



**GRAVES COUNTY
MIDDLE SCHOOL**

**STUDENT
HANDBOOK**

2020-21
#FAMILY

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| 6 | 6 | 12 | 18 | 24 | 30 | 36 | 42 | 48 | 54 | 60 | 66 | 72 |
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| 12 | 12 | 24 | 36 | 48 | 60 | 72 | 84 | 96 | 108 | 120 | 132 | 144 |

STUDENT HANDBOOK 2020-2021

GRAVES COUNTY MIDDLE SCHOOL

625 Jimtown Road

Mayfield, KY 42066

Phone: (270) 674 or 328-4890

Fax: (270) 251-3693

This agenda belongs to:

Name

WELCOME TO GRAVES COUNTY MIDDLE SCHOOL

This handbook has been prepared by the staff of Graves County Middle School and shall be distributed to all middle school students. Each student and parent shall sign a statement, which is in the back of this handbook, verifying that he/she has been given a copy of this handbook. We provide this handbook to acquaint you with the rules and procedures that will enable us to operate smoothly and to maintain a safe and wholesome environment.

We constantly remind students at Graves County Middle School that it is not so much a matter of intelligence, but rather how hard you work that determines success.

ADMINISTRATION

Jonathan Miller – Principal

Lindsey Wilkerson – Assistant Principal

SCHOOL DAY

8:00 a.m. – 3:00 p.m. on regular school days.

GCMS VISION STATEMENT

We ensure that all students will obtain the life skills and knowledge to be successful in education and in life.

Our 5 Keys to Success
Relationships/Engagement/Teamwork/Believe/Effort

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**2020-2021
GRAVES COUNTY SCHOOLS
CALENDAR**

| DATE | EVENT |
|---------------------------|-----------------------------|
| July 31, 2020 | Professional Development |
| August 3, 2020 | Professional Development |
| August 4, 2020 | Professional Development |
| August 5, 2020 | Opening Day (Teachers Only) |
| August 6, 2020 | Students First Day |
| September 7, 2020 | Labor Day Holiday |
| October 5– 9, 2020 | Fall Break |
| November 3, 2020 | No School |
| November 25 – 27, 2020 | Thanksgiving Break |
| December 21 – Jan 1, 2021 | Christmas Break |
| January 18, 2021 | MLK Day - School Closed |
| February 12, 2021 | No School |
| February 15, 2021 | Professional Development |
| March 19, 2021 | Work Day |
| April 5 – April 9, 2021 | Spring Break |
| May 14, 2021 | Student's Last Day |
| May 17, 2021 | Closing Day (Teachers Only) |
| | |

Make-up Schedule:

This calendar is subject to change due to inclement weather, school activities, or any emergency that might occur. The following schedule will be used to make up days: Feb 12, May 18, 19, 20, 21, 24, 25, 26, 27, and 28. June 1, 2, and 3.

Parents/Guardians:

The passage of House Bill 475 during the 2006 regular session of the Kentucky General Assembly requires all local school districts that provide information at the beginning of the school year about immunizations, infectious diseases, medications or other school health issues to parents and guardians of middle and high school students (grades 6-12) to also include facts about meningococcal meningitis disease and recommendations from the Centers for Disease Control and Prevention regarding the same. The intent of the new law is to help Kentuckians become more aware of the causes, means of transmission, symptoms, treatment and prevention of this potentially fatal bacterial infection.

In compliance with this new state law, the Department of Education will also provide links to this information from its Web site at www.education.ky.gov at the beginning of the 2006-07 school year.

If you have questions on this matter, contact Paul McElwain at 502-564-5625 or via email at <mailto:Paul.McElwain@education.ky.gov>

MIDDLE SCHOOL CONCEPT

Based on sound educational research, we have conceived and constructed the Graves County Middle School. It is our belief that middle grade students have unique characteristics and needs that require a distinct educational program.

Using our MAP assessment, we are able to meet individual needs of students. Those who struggle in one area will get specific remediation strategies. Those who excel will be provided enrichment opportunities.

We hope to work closely with responsible parents and other members of the community. A school-based decision making council (SBDM) with parent representation is utilized. Parents are always welcome to visit the school and observe student progress and/or volunteer their time and expertise to enhance the academic programs.

CURRICULUM

The basic academic curriculum consists of math, science, reading, writing, and social studies. A practical living/vocational studies and arts/humanities curriculum augment these basic academic courses. Computer technology and physical education instruction is part of every student's studies. Students will have the opportunity to participate in band, choir, and/or strings. GCMS has gifted/talented and Special Education programs.

STUDENTS RIGHTS AND RESPONSIBILITIES:

The Graves County Schools' code of conduct describes standards which are important to the success of both learning and community life in our schools. For students to have a successful educational experience, they must understand that individual rights and responsibilities go hand in hand. This includes the responsibilities of following rules and respecting the authority of adults. These rights shall include but not be limited to the following.

STUDENTS HAVE THE RIGHT TO:

An education preparing the student to reach maximum potential for contributing to the individual's welfare and that of society.

Receive a free public education until they have either successfully completed a twelve-year program or reached the age of twenty-one, whichever comes first.

Freedom of speech and expression within judicial precedents.

Request an explanation of the purpose of rules; to suggest rules or changes in rules.

Due process, in regard to disciplinary action, including the right to hear charges, state his/her side, and to appeal decisions honestly believed unjust from teachers to principal to superintendent to the Board of Education, according to established procedures.

Protection of person and property to the fullest extent possible by the school.
Participate in all school programs and activities within the limits of the capabilities and the established standards without regard to race, creed, or sex.
Confidentiality of personal school records.

Receive academic grades based solely on academic performance.

Freedom of abuse and of threat of abuse by members of school faculty and administrative personnel.

STUDENTS HAVE THE RESPONSIBILITY TO:

Attend school regularly to take advantage of the opportunities offered by cooperating with those teaching, working at the job of learning and not to interfere with the rights of fellow students to an education.

Exercise courtesy and reason at all times, to accept just punishment, to avoid unreasonable appeals, and to refrain from making false accusations for petty or vicious reasons.

Refrain from acts or actions which would endanger self or others, including property, and to take those steps and precautions necessary to protect self and possessions.

Follow established procedures in requesting release of personal records to persons not legally entitled to such records without proper consent.

Maintain high standards of personal conduct and respect the rights of others and abide by regulations/rules of the school district.

Exhibit neatness and cleanliness of personal dress and hygiene.

PARENTS/GUARDIANS HAVE THE RIGHT TO:

Enroll students residing in the Graves County School District where they shall attend classes regularly and promptly with minimal interruptions.

Review the student's academic progress and other pertinent information, which may be contained in the student's personal records.

Expect the school to maintain high academic standards.

Address a question concerning their child to the proper authority and to receive a reply in a reasonable time period.

If there is any doubt about the certification or qualifications of a student's teacher, parents have the right, in accordance with state requirements, to request information relating to same.

PARENTS/GUARDIANS HAVE THE RESPONSIBILITY TO:

Instill in their children the values of an education, a sense of responsibility and a respect for authority.

Understand that unnecessary interruptions in the school are detrimental to the educational program of all students.

Be familiar with the education program and the procedures.

Inform children about the disciplinary procedures of the school and emphasize the importance of following same.

See that children attend school.

Check with the proper school officials regarding the facts of any situation that they might question and make every effort to support the efforts of school personnel.

Demonstrate respect for the teachers, administrators, and other school personnel at school related activities.

See that students exhibit neatness and cleanliness in their personal attire and hygiene and adhere to the school dress code.

TEACHERS HAVE THE RIGHT TO:

Expect all assignments, including homework, to be completed and turned in as assigned.

Experience safety from physical harm and freedom from verbal abuse.

Provide input to aid in the formation of policies that relate to their relationships with students and school personnel.

Take action necessary in emergencies to protect their own person or property or the person or property of those in their care.

TEACHERS HAVE THE RESPONSIBILITY TO:

Present subject matter and experiences to students and to inform students and parents or guardians of achievement or problems.

Aid in planning a flexible curriculum which meets the needs of all students and which maintains high standards of academic achievement.

Assist in the administration of such discipline as is necessary to maintain order throughout the school without discrimination on any basis.

Evaluate students' assignments and return them promptly.

Exhibit exemplary behavior in action and speech.

Exhibit neatness and cleanliness of personal dress and hygiene.

Maintain necessary records of students' progress and attendance accurately.

Follow and enforce rules and regulations of the Board of Education and/or school administration.

Care for the equipment and physical facilities of the school.

PRINCIPALS HAVE THE RIGHT TO:

The support of students, parents, and teachers in carrying out the educational programs and policies established by the school system.
Provide input for the establishment of procedures and regulations that relate to the school.

Experience safety from physical harm or verbal abuse.

Take necessary action in emergencies to protect their own person or property, or the persons or property of those in their care.

Suspend any student whose conduct disrupts the educational process.

Administer the school environment to provide the proper learning atmosphere.

PRINCIPALS HAVE THE RESPONSIBILITY TO:

Create and foster an atmosphere of mutual respect and consideration among pupils and staff members.

Administer discipline fairly and equitably, following the guidelines set forth herein, utilizing his/her best judgment.

Exhibit exemplary behavior in action, dress and speech.
Implement and evaluate all aspects of the educational program to improve learning and comply with policies, regulations, procedures, and laws of the district, state and nation.

EARLY ARRIVAL

Students should not be on the school grounds before **7:45 a.m.** There is NOT any supervision available until this time.

Bus Riders will be dismissed from the cafeteria at 7:45 a.m. to go to their lockers and first period class.

LATE ARRIVAL

Report to the office to obtain an admit slip which will be marked tardy unless a valid reason is presented by a parent.

EARLY CHECKOUT

Students are not allowed to leave the school grounds without permission of the administration. If it is necessary for a student to leave school during the school day, the parent/guardian must sign the student out in the office. Students will not be allowed to wait outside; they will remain in class until they are properly signed out. The parent/guardian must note the time the student leaves school and

purpose on the sign out sheet. Half-day absences are counted against the total number of excused absence days. No student will be allowed to enter school late or leave school early, on a regular basis, unless they have the approval of the Graves County Board of Education.

