION FORMS & EXPLANATION

1. All medication including cough/throat drops must be kept locked up in the F.A.R. If it is necessary to carry/or transport an emergency medication by the student, a Medication Consent form must be completed and signed by the physician allowing the student to carry.
2. Medication can be brought in by the student but must be given immediately to the Health Clerk. Due to safety reasons, we are unable to send medications home with the student if they are a bus rider.
3. All medications must be in the original container with the prescription label affixed indicating name, medication, dosage, and time to be administered during the school day.
4. **Only a five (5) day supply of prescription medications can be kept in the F.A.R.** When the bottle is empty, we will send it home with the student to be refilled by parent.
5. A medication consent form is to be completed for all types of medication and is to be signed by the parent/guardian. All prescription medications must include a physician’s signature as well.
6. **Narcotics cannot be sent to school.**

Attendance Procedures

Students are expected to attend school regularly and arrive punctually each day. Consistent attendance is essential to a student's academic success and overall well-being.

Under Kentucky law, any student who has reached the age of six (6) but has not yet reached their eighteenth (18th) birthday, and who is absent from school without a valid excuse for three (3) or more events, or tardy without a valid excuse for three (3) or more events, shall be considered truant.

Additionally, any student enrolled in a public school who has reached the age of eighteen (18) but has not yet reached their twenty-first (21st) birthday and accumulates three (3) or more unexcused absences or three (3) or more unexcused tardy events shall also be considered truant.

A student who has been reported truant on two (2) or more occasions, **or any student who accumulates six (6) or more unexcused absences or six (6) or more unexcused tardy events**, shall be classified as a habitual truant.

Tuancy concerns shall be reported to the school principal and subsequently to the Director of Pupil Personnel (DPP). Appropriate action will be taken in accordance with Boone County Schools Attendance Guidelines, which may include referral to the court system pursuant to **KRS 159.150**.

Kentucky statutes governing compulsory attendance and truancy include **KRS 159.010 (Compulsory Attendance)** and **KRS 159.150 (Definition of Truancy and Habitual Truancy)**.

The 2024 Kentucky General Assembly enacted House Bill 611 (HB 611) to address student attendance concerns statewide. This legislation requires that any student in Boone County Schools who accumulates fifteen (15) or more unexcused absences be referred by the Director of Pupil Personnel to the County Attorney's Office. Chronic absenteeism can have a significant negative impact on a student's academic progress, as well as their social and emotional development. A student is considered chronically absent when the student misses **10 percent or more of the school year for any reason**, whether the absences are excused or unexcused.

Excused Absences and Tardies

An absence or tardy may be considered excused, as defined in Board Policy 09.123, for reasons including but not limited to:

- Death or severe illness in the student's immediate family
- Illness of the student
- Religious holidays and practices
- One (1) day for attendance at the Kentucky State Fair
- Documented military leave
- One (1) day prior to the departure of a parent/guardian called to active military duty
- One (1) day upon the return of a parent/guardian from active military duty
- Visitation for up to ten (10) days with a parent, de facto custodian, or legal guardian who is stationed outside the country on active military duty and granted rest and recuperation leave
- Participation in a page program of the Kentucky General Assembly

- Other valid reasons as determined by the school principal

Medical Excuses

Students who have medical appointments during the school day will be recorded with an unexcused absence until documentation is provided by a medical provider. Once appropriate documentation is received, the absence may be changed to excused if it meets district guidelines.

Written documentation from the medical provider must be received within ten (10) school days of the student's return to school in order to be considered excused. Medical excuses submitted after the five-day period will remain unexcused. Boone County Schools does not accept blanket physician notes that excuse unspecified or ongoing absences. When a student is absent due to a medical appointment or illness, the physician's note must clearly indicate the specific date(s) the student was absent.

Parent/Guardian Notes

A maximum of **eight (8) parent or guardian notes** may be used per school year. A parent/guardian note is valid for **only one day of absence, one late arrival, or one early dismissal**.

Once a student has used all eight (8) parent/guardian notes for the school year, any additional absences, late arrivals, or early dismissals must be supported by **documentation from a medical provider or other information requested by the school** in order to be considered excused. Otherwise, these events will be recorded as **unexcused**.

Parent/guardian notes **must be received within ten (10) school days of the student's return to school** in order to be counted as excused. Parent notes submitted after the ten-day period will remain unexcused.

The parent or guardian is responsible for notifying the school of the reason for a student's absence. If proper documentation or notification is not provided, the absence will be recorded as **unexcused**.