AFTER SCHOOL PARENT PICK-UP

Students who ride home with parents must be picked up each day prior to 3:30 p.m. If a student cannot be picked up by 3:30, arrangements must be made for the student to ride the bus home.

REGISTRATION

All students entering any Graves County school for the first time must furnish a birth certificate, social security number and evidence, from a licensed physician, showing the student has been immunized against diphtheria, tetanus, pertussis, rubella, and poliomyelitis. Forms may be obtained at your physician's office or at the Mayfield-Graves County Health Department. All students must have on file a current immunization certificate. Parents or guardian should sign a release form in order for the school to obtain records from the school previously attended.

TELEPHONES

All telephones in the school are business phones. Students and parents are encouraged to take the responsibility for making arrangements for their school and after school needs well in advance in order to alleviate the need for phone calls during the school day. Student access to phones will be limited to emergency situations only.

CELL PHONES/ELECTRONIC DEVICES

Cell phones/electronic devices may be appropriate for use during extracurricular activities, **but they are not appropriate for use during the school instructional day 7:15-3:00.** Ringing phones, text messaging, social media, and phone photography are disruptive to the instructional environment.

- Electronic devices should be secured in a purse, pocket or locker and the device must be turned off. **Placing the device on silent/vibrate is not acceptable.** "Forgetting" to turn the device off is not an acceptable excuse.
- Students are responsible for keeping up with the devices they bring to school. Graves County Middle School faculty and staff are not responsible for loss, theft or destruction of devices brought on school property
- Students shall not utilize a cellphone, or similar electronic device, that would violate the District Acceptable Use Policy.

Violation of the above policy will result in:

1st Offense – student is given the cell phone back at the end of the school day and parent contact will be made. Student is told on 2nd offense a parent has to pick it up.

2nd Offense – parent has to pick up cell phone and sign for it.

3rd Offense – parent has to pick up cell phone and sign for it. And student's cell phone privileges can be revoked up to 3 weeks

4th Offense – student's privilege of bringing the device onto school property may be revoked for the remainder of the year.

Other Electronic Devices

Possession of, or use of certain electronic devices is restricted. Such devices shall include but are not limited to bluetooth speakers, radios, audio recorders, paging devices, MP3 players, CD players, gaming devices, camera phones, digital cameras or other image capturing devices and others. Cell phones are permitted but must remain turned off during instructional hours. This includes cell phones, camera phones, digital cameras, or other image capturing devices.

Violations of this policy will result in the same discipline as the cell phone policy.

Filming/video recording with cell phone/Ipod/Ipad/etc. of any school activity that includes fighting or violence to be viewed by others, posted on social media sites or venues is strictly forbidden.

MEDICAL EMERGENCY PROCEDURES:

A full-time nurse is available for Graves County Middle School students who have a medical need arise during the school day. Students are required to see the school nurse before making contact with a parent or guardian to pick them up. If the school nurse feels it is necessary for a parent or guardian to pick the student up she will call at the appropriate time. Students who do not follow this policy will be marked with an unexcused absence. Students who accumulate 6 unexcused absences will be referred to the Director of Pupil Personnel for attendance problems.

If a student becomes ill and appears to need to go home, a parent/guardian will be contacted **by the school nurse**. When a student is injured on school property, the teacher or person in charge may render such aid as is advisable under the circumstances and within the limits of their knowledge. The principal and parents shall be notified as quickly as possible. If the parent is not at home or cannot be reached by phone or cannot pick the child up, then the child must remain at school. Under no circumstances will a student be taken home when the parent/guardian is not there. If a matter is particularly serious and the parent cannot be contacted, school authorities may take the student to emergency medical care.

NOTE: It is imperative that you provide the school with an emergency phone number. This should be a family member or relative you have indicated on your child's registration card. This person should be someone who knows how to get in contact with you at all times. Students who have a chronic illness or disability, which requires special treatment, should have such information on file in their cumulative folder.

MEDICINE DISBURSEMENT

Medication should be given at home when possible. Only when necessary should medication be given at school. Students should not have medication on their person at any time. Students on prescribed and/or over the counter medication, including aspirin/acetaminophen/ibuprofen, must give the medication to their bus driver if they ride the bus or to office personnel if transported by

other means. The medication shall be retained during the school day and administered by the principal's designee. No medication shall be kept at school for the purpose of administering to students unless the parent has brought the medication to school in the appropriate container accompanied by appropriate paperwork from the parent and physician. All prescribed medication shall bear the name of the student, the name of the medication, and directions for administration, and the name of the issuing pharmacy. Abuse of prescribed drugs/over-the-counter medication shall be considered in the same manner as illegally obtained substance.

Students with serious allergies or other serious health conditions may be permitted to self-administer a medication as provided in an Individualized Education Program, Section 504 Plan or Health Plan.

FLOWERS/GIFTS SENT TO SCHOOL

Flowers, balloon bouquets, etc. are discouraged from being sent to the school. The school will not be responsible if these items are lost or stolen. Students will not be given these items until the end of the day. Many of these items are not allowed to be transported home on the bus; **parents must transport those items home in their cars.**

STUDENT INSURANCE

The Graves County School District has purchased supplemental, accident insurance for all students at no charge. The insurance plan provides benefits for accidental injury while attending classes or during school sponsored and supervised activities. Student accident claim forms may also be obtained at the school. Additional twenty four hour coverage may be purchased for a fee. Brochures with all necessary information may be obtained at the school.

Specific Questions relating to the policy should be directed to John Roberts at Bob Roberts Insurance, 527 W. Main Street, PO Box 1177, Richmond, KY 40475. The agency's toll free number is 1-877-757-2581.

Payment of all medical/dental expenses incurred from accidents is made ONLY IN EXCESS over any family or employer group coverage or plan that must contribute its maximum before this coverage has any liability. This is a program of supplemental coverage designed to pick up eligible balances left by the family or employer group insurance or plan and if no other coverage or plan is available, to pay the medical/dental expenses incurred to the limits stated in the policy.

The insurance plan provided by the Graves County Schools does not pay 100% of all medical and dental expenses (See Limitations). Following is information outlining the benefits and limitations of the school purchased insurance plan. If you desire additional insurance coverage for your child(ren) we suggest you consider purchasing supplemental individual accident insurance.

BENEFITS

Benefits are provided for accidents for which medical treatment by a physician, surgeon, dentist, registered nurse, hospital services, ambulance service, or X-rays are rendered. The initial treatment must be rendered within 30 days of the date of the accident; benefits are limited to \$7,500,000 for treatment rendered within 2 years of the date of the accident. Coverage is underwritten by Nationwide Life Insurance Company. This policy pays costs which are not paid by other collectible insurance plans according to a schedule. The insured shall have free choice of a physician or hospital for treatment. If, however, an insured student has other valid coverage through another insurance plan (s) and does not choose a physician or hospital through the other plan, we will pay benefits as if the other plan's guidelines had been followed. (SEE LIMITATIONS BELOW).

LIMITATIONS--\$25,000 Maximum Medical Benefit
Deductible (\$0 per Insured per Injury)
Day Surgery (R & C to \$5,000 Max)
X-rays (R & C to \$500 Max)
MRI/Cat Scan (R & C to \$1,000 Max)
Hospital Room & Board, Inpatient Expense (R & C to \$5,000 Max)
Outpatient Hospital (R & C to \$1,000 Max)
Physiotherapy (\$40 per visit; Maximum of \$400)
Dental (\$500 per tooth Max)
Orthopedic Braces & Appliances (\$500 Max)
Prescription Drugs (\$100 Max per injury)
Orthopedic Appliances, Eyeglasses, Hearing Aids, Dental (R & C)
*Note: "R & C" means Reasonable and Customary.

Additional Death and Dismemberment Benefits are available. A schedule of those benefits will be provided from the district finance officer at (270)328-1544 for those who request that information.

PLEASE READ CAREFULLY:

You must indicate on the claim form, when submitting a claim, the name of your personal insurance company before benefits can be paid by this insurance plan. Failure to provide complete claim information will prolong payment of allowable benefits. Thank you for your cooperation with this.

SCHOOL SPONSORED ACTIVITIES

Students participating in any school function, regardless of time of day or day of the week, shall be under the direct supervision of a teacher, principal or other school personnel. All school rules and policies will be in effect. Student's good conduct off campus is important in building respect and approval from the community.

FIELD TRIPS

Transportation must take place in a District bus or other means approved by the principal or his designee. A member of the school faculty or administration must accompany students on all field trips. The student's parent or legal guardian must give written permission. Students may be charged a fee to cover cost of activities.

Teachers have the right to refuse to allow a student to participate based on discipline record, prior misbehavior on field trips or failure to maintain academic progress.

GRADE REPORTS

Students grade reports will be available every nine weeks indicating their progress in classes via a printed report card from Infinite Campus.

PROMOTION AND RETENTION POLICY

The decision relating to the promotion or retention of students rests with the teacher and/or the administration. Students may be "assigned" to a grade level based on the decision of the administration.

Promotion from any grades that require state mandated assessment is dependent upon satisfactory completion of all mandated assessment components.

CURRICULUM

The Program of Studies for Kentucky schools, Primary-12 provides administrators and teachers in local districts with a basis for establishing and/or revising their curriculum. The instructional program in grades Primary-12 should emphasize the development of students' ability to use knowledge rather than just possess it.

The instructional program's design should emphasize using subject matter to accomplish the six goals set forth in the Kentucky Education Reform Act. These goals are as follows:

1. Develop student's ability to use basic communication and mathematic skills for purposes and situations similar to what he/she will encounter in life.
2. Develop student's ability to apply core concepts and principles from mathematics, the sciences, the arts, the humanities, social studies, and practical living studies to situations and problems similar to what he/she will encounter in life.
3. Develop student's ability to become a self-sufficient individual.
4. Develop student's ability to become a responsible member of a family, work group, or community.
5. Develop student's ability to think and solve problems for both in school and out-of-school situations similar to what he/she will encounter in life.

6. Develop student's ability to connect and integrate experiences and new knowledge from all subject matter fields with what he/she already has learned (life-long learning skills).

The instructional program will include the principles of learning included in the Educational Reform Act of 1990. These principles are as follows:

A major focus on learning outcomes.

High expectations for all students.

An emphasis on what is most important to learn, performance assessment, holistic active learning using multiple senses and a variety of learning experiences.

More emphasis on cooperative/group learning, quality learning experiences and using real-life experiences as content for learning.

The curriculum in Primary through grade 12 will be aligned with core content as mandated by the Kentucky Education Reform Act.

LIBRARY SERVICES

The library will be opened at 7:45 a.m. and will remain open throughout the day (including lunch periods) until 3:00 p.m.

All books must be checked out at the circulation desk by the librarian, aide or student assistant. Books are checked out for two weeks. Students must pay for lost or damaged books. Fines and fees for late or overdue books may be assessed by the librarian. All reference books, magazines and newspapers must be used in the library. All books should be returned to the circulation desk for proper shelving.

Any student who seriously violates the library rules will lose privileges for a length of time determined by the principal and the librarian.

HOMEBOUND INSTRUCTION

All students in the Graves County School System (1-12) are eligible to be served when incapacitated and determined by a doctor to be unable to attend school for a period of time. Parents may contact Jennifer Smith, Director of Pupil Personnel, who then assigns the teacher to that student.

GUIDANCE SERVICES

One full time and one part time guidance counselor work with the students at GCMS. These basic services are provided by the counselors:

Information Service – providing educational, occupational and social materials to students and staff.

Guidance and Counseling Service – conduct individual and group counseling sessions with referred students, and students seeking help on their own, to address learning, social, emotional, and self-development needs.

Appraisal Service – Administer screening instruments and learning style inventories on referred students and then interpret test scores to parents, teachers, and students.

Referral Service – refer children with special needs to the proper agency within/outside the school.

Placement and Follow-Up – properly place each student within the school setting to best meet his/her individual needs.

GCMS has partnered with Mountain Comprehensive Counseling to provide additional counseling as needed...please contact GCMS front desk for additional details.

MIGRANT EDUCATION PROGRAM (MEP)

The Migrant Education Program serves students and families who have moved into Graves County School District within the last three years. Families must be engaged in agricultural or agricultural processing activities to qualify. The MEP combines resources and programs to help students and families remove barriers to education. This includes an on-site tutor to help students in need.

YOUTH SERVICE CENTER

The school-based Youth Service Center is designed to comprehensively coordinate the resources of communities to address the individual needs of children and their families. The program is a partnership of education and human service systems with its focus on early intervention and prevention. Through increased networking and collaboration of existing agencies and resources, centers facilitate the capacity and ability of children to learn.

LOCKED OUTSIDE DOORS

All outside entrance/exit doors will remain locked at all times. Students should not open the locked doors to strangers at any time. Students should notify a teacher or the office if they do not see a "Visitor" badge or a "Substitute" badge on an adult in the building.

ATTENDANCE POLICY FOR GRAVES COUNTY MIDDLE SCHOOL

All Graves County School District students are expected to be in attendance each day during which school is in session. However, if a student misses for one of the following reasons, the principal or designee may excuse that child for the absence and allow the child to make up any work or test, which was missed.

*Medical/Dental appointments that ABSOLUTELY cannot be made during out-of-school hours (1/2 day only).

*Personal illness and medical appointments.

*Emergency illness or death of an immediate family member.

*Court Summons—when student is subpoenaed by the court.

EXCUSED ABSENCE

The total number of days to be excused for the four reasons named above shall not exceed more than 10 school days per year. After 10 days of absences, for any reason (excused or unexcused), the student must present a doctor's statement for the illness or provide evidence of extreme emergency circumstances beyond his/her control. The doctor's statement shall specify the number of days for the student to be out of school. **During KPREP testing only a medical doctor's statement will be considered as an excused absence.**

School sponsored activities will be excused and will not be counted toward the 10 days per year. Students who attend these sponsored activities must present written permission from their parent/guardian to the principal/designee prior to the activity.

Death in the immediate family is an excused absence and will not be counted toward the 10 days per semester as stated above. Immediate family shall mean: mother, father, brother, sister, grandfather, grandmother, blood related aunts, uncles, nieces, nephews, or anyone living under the same household roof with the student. Absences for funerals other than the immediate family may be excused at the discretion of the principal/designee.

Parents must call the school between 7:00–8:00 a.m. (328.4890/674.4890) each day to report their child absent.

Voice mail may be used prior to this time (please call 328.4897/674.4897 Debbie Breedlove, Attendance Secretary).

Upon returning, after being absent, the student must bring a written note, signed by the parent/guardian stating the reason of the absence. The note shall contain the exact days/time of the absence and the cause/reason of the absence. This note will be given to office personnel.

If the student misses school because of a doctor, dentist or other medical appointment they must bring a note from the attending medical person or institution within five school days. Any student that returns without a note signed by the parent/guardian or failing to state above information requested shall be given an unexcused absence.

Excused Absence: School approves the cause/reason for the absence. The student is given the opportunity to make up work missed while absent. All work must be made up and it is the RESPONSIBILITY OF THE STUDENT to initiate whatever steps are necessary. The teacher is only required to provide opportunity for makeup work. Students will be held liable/responsible for all work missed and not made up in a reasonable time period (not to exceed 3 days). Any case with extraordinary circumstances would be considered on an individual basis by teacher and principal in regard to make up work.

Unexcused Absence: students with an unexcused absence may receive a zero for schoolwork missed. Students must still complete the assignment for content knowledge reasons. GCMS has a No Excuse policy for student work. All teacher assigned work is to be completed.

Tardiness to School: failure to be in any class on time without a valid excuse counts as a tardy. After the 3rd tardy, a student is subject to school discipline (ASD's, ISD's, Saturday School, Make-up time)

Parental permission to miss school does not mean the school will excuse the student's absence. Excused absences must comply with state law, Graves County School Board policy, and Graves County Middle School policy. When a student comes in late or leaves early and misses a class, **those absences will count against the 10 days per year total.**

TRUANCY

A student is habitually truant and legal charges may be filed against parents and/or student when six (6) unexcused absences or tardies occur during the year.

GRAVES COUNTY MIDDLE SCHOOL STUDENT APPEARANCE CODES

- I. The following appearance codes are designed to promote and heighten the educational atmosphere, as well as create a positive attitude of self-discipline for all students of the Graves County School System. Students shall observe modesty, neatness and appropriateness in clothing. A student is not appropriately dressed if he/she is a disturbing influence in class/school because of appearance.
- II. Dress
 - A. Prohibited clothing includes:
 1. Tube tops, strapless dresses, crop tops, net shirts, tank tops or any garment with excessive exposure such as low-neckline. (All types of tops, t-shirts, blouses, etc. must have sleeves and be of proper length to avoid any exposure of the stomach/back during normal school activities).
 2. Caps, hats, headbands, bandanas, etc. (includes sunglasses, unless prescribed by a physician).
 3. No apparel or accessory may be worn which contain logos, pictures or writing that:
 - A. Promote alcohol, tobacco, drugs, violence, or illegal behaviors,
 - B. Depict vulgar, obscene, sexual, or racial images,
 - C. Contain religious harassment, derogatory language, inappropriate innuendo, or profanity; or
 - D. Include any writing, symbol, illustration, name or sign of gang names or graffiti.
 - B. Proper footwear shall be worn at all times.
- III. Shorts/Skirts
 - A. Dresses/Skirts and Shorts for both males and females should come no higher than three inches above the knee in a normal standing position. The waistband shall be at the natural waist.
- IV. The following is prohibited: Distracting/extreme makeup or hair styles, looseness or tightness of clothing, jeans, shorts, or pants that are ripped or torn 3 inches above the knee and expose skin, clothing styles

- or colors that could be used to intimidate or conceal, chains that are excessively long or heavy, collars, jewelry, toys, etc. Items may be confiscated until picked up by a parent/guardian. Parents may be called to bring a change of clothes or pick up their child.
- V. Body piercing jewelry may be worn in the ear only.
 - VI. Dying, coloring and bleaching hair is acceptable so long as it is neat in appearance.
 - VII. Face paint is not allowed.
 - VIII. Hair should be kept neat in appearance so that bangs will not conceal the face.
 - IX. Any questions questions about dress code violations will be addressed by GCMS administrators/teachers.

BOOK BAGS

Book bags, gym bags, backpacks or any large tote bag should be kept in the student's locker during the school day. There will be a bag room that will be locked and off limits during the day school day for student use.

LOCKERS

Each student must use his/her assigned locker only. Locks will be furnished by the school if requested by parents and are the only type of locks allowed. Do not tape or post anything to the outside of lockers.

POSTING OF INFORMATION/EVENTS

All posting of brochures, posters, flyers, etc. in the building shall be pre-approved by office administrators. The posting of anything on walls should be limited to class projects, assignments, etc. and should be supervised by a teacher.

SCHOOL VISITORS

The Board encourages parents, professional educators, and others who have legitimate educational interests pertaining to the District's public school program to visit the schools. To ensure that school personnel are aware of visitors' presence, all visitors must report immediately to the front office upon entering the school and identify themselves, as well as declare their purposes for visiting. All visitors to the schools must conduct themselves so as not to interfere with the daily operation of the school program.

Due to privacy concerns, and except for emergency situations, personally owned recording devices are not to be used to create video or audio recordings or to take pictures except with prior permission from the Principal/designee and the affected individual(s). An exception may be made for events considered to be in the public arena (e.g. sporting events, academic competitions, or performances to which the general public is admitted) where the activity does not materially disrupt the event, prevent others from observing the event, or otherwise violate legal rights. School social events for students, activities sponsored by student clubs, and activities during the school day that are not open to the public are not considered to be in the public arena. Such devices include, but are not limited to, personal cell phones and tablets.

VISITORS

Students are not permitted to bring visitors to school (ex.: young friends that are in town visiting, etc). However, visitors making classroom presentations and parents/guardians are always welcome. Report to the office upon arriving and obtain a "Visitor's badge". At that time school personnel will provide further directions.