Once a student has been declared truant, **a doctor's statement may be required** in order for future absences to be considered excused, in accordance with school guidelines and School-Based Decision Making (SBDM) policy.

In accordance with **Boone County Schools Board Attendance Policy 09.123**, make-up work will be permitted **only for excused absences** and must be completed within the time frame established by the principal in accordance with school guidelines and SBDM policy. It is the student's responsibility to contact their teacher to obtain any missed assignments. Days missed due to suspension shall be recorded as **unexcused absences**; however, make-up of daily work may be permitted in accordance with school guidelines.

Attendance Letters

All students are expected to attend school on a regular basis and to be on time for classes to benefit from the instructional program provided. We want our students to develop desirable traits of punctuality, self-discipline, and responsibility. Employers hire and keep people that have these traits and the right attitude towards work. Boone County Schools (BCS) follows the requirements of Kentucky law regarding compulsory attendance for all school-aged students. BCS is committed to monitoring student attendance data and communicating with families.

BCS communicates with families regarding attendance through daily attendance notifications for unexcused absences and letters that are generated based on student attendance records. Personal contact with a student's parents/guardians will be established by the Director of Pupil Personnel (DPP) or designee upon notification in writing that the student has three (3), four (4), and six (6) unexcused absences or tardies. At such time "FINAL NOTICE" as per KRS 159.180 will be issued personally or by certified mail notifying the parent/guardian of said student's habitual truancy.

The goals of attendance letters are to inform parents of student attendance concerns, inform them on the importance of attendance, help them understand truancy and BCS attendance policies, and encourage communication between families and the school. BCS has many resources available for students and families needing support with attendance-related matters or barriers that are preventing attendance.

Please contact your student's school if you have any additional questions about attendance letters or need assistance.

No Pass/No Drive

The No Pass/No Drive Law (KRS 159.051) is a statute that results in the denial or revocation of a student's driver's license for academic deficiency or dropping out of school because of excessive or unexcused absences. Academic deficiency is defined as a student who does not have passing grades in at least four (4) courses, or the equivalent of four courses, in the preceding semester. A student is deemed to have dropped out of school when he/she has nine (9) or more unexcused absences in the preceding semester.

Educational Enhancement Opportunity (EEO)

Educational Enhancement Opportunity (EEO) In accordance with KRS 159.035 (2), up to ten school days may be used to pursue an educational enhancement opportunity determined by the school principal to be of significant value. These opportunities may include, but are not limited to, participation in an intensive instructional, experiential, or performance program in a core curriculum subject. To request an EEO please request a copy from the school or access it online at: EEO APPLICATION Once completed, please return it to the school principal for approval. A student receiving an excused absence with an approved EEO shall have opportunity to make up schoolwork missed and shall not have his or her class grades adversely affected for lack of class attendance or class participation due to the excused absence. Students are responsible for making up work missed during this opportunity.

Home Hospital Instruction

In accordance with KRS 159.030(2), before granting any student an exemption from compulsory attendance, the BCS require submission of satisfactory evidence in the form of a signed statement of a properly licensed physician, advanced practice registered nurse, physician's assistant, psychologist, or psychiatrist responsible for diagnosing and treating the child, stating that the diagnosed condition of the child prevents or renders inadvisable attendance at school and requires home or hospital instruction. If the condition is mental health related, then the signed statement shall be completed by a licensed physician, psychiatrist, psychologist, or physician's assistant described in KRS 202A.011 or an advanced practice registered nurse defined in KRS 314.011 and certified in psychiatric-mental health nursing. Because of such evidence, the BCS may exempt the student from compulsory attendance. Pursuant to KRS 158.033(4), eligibility for home or hospital instruction for students with disabilities shall be determined by the Admissions and Release Committee (ARC) and shall be provided pursuant to the Individualized Education Program (IEP).

WITHDRAWAL POLICY

Any student withdrawing from GMS must have a parent/guardian come to the office and fill out a student withdrawal form prior to the student's last day. **Records will not be released until the withdrawal form has been completed, books returned, and any fees/fines paid.**

FIELD TRIP POLICY

Gray Middle School highly encourages and promotes the use of Field Trips as an extension of the classroom. Since field trips are a school sponsored and district approved extension of the curriculum that may occur off campus, all Boone County Schools and Gray Middle Schools policies on behavior and attendance apply.

In addition, students who represent GMS off campus should behave in a manner that reflects positively on their community, their school, their parents/guardians, and themselves.