Parents wishing to help chaperone and supervise students on field trips, classroom activities, etc. need to fill out a Criminal Background Check form obtained in the office at GCMS. This form only has to be completed once; it is then filed for future use.

ASBESTOS INSPECTION INFORMATION

Graves County Schools conducted a complete inspection of its facilities on August 7, 1998 utilizing the services of Larron Laboratory, from Cape Girardeau, Missouri. The results of this inspection have been included in a management plan. This management plan is available in the administrative offices of the Graves County Schools (and the offices of each school) during normal business hours, without cost or restriction, for inspection by representatives of the EPA and the State, the public, including teachers, other school personnel and their representatives, and parents. The LEA (Local Education Agency) may charge a reasonable cost to make copies of management plans.

You as a parent are encouraged to examine the management plan that affects your child. The contents of the management plan and the recommendations made in it are available in the school office. The purpose of the Federal and State Regulation is to protect the health and wellbeing of all persons entering the buildings of this LEA for any reason. This LEA takes very seriously the recommendations made in the management plan, which has been approved by the (State Agency).

The person who is LEA trained to oversee asbestos activities and ensure compliance is Mark Rogers. As required Mr. Rogers is the single contact for the public to obtain information about asbestos-related activities in the Graves County Schools. You may reach Mr. Rogers at the Graves County Board of Education. Thank you for your cooperation and understanding.

The Asbestos Hazard Emergency Response Act (AHERA, Public Law 99-419) required the EPA to develop regulation which provides a comprehensive framework for addressing asbestos problems in public and private schools. This regulation requires all public and private elementary and secondary schools to inspect for friable and non-friable asbestos, develop asbestos management plans that address asbestos hazards in school buildings and implement actions in a timely fashion. This rule became effective on December 14, 1987.

HEAD LICE CONTROL

Screening for head lice may be conducted throughout the year. Parental consent is not required prior to screening. Screenings will be handled tactfully and sensitively and children found to have lice will not be made to feel guilty, ashamed or stigmatized. If a child is found to have head lice, parents will be

called to come to school. Parents will be expected to treat the child and to follow up with observation and treatment until condition is eliminated. Assistance in educating parents on treatment may be provided by the school and Family Resource Center.

SPECIAL EDUCATION

The Graves County School System ensures that all children with disabilities have available to them the variety of educational programs, services and curriculum as described in 704 KAR 3:303 that is available to children without disabilities.

The Graves County School System offers classes that are designed to meet the needs of students with disabilities. Programs are available within the district for students with learning disabilities, mental disabilities, developmental delays, emotional and behavioral disabilities, autism, speech/language disabilities, hearing impairments, health and physical disabilities, visual impairments, multiple disabilities, and traumatic brain injuries.

Teachers or parents may refer students by contacting the principal or guidance counselor at each school. A meeting will be held at the school to determine if a disability is suspected and if individual testing is needed. After written parental permission for testing is received, evaluations will be provided at no cost to parents.

The evaluations will be discussed at a meeting of the principal and/or guidance counselor, special education teacher, parent, regular education teacher, and other school staff as needed. This committee will review the evaluations and will determine if special education programming is needed. If the student is determined to need special education services an Individual Education plan will be written to outline specific goals for the student. Each student's special education program will be reviewed annually and re-evaluated every three years.

USE OF PHYSICAL RESTRAINT

KRS 503.110, Individuals with Disabilities Education Improvement Act and Section 504 of Rehabilitation Act of 1973 States the following:

All Graves County staff has been trained in the use of Positive Behavior Supports and this training is updated annually.

Employees may use within the scope of their employment, such physical restraint as may be reasonable and necessary to protect themselves, students, or others from imminent danger of serious physical harm. Every effort should be made to prevent the need for the use of restraint and seclusion.

- Schools will not use mechanical restraints to restrict a child's movement or use medications to control behavior (except when authorized by a licensed physician or health care professional.)
- Physical restraint or seclusion will only be used in situations where the child's behavior poses imminent danger of serious harm to self or others and when other interventions have been ineffective.
- These policies apply to all children

- When seclusion is used the child is under constant visual monitoring by school staff
- Behavior interventions are consistent with a child's right to be treated with dignity and free from abuse. Restraint will never be used for discipline or punishment
- Repeated use of restraint for an individual shall trigger a review of strategies currently in place and if appropriate revision of those strategies to address dangerous behavior.
- Teachers and staff are trained annually in the appropriate use effective alternatives to physical restraint and seclusion such as positive behavioral interventions, verbal de-escalation techniques and safe use of physical restraint.
- Policies regarding the use of physical restraint and seclusion are reviewed annually and documentation of those restraints is included in that review and is revised according to state guidelines.
- Parents are notified regarding the use of restraint in the school handbook and following use of needed restraint of their child.

CHILD FIND NOTICE

The Graves County School District has an ongoing “*Child Find*” system, which is designed to locate, identify and evaluate any child residing in a home, facility, or residence within its geographical boundaries, age three (3) to twenty-one (21) years, who may have a disability and be in need of Special Education or 504 services. This includes children who are not in school; those who are in public, private, or homeschool; those who are highly mobile such as children who are migrant or homeless; and those who are advancing from grade to grade, who may need but are not receiving Special Education or 504 services.

The district’s “*Child Find*” system includes children with disabilities attending private or home schools within the school district boundaries who may need special education services.

The Graves County School District will make sure any child enrolled in its district who qualifies for Special Education or 504 services, regardless of how severe the disability, is provided appropriate Special Education or 504 services at no cost to the parents of the child.

Children eligible for Special Education include those children with disabilities who have autism, deaf-blindness, developmental delay, emotional-behavior disability, hearing impairment, mental disability, multiple disabilities, orthopedic impairment, other health impairment, specific learning disability, speech or language impairment, traumatic brain injury, or visual impairment and who because of such an impairment need Special Education services.

Children eligible for 504 services include those children in a public elementary and secondary education program who have a current physical or mental impairment that currently substantially limits some major life activity which causes the student’s ability to access the school environment or school activities to be substantially limited.

Children eligible for the State-Funded Preschool program include three- and four-year-old children identified with disabilities and four-year-old children who are at-risk, as defined by federal poverty levels up to 150%. Preschool children eligible for special education must have an Individual Education Plan (IEP) instead of a 504 plan to receive State-Funded Preschool program services.

Parents, relatives, public and private agency employees, and concerned citizens are urged to help the Graves County School District find any child who may have a disability and need Special Education or 504 services. The District needs to know the name and age, or date of birth of the child; the name, address, and phone number(s) of the parents or guardian; the possible disability; and other information to determine if Special Education or 504 services are needed.

Letters and phone calls are some of the ways the Graves County School District collects the information needed. The information the school District collects will be used to contact the parents of the child and find out if the child needs to be evaluated or referred for Special Education or 504 services.

If you know of a child who attends a public, private or home school and lives within the boundaries of the Graves County School District, who may have a disability, and may need but is not receiving Special Education or 504 services, please call the school principal or send the information to:

Director of Special Education
Selise Ridolfi
Graves County Schools
270-328-1558

Director of Pupil Personnel
Christy Puckett
Graves County Schools
270-328-1566

“*Child Find*” activities will continue throughout the school year. As part of these efforts the Graves County School District will use screening information, student records, and basic assessment information it collects on all children in the District to help locate those children who have a disability and need Special Education or 504 services. Any information the District collects through “*Child Find*” is maintained confidentially.

Written *Policies and Procedures* have been developed which describe the District’s requirements regarding the confidentiality of personally identifiable information and “*Child Find*” activities. There are copies in the Principal’s office of each school, and in the Board of Education office. Copies of these *Policies and Procedures* may be obtained by contacting: Director of Special education at 270-328-1549. The District office is open Monday through Friday, from 8am. to 4 p.m.

The Graves County School District provides a public notice in the native language or other mode of communication of the various populations in the geographical boundaries of the District to the extent feasible. If you know of someone who may need this notice translated to another language, given orally, or delivered in some other manner or mode of communication, please contact the *Director of Pupil Personnel, the Director of Special Education or the Section 504 Coordinator* at the address or phone number listed above for the Graves County Schools.

CLOSED CAMPUS/LEAVING SCHOOL

Graves County Middle School does not allow students to leave campus, for any reason, without parental contact with the school administration and signing out in the office by the parent/guardian. Students may not be on the high school parking lot/campus, unless accompanied by their teacher or other adult school personnel. Students are not allowed to walk to GCHS unless accompanied by a coach/sponsor or has the expressed permission of GCMS administrators.

CAFETERIA AND SCHOOL NUTRITION PROGRAM

Every effort will be made to serve well-balanced, nutritious, and pleasing meals free of charge. Menus are planned county wide by the Graves County Board of Education School Nutrition Director. Lunches will be served on an offer versus serve basis. All students will eat lunch in the cafeteria, including those who bring their lunch.

Students consume all food and drink in the cafeteria. After completing their meals, students carry their plates/trays to the dishwashing area. Please do not throw silverware or glasses in the trash. Helping keep the cafeteria clean is the responsibility of every student. Students will remain seated in the cafeteria at their table until dismissed by the lunchroom monitor. Students may not seat more than six people per table and chairs may not be moved from tables. Students are not allowed to reserve chairs or tables for themselves or other students; seating is on a first come basis. Extra menu items such as meat, pizza, fries, etc. must be purchased when going through the line the first time.

GRAVES COUNTY SCHOOLS MEAL CHARGE POLICY

All parents shall be provided the written meal charge policy at the beginning of each school year or upon enrollment in the District for students transferring in mid-year. In addition, parents shall be advised of the available payment systems and meal prices.

The written meal charge policy shall be distributed to all school level staff including school nutrition employees in policy enforcement.

When a student accumulates more than ten (10) meal charges, the Superintendent/ designee shall initiate the established collection process to include notification of parents and appropriate follow-up. If parents have not contacted the Cafeteria Manager or submitted the amount indicated within ten (10) working days from the date of the final notice, the debt will be considered delinquent and may be directed to the Board Attorney.

Food Service funds may be used to collect delinquent meal charges.

Students shall not be permitted to charge a la carte items nor shall adults be permitted to charge meal or a la carte items.

ATHLETICS

Graves County Middle School offers an interscholastic athletic program, which includes: volleyball, football, boys basketball, girls basketball, cheerleading,

cross-country, boys soccer, girls soccer, baseball, archery, track and girls fast pitch softball. Team tryouts are announced in advance. To participate, a student must have a complete physical, parent permission form, proof of insurance, and maintain academic, conduct and attendance eligibility.

ATHLETIC ELIGIBILITY REQUIREMENTS

To remain eligible, any student participating in any organized school sponsored extracurricular activity (includes cheerleaders and managers) must be passing all five core classes. (Passing of core classes is determined by the teacher and the administration). Students failing to meet this requirement are not eligible to participate until the next weekly report shows they are passing the required number of classes.

According to state regulations, any student failing at the seventh or eighth grade level is ineligible to play at that grade level the following school year. No pupil in any grade below ninth shall be eligible for more than one year in that grade. Penalty for violation of this regulation shall result in the loss of eligibility during the senior (fourth) year of high school. The Graves County Board of Education has a policy stating that only students enrolled in a Graves County school may participate in athletic/extra- curricular activities and participants may not compete at any one grade for more than one year.

The eligibility requirements stated above are the minimum for all sports and extra-curricular activities. Any of the extra-curricular activities may increase the standards to participate at the discretion of their coaches/sponsors.

Students in ISD/ASD may be ruled ineligible to practice/play until completion of their discipline placement.

PHYSICAL EDUCATION

All students are required to take Physical Education classes and to dress out for them in appropriate clothing and shoes. These clothes should not be the same clothes worn to class. Exemption from P.E. for one or two days may be necessary due to illness or disability. In the case of temporary disability or illness, a note from a parent to the P.E. teacher explaining the nature of the disability will be acceptable for exemption for two consecutive days or a total of four days during any nine-week grading period. Any request for a long-term exemption from P.E. class (more than four days per nine week grading period or more than two consecutive days) must be made to the principal along with a written statement from a physician specifying the need for exemption.

SCHOOL DANCES/SOCIALS/ATHLETICS/FIELD TRIPS

Students who have been assigned to an In-school Detentions (ISDs), referred to the Alternative Education Center (AEC) or Day Treatment or who have been suspended per semester, are not eligible to participate in GCMS sponsored dances, socials, field trips, etc. Students serving more than 5 days of ISD will not be allowed to attend school dances.

ABSENCE ON THE DAY OF AN ACTIVITY

Students who are absent from school on the day of an athletic activity, music performance or any other school sponsored activity, will not be allowed to participate or attend that activity during that day or evening. In unusual circumstances the principal may grant approval for participation if arrangements are made in advance. Students who have 5 or more unexcused absences may not be allowed to participate in dances, socials, field trips, etc.

BEFORE AND AFTER SCHOOL ACTIVITIES

Students remaining in the building after school hours must be under the direct supervision of a teacher/coach. Students staying after school for practice must go to a designated area, set by their coach, immediately following the dismissal bell.

GENERAL RULES OF CONDUCT

Students have the responsibility to bring proper and necessary equipment to class, including Chromebooks, homework, paper, pencil, etc. **THE TEACHER, NOT THE BELL, WILL DISMISS CLASS.**

A student is expected to obey any reasonable request by a member of the faculty. The student is under the authority and supervision of all administrators and faculty members, regardless of whether or not they are the student's teacher. Any sign of disrespect to school personnel is strictly forbidden. Please do not mark on or deface school property. One is expected to pay for or replace property that they damage or destroy.

STUDENT CODE OF CONDUCT

It is the philosophy of Graves County Middle School to provide a safe, positive and challenging learning environment where students can grow and develop to their maximum potential academically, personally and socially. We encourage our students to have pride in themselves and their school.

These school regulations are designed to encourage and teach students that the key to a positive school climate is self-discipline. All staff members are authorized to, and will enforce, the following regulations. Through the combined efforts of parents, teachers, administrators and students, and all persons at Graves County Middle School will demonstrate respect towards each other.

FORBIDDEN ITEMS AT SCHOOL

Includes **NO wireless devices** including ear buds, speakers, Smart Watches, or any kind of device that connects wirelessly. **NO** pets, toys, radios, all tobacco products, vapor products, E cigarettes, pornography, matches and lighters, any items for sell or trade, knives of any kind, laser pointers, firecrackers, stink bombs, dice or other gambling devices, and/or other articles which can/do cause an educational disruption. All electronic devices should be turned off during instructional time unless otherwise given permission by the classroom teacher.

Students may keep a drink with them during the school day. All drinks must be kept in their original container, with its' original top. **DO NOT BRING TUMBLERS, YETI CUPS, OR ANY CUP.**

STUDENT MISBEHAVIOR

This is any misbehavior, which impedes orderly classroom procedure or interferes with the orderly operation of the school. Examples include running in the halls or walking at faster than normal gait, improper language, classroom disturbance, tardy, not working on assigned work, lack of class materials, horseplay/scuffling, lunchroom violations, public display of affection (PDA), etc. These misbehaviors are subject to school discipline. When a student continues to display minor misbehavior, it becomes a more severe violation and will be handled accordingly. Fight discipline is cumulative for the entire time a student is enrolled in GCMS.

Possible disciplinary actions taken by the school include conference (may require parent presence or contact by phone), written assignments, breakfast/lunch detention, After-school Detention (ASD), In-school Detention (ISD), Saturday School, suspension, Alternative School placement, Day Treatment Center placement, Court Designated Worker contacted for out of control adolescent, referral to Law Enforcement and/or referral to School Board for Expulsion Hearing.

STUDENT BEHAVIOR

We encourage faculty and staff to model appropriate behavior for students in every way, from showing others respect to prioritizing safety in our daily activities. Students are expected to follow school rules and policies, which are designed to guide us all. Furthermore, students are expected to report any violation of prohibited behavior or prohibited objects immediately to school officials.

This is any behavior, which impedes orderly classroom procedure or interferes with the orderly operation of the school. Examples include running in the halls or walking faster than normal gait, improper language, classroom disturbance, tardy, not working on assigned work, lack of class materials, horseplay/scuffling, lunchroom violations, public display of affection, etc. These behaviors are subject to school discipline. When a student continues to display minor misbehavior, it becomes a more severe violation and will be handled accordingly.

DRUGS/ALCOHOL POLICY

No pupil shall purchase, possess, attempt to possess, use, be under the influence of, sell, or transfer any of the following on or about school property, at any location of a school-sponsored activity, or en route to and from school or a school-sponsored activity:

1. Alcoholic beverages
2. Controlled drug substances and drug paraphernalia including, but not limited to, dangerous drugs, narcotics, marijuana, barbiturates, volatile substances, amphetamines, synthetic drugs, and any other legal or illegal materials that has a harmful or unnatural effect on the person using them
3. Substances that "look like" a controlled substance. In instances involving look-alike substances, there must be evidence of the student's intent to pass off the item as a controlled substance.

In addition, students shall not possess prescription drugs for the purpose of sale or distribution.

CONSEQUENCES

Violation of this policy shall constitute reason for disciplinary action which can include ISD placement, Alternative School, or suspension from school. Students involved with athletic teams and/or other school-sponsored activities shall face either suspension or dismissal from those activities. In severe instances students may be placed in an alternative educational program or recommended for expulsion.

DUE PROCESS

KRS 158.150 states that all pupils admitted to the common schools shall comply with the lawful regulations for government of the schools. Willful disobedience or defiance of the authority of the teacher/administrators, use of profanity/vulgarity, assault/battery or abuse of other students or school personnel, the threat of force/violence, the use/possession of alcohol/drugs, stealing/destruction/defacing of school property or personal property, the carrying/use of weapons/dangerous instruments, or other incorrigible bad conduct on school property as well as off school property at school sponsored activities constitutes cause for suspension or expulsion from school.

A pupil shall not be suspended from the common school until after at least the following due process procedures have been provided. The pupil has been given oral or written notice of the charge(s) against him/her. The pupil has been given an explanation of the evidence of the charge(s) if the pupil denies them and the pupil has been given an opportunity to present his/her own version of the facts relating to the charge(s).

The school follows a discipline progression at administrator's discretion of 3 ASD limit per semester, ISD placement of 1 day, 3 day, 5 day, 10 day.

AFTER-SCHOOL DETENTION

After-school Detention (ASD) is held after school, one day a week from 3:00 p.m. until 4:15 p.m. Students are to work on academic work the entire time they are in ASD. Students attending ASD are to be picked up at the Jimtown entrance at 4:15 p.m.

SATURDAY DETENTION

Saturday detention meets from 8:00 a.m. – 11:30 a.m. and is normally served the week following the assignment. Students must be prompt and prepared by having textbooks, paper, pencil, class assignments and must show evidence of completing those assignments to the satisfaction of the instructor. Students tardy to Saturday detention will not be admitted.

Principals have the prerogative to assign more than one day, depending upon the severity of the student's offense. The Student Handbook is enforced during the entire time a student is on campus to serve a Saturday School.

Students absent on the assigned Saturday will automatically be assigned the following Saturday. A student who misses a reassigned Saturday School, without the absence being excused by the principal, will serve 3 days of ISD and still have the Saturday School to serve. Repeated Saturday School referrals will result in an assignment to In-School Detention or Alternative School.

SELLING ON SCHOOL GROUNDS

Individuals are not permitted to sell or trade items on school grounds or on school buses. This includes phones, candy, drinks, school supplies, phones, PSP's, iPod, DVD's, video games, etc.

HONORS PROGRAM

GCMS will hold 7th/8th grade honors programs the last week of school, during the school day. The dates will be set for these as the last day for students is finalized.

SEVERE WEATHER

In case of severe weather - snow, ice, low temperatures, etc. - the official announcement for school closings may be heard over the local radio, TV stations and the District webpage. Please listen to these and please do not call the school or the superintendent's office. The hotline number is 328-4803.