To this end, the following guidelines will be used to determine the viability of student participation in off campus field trips. Students who are not permitted to attend a field trip due to such exclusion shall be provided a similar learning opportunity within the confines of the regular school environment. Please reference the GMS SBDM approved Field Trip Policy on the GMS website.

*Overnight field trips that are Board Approved may have additional Board authorized requirements. Additional requirements must be submitted with the Field Trip Application to the Boone County Board of Education.

HOMEWORK POLICY

Homework will be used to increase students' opportunity to learn. It is completed outside the classroom and is intended to provide opportunities to practice skills, engage with information, and examine topics using varied learning styles. Homework assignments will include not only written assignments but also opportunities to take part in creative activities to gain real-world applications of learning. For more information, refer to the GMS SBDM policy.

Teacher Responsibilities

Teachers will:

- Make sure students understand this policy.
- Assign appropriate homework that is designed to support educational goals, such as reinforcing classroom instruction and providing practice, or preparing students for classroom discussion.
- Be aware of the idea that all students have other classes, so homework should be assigned with this in mind.
- Assess homework based on purpose (For example: if the purpose is practice, it will be assessed based on completion and feedback should be given to students on how to improve their efforts).
- Return homework in a timely manner providing students with instructional feed-back that focuses on learning targets.
- Ensure that students understand directions on how to complete homework and the purpose of the homework.
- Limit assigning homework or completion of classwork during school wide testing.
- Provide an outline to students that spells out their classroom policies and procedures.
- Attempt to collaborate with the grade level team so as not to overload students with homework and test preparation

Principal Responsibilities

The principal will ensure that:

- Policy is reviewed and placed in the student handbook.
- Ensure that homework is not used as a punishment.

Student Responsibilities

- Students are responsible for completing and turning in their homework and with support from their parents, and will be encouraged to:
- Write down assignments and due dates, ask questions, and select necessary books and supplies before leaving school.
- Choose a designated study or homework area.
- Plan the best time to complete homework.
- Complete work to the best of their ability which means attempting all work assigned.

Family Support

- Families will be urged to actively involve themselves with their children's homework by doing the following:
- Show an interest with questions about and comments on homework children bring home.
- Provide a suitable place to complete homework free of disturbances and provide necessary materials for students to complete work.
- Assist child with time management.
- Check to see if work is complete.
- Stay in close communication with teacher about instances of homework missing.
- Communicate with teachers about missing work when absences occur and follow the pre-arranged absence procedure when needed, as spelled out in online student handbook.

SCHOOL COUNSELING

The school counselor's offices are open daily from 7:30 a.m. to 2:30 p.m. Students may ask their teacher's permission to go to the Counselor's office. Students requesting an appointment to see the counselor will be seen as soon as possible.

LIBRARY

The library at Gray Middle School will be open daily from 7:35 a.m. to 2:30 p.m. Books may be checked out for a period of 3 weeks and may be renewed as needed. Lost/damaged books are the responsibility of the borrower and must be paid for in full.

TELEPHONE CALLS AND MESSAGES

Students will not be called from class to accept telephone calls. Messages will be delivered to students before the end of the school day. **Please make all transportation arrangements prior to coming to school.**

SAFETY ALERTS

Drills

Safety Drills are a normal part of the school experience and will be frequently conducted. Students are to follow the guidance of their teacher, move quickly to the designated location, take the drill seriously, and remain quiet. The following drills will be conducted throughout the year: Fire, Lockdown, Severe Weather, and Earthquake.

In case of severe weather conditions, a severe weather alert will be announced on the public address system. Specific directions for such alerts are posted in classrooms. Procedures for such emergencies will be practiced periodically.

VISITORS

All Boone County School Employees shall wear an identifiable badge while on campus. Any visitors coming to Gray Middle School shall report to the main office and have a visitor's pass provided to them. Students should never open an outside door to anyone.

DELIVERIES

Gray Middle School only allows drop offs to students for required medication or instructional necessities. Anything outside the permissible items requires consultation with an administrator.

SCHOOL BUILDING AND PROPERTIES

The construction of this beautiful facility was funded by and is maintained with Boone County tax money. Damage to the building, equipment, buses, books, and property must be paid for by the community. Help protect our school by refraining from damaging the property and reporting any such damage committed by others. Persons committing wanton acts of vandalism will be held accountable and prosecuted for these acts. Be proud of yourself and your school and take pride in helping the staff maintain our outstanding facility.

Please do not hesitate to contact Gray Middle School at 859-384-5333 with any questions or concerns. We look forward to a great 2024-2025 school year.