In the event school is dismissed early due to these causes, please instruct your child whether to report home or to go to some other home in case you are not available. The number for checking school closing is 328 or 674-4803.

EDUCATIONAL ENHANCEMENT OPPORTUNITY

Students shall be granted an excused absence for up to ten (10) school days to pursue an educational enhancement opportunity determined by the Principal to be of significant educational value. This opportunity may include, but not be limited to, participation in an educational foreign exchange program or an intensive instructional, experiential, or performance program in one (1) of the core curriculum subjects of English, science, mathematics, social studies, foreign language, and the arts. Parents shall submit requests on a standard form provided by the school.

Upon return, the student shall provide evidence of his/her learning experience. This expectation shall be agreed upon, by the principal, prior to the leave.

Unless the Principal determines that extenuating circumstances exist, requests must be made at least 5 days prior to the event, and they should not be granted for dates falling within State or District testing periods shall not be granted.

**BEHAVIOR VIOLATIONS AND CORRESPONDING
DISCIPLINARY ACTIONS**

| BEHAVIOR VIOLATIONS | *ACTIONS | In-school discipline measures | Parent/Guardian conference | Alternative School Placement (4 th , 5 th , 6 th Grade) | Short-term suspension (1-3 days) | Referral to proper authorities | Expulsion procedures initiated |
|---|-----------------|-------------------------------|----------------------------|--|----------------------------------|--------------------------------|--------------------------------|
| Unexcused tardiness to class/school | | * | * | * | | | |
| Defiance/Disrespect of Authority | | * | * | * | * | * | * |
| Failure to follow school and class rules | | * | * | * | * | | |
| Forgery | | * | * | * | | | |
| Profanity/vulgarity | | * | * | * | * | * | * |
| Use/Possession or sale of tobacco | | * | * | * | * | | |
| Use/Possessions or sale of drugs/alcohol | | | * | * | * | * | |
| Use/Possession of fireworks | | * | * | * | * | | |
| Fighting | | * | * | * | * | * | |
| Leaving school grounds without permission | | * | * | * | * | * | |
| Theft/Vandalism | | * | * | * | * | * | * |
| Possession of weapons | | | | * | * | * | * |
| Harassment/Discrimination | | * | * | * | * | * | * |
| Deliberate activation of false fire alarm | | | * | * | * | * | * |
| Repetition of short-term suspensions | | | * | * | * | * | * |
| Threats (Bomb, Verbal, Written, etc...) | | | * | * | * | * | * |

***In a very extreme case, where other formal methods of discipline have proven not effective or inappropriate, expulsion may be necessary.
*Order of action will be left to the discretion of the principal.**

FIGHTING POLICY

1st Offense – 5 days of ISD

2nd Offense – 10 days of ISD

3rd Offense – Alternative Placement

Discipline received as a result of fighting will last for the duration of the student's enrollment at GCMS

WEAPONS

Kentucky law states that the crime of unlawful possession of a weapon on school property is for knowingly carrying, bringing, using, or possessing any weapon or destructive device or booby trap device in any school building, on school grounds, in any school vehicle, or at any school-sponsored activity. Except for authorized law enforcement officials, the Graves County Board of Education specifically prohibits the carrying of concealed weapons on school property.

State law requires the dismissal of a student for one year if they bring certain weapons such as guns, explosives, etc. to school. It is against school rules to have look-alike weapons at school. Violation of this policy shall result in the student being immediately suspended from school. Also, the Principal shall immediately file a report to the Superintendent, who shall determine if charges for expulsion from the district should be filed.

The penalty for students bringing a firearm or other deadly weapon or destructive device or booby trap device to school campus/property under the jurisdiction of the Graves County Schools shall be expulsion for a minimum of twelve (12) months. **However, the board may modify such expulsions on a case-by-case basis.**

To comply with existing requirements of the Individual with Disabilities Education Act (IDEA) regarding discipline of students with disabilities, the Board of Education may modify the expulsion requirements, on a case-by-case basis, for IDEA-eligible students. IDEA-eligible students may be expelled for behavior, unrelated to their disabilities, as long as procedural safeguards required by IDEA and KRS 158.150 are followed.

Any student who brings to school a firearm or other deadly weapon, destructive device, or booby trap shall be referred to the law enforcement agencies, the criminal justice system and/or the juvenile delinquency system.

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

The Graves County Board of Education defines weapon as "any firearm or other deadly weapon, destructive device or booby trap."

1. Any weapon from which a shot, readily capable of producing death or other serious physical injury, may be discharged;
2. All knives.
3. Billystick, nightstick, or club;
4. Blackjack or slapjack;
5. Nunchaku karate sticks;
6. Shuriken or death star;
7. Artificial knuckles made from metal, plastic or other similar hard material; or any other object that is carried for the purpose of inflicting injury on another.

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

Policy. Students having knowledge of weapons as described above who do not report it to school authorities and/or students who bring items that have the appearance/threat of weapons (such as look-a-like) are subject to disciplinary action.

REGULATIONS FOR PUPILS RIDING GRAVES COUNTY SCHOOL BUSES

Students may leave school only by their regular mode of transportation unless they present written permission from their parent or guardian. The privilege of any pupil to ride a school bus is conditioned upon their good behavior and observance of the following rules and regulations. Any pupil who violates any of the rules and regulations will be reported to the principal of the school where the pupil attends for necessary corrective action. This could include pupil being suspended from bus privileges.

The driver is in full charge of the bus and the pupils. Pupils shall obey the driver cheerfully and promptly.

Pupils shall be on time. The bus cannot wait for those who are not on time.

Pupils are to avoid spitting or throwing rubbish on the floor of the bus. Anyone doing so will be reported to the principal.

Pupils are not to mar or otherwise deface the bus.

Pupils at all times are to keep arms and head inside the bus windows.

Pupils are not allowed to leave the bus without the driver's consent except at home or school.

Pupils are not to leave their seats unless getting on or off the bus or unless authorized by the driver.

Pupils are to respect persons whom they pass on the routes.

Pupils who must cross the road after exiting from the school bus shall pass in front of the bus and not behind it.

Students may not ride another bus other than the one they are assigned to without the consent from their parent or guardian and proper authorization from the principal.

The following activities are prohibited at all times:

Improper behavior to include: insolence, disobedience, vulgarity, foul language, fighting, pushing, shoving, and similar offensive acts.

Smoking and/or the use of any tobacco products are forbidden on the bus.

Throwing articles or objects in or from the bus.

Obstructing the aisle in any manner.

Any item that cannot be held on the student's lap may not be carried on the bus.

Balloons or any items that may block the driver's view or impede exiting the bus are prohibited.

Should the conduct of a pupil on the bus endanger the lives or morals of other people, and offending pupil fails to cease such conduct when requested by the bus driver to do so, it shall be the duty of the driver to put the offender off the bus and report this action to the principal immediately. This should be done only in extreme cases as a last resort to protect the safety of the other pupils.

Any complaints of drivers, pupils, or parents, not specified in the above regulations shall be reported promptly to the principal, Superintendent, or Transportation Director.

Any pupil who persists in violating any of these rules or regulations shall be reported to the principal of the school where they attend for disciplinary action.

EXPULSION OF DISABLED STUDENTS

The Admissions and Release Committee (ARC) must convene prior to expulsion of any special education student. This committee should consist of the Superintendent or his/her designee, the Director of Special Education, parent, special educator, regular educator, principal or his/her designee, and possible support persons. Parents should be informed of their rights including the right to request a hearing if they disagree with the committee's recommendation. If parents request a hearing, and the hearing is granted, the student must remain in his present placement until a decision is reached.

NOTE: The above only applies to expulsion. Suspension of not more than 10 days shall apply the same to the disabled students as to other students.

SCHOOL RECORDS FAMILY EDUCATION RIGHTS AND PRIVACY ACT

The Graves County School District permits review and inspection of educational records by the parent(s) of a student or to an eligible student on request within a 45 day period. Eligible students are those 18 years of age or older or those duly enrolled in a post-secondary school program in general. FERPA rights pass to the eligible student upon either of those events. Parents may be provided access to the educational records of an eligible student 18 years old or older if the student is dependent under federal tax laws, is declared incompetent, or has waived his/her rights under FERPA.

The district ensures that confidentiality of personally identifiable information of students is protected during collection, storage, disclosure and destruction of student records. School officials with a legitimate educational interest will have access to student records. A school official is a person employed by the district as an administrator, supervisor, instructor, or support staff member (including health or medical staff and school resource officers); a person serving on the School Board; a person or company with whom the district has contracted to perform a special task (such as an attorney, medical consultant, or therapist); or personnel assisting another school official in performing his/her assigned tasks.

A school official has a legitimate educational interest if the official needs to review an educational record in order to fulfill his/her professional responsibility. District personnel will use reasonable methods to identify and authenticate the identity of parents, students, school officials, and any other parties to whom the district discloses personally identifiable information from educational records.

In addition the district may disclose information from records to appropriate parties, including parents of eligible children, whose knowledge of the information is necessary to protect the health or safety of a student or another individual, if there is an actual, impending, or imminent articulable and significant threat to the health or safety of a student or other individual. In such cases, the basis for a decision that a health or safety emergency existed shall be recorded in the student's education records.

A request to review records may be made to the principal of the school or other designated school official. The district will give full access to these records, including those maintained in electronic format when necessary to reasonably permit inspection, unless school officials have been presented with written evidence of a court order relating to such matters as divorce, separation, or custody that specifically revokes the parental rights of record review/access. The district will comply with records review requests without unnecessary delay and in no case more than forty-five days after the request has been made.

Written policies have been developed which describe the types and locations of school records and the specific procedures available to parents and students (who have reached the age of 18) for the review of records, the amendment of or hearing concerning educational records believed to be inaccurate, misleading, or otherwise in violation of the privacy or other rights of the child. Procedures are available for the disclosure and destruction of records. Copies of these policies and procedures may be obtained upon request from the principal or the superintendent.

For convenience and necessity and in accordance with federal regulations concerning the release or transfer of educational records, the Graves County School System will forward educational records to a school in which a student enrolls or intends to enroll without the signing of a release statement. Parents may obtain upon request copies of the records transferred.

When records are no longer needed to provide educational services, parents may request the destruction of any personally identifiable information, evaluation, or records regarding the placement of an exceptional child. Such requests should be addressed in writing to the principal. The district will destroy the educational records of a child without a parent's request after the records have been maintained for five (5) years as specified by the Records Retention Schedule, and following the time when the records are no longer needed to provide educational services. District personnel will require identification of the person(s) requesting records before they will be handed over for inspection or release. The district will maintain a permanent record of a child's name, address, phone number, grades, attendance record, classes attended, grade level completed, and year completed.

Parents have the right to file complaints to the Family Educational Rights and Privacy Act concerning any alleged failures of the district to comply with this act.

NOTICE FOR DIRECTORY INFORMATION

The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that Graves County Schools, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However FERPA law allows Graves County Schools to disclose appropriately designated "directory information" without written consent, unless you have advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow the Graves County Schools to include this type of information from your child's education records in certain school publications. Examples include:

A playbill, showing your student's role in a drama production;
The annual yearbook;
Honor roll or other recognition lists;
Graduation programs; and
Sports activity sheets, such as for wrestling, showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965 (ESEA) to provide military recruiters, upon request, with three directory information categories - names, addresses and telephone listings - unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent.(1)

If you do not want Graves County Schools to disclose directory information from your child's education records without your prior written consent, you must notify the school in writing by September 1 of the current school year. Graves County Schools has designated the following information as directory information:

- Student's name
- Participation in officially recognized activities and sports Address
- Telephone listing
- Weight and height of members of athletic teams
- Electronic mail address
- Photograph
- Degrees, honors, and awards received
- Date and place of birth
- Major field of study
- Dates of attendance
- Grade level

- The most recent educational agency or institution attended

1. These laws are: Section 9528 of the ESEA (20 U.S.C. 7908), as amended by the No Child Left Behind Act of 2001 (P.L. 107-110), the education bill, and 10 U.S.C. 503, as amended by section 544, the National Defense Authorization Act for Fiscal Year 2002 (P.L. 107-107), the legislation that provides funding for the Nation's armed forces.

NONDISCRIMINATION POLICY AND COMPLAINT RESOLUTION PROCEDURE

No student, parent, employee, or other person shall on the basis of sex, race, color, national origin, being an individual with a disability, disadvantaged condition, age, religion, or marital status be denied the benefits of or discriminated against in any way as to school services, benefits, aids, activities, programs, courses, hiring practices, promotions, dismissals, fringe benefits, vocational programs of Education in accordance with and as required by Title IX of the Education Act Rehabilitation Act of 1975 and the American Disabilities Act of 1990 (P.L. 101-336).

As required by said legislature, the Graves County Board of Education designates Director of Special Services, Judy Self, Graves County School System, 2290 State Route 121 North, Mayfield, Kentucky, 42066, 270-328-2656, as the employee to be the coordinator and contact person relating its compliance to said regulations and programs and relating to complaint resolution procedures for said regulations and programs. Any individual or group having complaints or grievances relating to said Title IX, Title VI or Section 504 provisions and implementation thereof, may register written complaints with the said contact person. These complaints will be processed for appropriate action by the school system. The complainant(s) will be notified of the status of the action relating to the complaint within 30 days. If the complainant is dissatisfied with the resolution of the complaint, the complainant may request a hearing before the superintendent with the right to provide evidence and witnesses and the right to question parties to the dispute. After this step, if the complainant is dissatisfied with the resolution of the complaint, the complainant may request a hearing before the Board of Education with these same rights, for the resolution of the complaint. Past this point, the individual has full rights of recourse with appropriate governmental agencies or the court system.

GCMS Chromebook Digital Conversion

Welcome to the Graves County Middle Schools "Chromebook Digital Conversion" program! Please note that although this is a summary of key points from the Acceptable Use Policy and User Agreement you signed regarding this Chromebook program, you are responsible for understanding and agreeing to the entire AUP, which is available online at our district website.

The device your student will be receiving is a **DELL Chromebook**. It's a special kind of laptop that uses the Chrome browser as its operating system. Although it has some limitations without an Internet connection, it does have the ability to do some viewing and editing of Google Drive files while OFFLINE.

- On the right side of the Chromebook you have a USB port
- On the left side is where your charger cord plugs in, a USB port (faster port), a full size HDMI output if you wanted to hook it up to an HDTV or monitor with an HDMI cord, a headphone/earphone jack and a slot for an SD card. Graves County will not provide SD cards, but you are welcome to purchase and use your own.

In order to access your Google Apps for Education account and your school Google Drive, you will log into the Chromebook with the same credentials as you would to login to your school email. (Email Address - firstname.lastname@stu.graves.kyschools.us and email password that is 7 or more characters long.) In fact, on any device with a Chrome browser or Google Drive app, you will be able to login and access your files using your Graves County email address and password.

CHROMEBOOK CARE:

Students, please make sure to do the following:

- Every afternoon, charge your Chromebook to 100%.
- Never loan your Chromebook to others.
- Please carry your Chromebook appropriately, with two hands if outside of a bag or backpack. If possible, please carry your Chromebook in a protective case, sleeve, backpack or protective bag.
- Avoid food, water, and pets near your Chromebook.
- Do not use markers on the Chromebook or place stickers or any other decorations onto the Chromebook.
- Never leave the Chromebook unattended, unless in a locked classroom.
- Know when WiFi is ON or OFF. (Your Google Drive files will back up automatically as long as you are on the Internet or the next time you connect to the Internet.)
- **In the end, keep the Chromebook in the same condition as you received it.** At the end of this school year, at the completion of the pilot, you will turn in the Chromebook and charger.

ONGOING DIGITAL CITIZENSHIP:

First, let's answer the question, "**What is digital citizenship?**" The website <http://digitalcitizenship.net/> calls digital citizenship the "norms of appropriate, responsible tech use." Students will watch a Digital Citizenship video upon receipt of the Chromebook as part of the requirements for receiving a take-home device.

While this video is an important first step of your digital citizenship journey, Graves County does not want this to be your last! Later in the school year, your teachers and school administrators will share some online digital modules with you. You will need to complete the modules assigned as part of your digital citizenship agreement. More information on our digital citizenship program will be coming soon.

ONLINE SAFETY, RESPONSIBLE SOCIAL MEDIA:

The overall key is to leave a positive digital footprint. What you do on the Internet stays on the Internet to follow you around. If you tweet about your volunteer work or have photographs of your original art, colleges will want to enroll you and employers will want to hire you. If you leave a negative digital footprint, the opposite will be true.

- **While online, be ethical** -- conduct yourself in a positive and trustful manner. **Be academically honest** -- never use technology to lie about yourself or cheat on an assessment. **Be respectful** - treat others as you would want to be treated.
- Before you post or send something online, think of the implications five years from now, not just five minutes from now. Five minutes from now, it might seem funny; five years from now, it might tarnish a job interview.
- Never give or share personal information of yourself and others, especially passwords, social security numbers, street addresses or phone numbers.
- Remember that in order to record audio, video or still pictures of others, you must not only have consent, but the student must have a district "permission to capture" form. If you're in a classroom setting and you don't have permission from your teacher, do NOT record any media of another person.
- On district resources, no privacy exists! Graves County has a right to see your browser history, the emails you send, and the files in your network drives.
- Last but not least, always remember that district technology is for educational purposes only.

FILTERING:

While you are using a district provided Chromebook federal law states that we must take reasonable precautions to prevent students from accessing material and information that does not serve a legitimate educational purpose or is otherwise harmful to minors. However, in a fluid, rapidly changing modern world, parents must be aware that it is impossible to 100% filter every inappropriate site or app.

PROHIBITED:

When using school technology, you are prohibited from doing the following:

- No illegal, unethical, or non-educational use.
- No harassment of any kind, or online bullying of another student.
- No unauthorized use of district resources, including hacking or attempting to gain access that is not authorized, disrupting the network in any way, or attempting to circumvent the district's Internet filtering.
- Never use another student's ID or login credentials.

- The last piece of advice is often said but bears repeating. Never do anything on the Internet you would be embarrassed or worried to show your grandmother or your school principal. If you have the slightest doubt or second-guess yourself, don't do it!

TIPS FOR PARENTS & GUARDIANS:

- Help the students form good digital habits and routines.
- Be aware of what, when and how tech is used at home. This includes the amount of screen time the student has not only to their Chromebook, but to their smartphone or gaming system. Are they using the tech for homework, or playing games?
- Consider some off-screen time before bed. Studies show it is hard for both adults and children to simply put down a device and switch off their brain. If students seem overly tired in the mornings, consider keeping their devices out of their bedroom at night so they are not tempted to text or surf the web when they should be sleeping -- perhaps putting the devices in your living room or in YOUR bedroom.
- After school, ask students how the Chromebooks and other education technology helped them learn in a more effective, engaging, or personalized way.
- Last but not least, let the student be the teacher! Have them help you navigate the world of web-based tools and apps.
- For more information and suggestions for Internet safety and guidance, please visit the critically acclaimed website Common Sense Media at <https://www.commonsensemedia.org/>.

DISCLAIMER AND RESPONSIBLE USE POLICY:

The District makes no warranties of any kind, whether express or implied, for the service it is providing. The District will not be responsible for any damages suffered by any user. Such damages include, but are not limited to, loss of data resulting from delays, non-deliveries or service interruptions, whether caused by the school district's or the user's negligence, errors or omissions. Use of any information obtained via the Internet is at the user's own risk. The District specifically disclaims any responsibility for the accuracy or the quality of information obtained through its Internet services.

- Remember that the full AUP is available online at the district website.
- Students, you and your parent/guardian must have a signed AUP on file before logging into the BCPS Network or taking a Chromebook home.
- Parents, you are responsible for paying for lost or damaged Chromebooks.

Students, here at Graves County Middle School, we are very excited to offer you an opportunity to leverage the power of technology to further your education. But in the end, technology is only a tool to serve our mission.

GOOGLE POLICY

The Google Account that will be provided to each student will enable them to login and have access to Google Apps: a collection of Google's core services. Students will have access to applications (Apps) that allow them to create and edit documents, spreadsheets, drawings, and presentations. It provides students a place to store (and upload) all their files. Google Drive allows teachers and students to collaborate and share documents with each other, and can be accessed anywhere there is an Internet connection. In addition to Google Drive, students will also have access to other services such as a personal calendar, website creation tools, and blogging.

Because Email plays a critical role in today's modern communication, we believe it should play an equally critical role in the educational experience Graves County provides to our students. We are working to bring email to students in a safe, responsible, and legal way.

INSTRUCTIONAL TECHNOLOGY

Graves County Schools provides an effective, secure, and fast network for data storage and retrieval. Information can be retrieved, analyzed, and manipulated to foster higher-level thinking skills. This network provides for secure transmission and storage of individual information while also providing, where appropriate, the ability to share information both within and beyond the Graves County School District which allows for a truly global educational experience.

Graves County Schools are committed to the continued access to state-of-the-art technology for addressing the education of our students. A goal is that technology will support every phase of the curriculum.

COMPUTER ACCEPTABLE USE POLICY

Graves County Schools provide computer resources in an effort to enhance teaching and learning. As responsible members of the Graves County community, all students are expected to follow and adhere to the guidelines established below based on common sense, common decency, rules established by the Graves County Board of Education, and laws of the City of Mayfield, County of Graves, State of Kentucky, and the United States of America. Strict adherence to the following guidelines will help insure a positive and productive environment for all students. All students using school computers in Graves County will:

- Respect others' rights to freedom from harassment and intimidation.
- Respect and adhere to copyright and other intellectual property rights.
- Follow security restrictions for all systems and information.
- Use and share computer resources courteously and efficiently.
- Recognize limitations to the privacy of electronic documents.

The student is held responsible for his/her actions. Unacceptable use of the network will result in disciplinary actions set forth by the individual school's administration. Some examples of such unacceptable use are using the network for any illegal activity, including violation of copyright or other contracts; using the network for financial or commercial gain; degrading or disrupting equipment, software, or system performance; vandalizing the data of another user; wastefully

using finite resources (such as downloading software and files); gaining unauthorized access to resources or entities; invading the privacy of individuals; using an account owned by another user; posting anonymous messages; downloading, storing or printing files or messages that are profane, obscene, or that use language that offends or tends to degrade others; creating or editing personal web pages using the school network; unauthorized e-mail or chatting.

ELECTRONIC MAIL POLICY

As the parent or legal guardian of the student (under 18), I grant permission for my child to access networked computer services such as electronic mail and the Internet. I understand that this access is designed for educational purposes; however, I also recognize that some materials on the Internet may be objectionable, and I accept responsibility for guidance of Internet use by setting and conveying standards for my child to follow when selecting, sharing, researching, or exploring electronic information and media. By signing the back page of this handbook, you agree to the above.

INTERNET POLICY

Graves County students will be connected to the Internet, providing access to local, national and international sources of information. In return for this access, students have the responsibility to respect and protect the rights of every other user in our community and the Internet. Students are expected to act in a responsible, ethical and legal manner, in accordance with the Graves County Schools Acceptable Use Policy and the laws of the community and the United States. Any student found in violation of policy faces these consequences:

1st offense – After school Detention and loss of technology privileges for 2 weeks.

2nd offense – In School Detention and loss of technology privileges for 2 weeks.

3rd offense – Additional days of ISD and loss of technology use for length of time determined by administration. **Students should be aware that loss of technology privileges may affect their grades adversely.**

MENINGOCOCCAL DISEASE

As part of the information our schools provide to you concerning student and school health issues, Graves County is making you aware of a potentially fatal bacterial infection that strikes teenagers and college students at a higher rate than other age groups. This information will give you the facts about the disease and help you take precautions to prevent your child from becoming ill with meningococcal disease.

Meningococcal disease, commonly known as meningitis, can be misdiagnosed as something less serious because early symptoms are similar to those of influenza or other common viral illnesses. Symptoms include high fever, headache, nausea and stiff neck.

The disease can come on quickly and may cause death or permanent disability (brain damage, organ failure, loss of hearing and limb amputation) within hours of the first symptoms. Although the disease is rare, it can be prevented through vaccination.

Meningococcal disease is spread by air droplets and direct contact with secretions from infected persons, through coughing without covering the mouth and kissing. Teenagers and college students can reduce the risk of contracting the disease through immunization and by not sharing personal items such as food utensils, water bottles and drinking glasses.

A safe and effective vaccine is available to protect against four of the five strains of bacteria that cause meningococcal disease. Although teens and college students are at greater risk for contracting the disease, up to 83 percent of the cases in this age group may be prevented through immunization.

For those teenagers who have not been previously vaccinated, the U.S. Centers for Disease Control and Prevention (CDC) recommends immunization at high school entry and for all incoming college freshmen who will live in dormitories (only one shot required). Until vaccine supplies increase, the CDC recommends deferring immunization for 11 and 12 year olds.

For more information about meningococcal disease, you should consult your child's physician, school nurse or local health department staff. Information also is available online from these health-related organizations:

American Academy of Family Physicians, www.aafp.org
American Academy of Pediatrics, www.aap.org
Centers for Disease Control and Prevention, www.cdc.gov
Meningitis Foundation of America, www.musa.org
National Association of School Nurses, www.nasn.org
National Foundation for Infectious Diseases, www.nfid.org
National Meningitis Association, www.nmaus.org

In addition, the Kentucky Department of Education provides links to this information and the above Web addresses from its Web site at www.education.kygov.

**GCMS SBDM Policy
CURRICULUM
2.1 Reading/Literacy**

Every student at Graves County Middle School shall, at all times, have reading material with him/her, enabling reading during any instructional gaps during the school day.

Every teacher will include in their lesson plans fifteen minutes per week in which the teacher will read orally to students.

Every adult at Graves County Middle School will have a book/magazine that he/she is in the process of reading at school at all times. The professional reading book assigned by the administration each year will meet the requirements.

All students at Graves County Middle School will be expected to read a targeted number of 30 pages per day on average.

**GCMS SBDM Policy
INSTRUCTIONAL PRACTICES
7.1 No Excuse Policy**

Formative Assessments:

All formative assessments (homework, classwork, projects, etc.) are to be submitted by the assigned due date.

Students must redo/correct failing work to increase their score to a Partial Mastery or Mastery rating . Students will rewrite all open response questions to proficiency. All redo/corrections must be done within two weeks of the original due date. If assignments are not corrected during that time period the original grade will stand.

Teachers will make efforts to assist students in turning in and/or correcting assignments. Possible interventions include:

- o Parent Contact
- o Peer Tutoring
- o AM Focus Study Session
- o After School Detention
- o Team ISD

Summative Assessments:

All summative assessments (quizzes and tests) will be completed to teacher satisfaction.

All students who do not pass a summative assessment will be required to complete preliminary work before retaking the quiz or test. Quizzes and/or tests must be retaken until students receive a passing grade.

Preliminary work criteria will be determined by each departmental PLC.

All tests and quizzes should be retaken by the end of each nine week grading period. A reasonable grace period set by the teacher will be allowed for assessments given near the end of a grading period.

In addition, each nine weeks students will have the opportunity to redo any two assignments (formative or summative) to improve the grade. The new grade will replace the original grade unless the new grade is lower than the original grade, in which case the original grade will stand.

BULLYING/THREATS/HARASSMENT

The Graves County School System will not tolerate acts of harassment, discrimination, or threats of harm or violence. It will not tolerate a climate of hostility created by the use of language, conduct, or symbols which are commonly understood to convey hatred, contempt or prejudice due to race, color, national origin, age, religion, marital status, sex or disability. This policy extends to any/all student language or behavior, including, but not limited to, the use of electronic or online methods. Bullying/harassment/discrimination is prohibited at all times on school property and off school grounds during school-sponsored activities.

Students who believe they have been a victim of an act of bullying/harassment/discrimination or who have observed incidents involving other students that they believe to be an act of bullying/harassment/discrimination shall, as soon as reasonably practicable, report it to the building principal. Students will be provided with the proper reporting forms and applicable board policies/procedures upon reporting of the incident.

Anonymous reporting (oral or written) of incidents will be accepted from employees and students of the school district. Alleged offenders and their parents or guardians are warned against retaliation as further consequences may be given as necessary and deemed appropriate by the school district.

Employees who observe prohibited behaviors or with whom students share a complaint shall notify the building principal or their immediate supervisors, who shall immediately forward the information to the district superintendent/designee.

The superintendent shall provide for the following:

1. An investigation of allegations of bullying/harassment/discrimination as soon as circumstances allow, but not later than three school days of submission of the original written complaint. A written report of all findings of the investigation shall be completed within 30 calendar days, unless additional time is necessary due to the matter being investigated by a law enforcement or governmental agency. The superintendent/designee may take interim measures to protect complainants during the investigation.

2. A process to identify and implement, within three school days of the submission of the written investigative report, methods to correct and prevent reoccurrence of the bullying/harassment/discrimination. If corrective action is not required, an explanation shall be included in the report.

3. Any felony offences under KRS Chapter 508 shall be reported to the local law enforcement, Kentucky State Police or the County Attorney.

By receiving this code of conduct, students, parents, guardians and those exercising custodial control have been informed of the requirements of this code and provisions of Sections 1-5 of HB91.

Employees of the district will be trained on these requirements.

According to KRS 158.148

Bullying is defined as any unwanted verbal, physical or social behavior among students that involves a real or perceived power imbalance and is repeated or has the potential to be repeated:

1. That occurs on school premises, or school-sponsored transportation, or at school sponsored even; or
2. That disrupts the education process.

Assault and Threats of Violence

Notice of Penalties and Provisions

KRS 158.1559 requires written notice to all students, parents and guardians of students within ten (10) days of the first instructional day of the school of the provisions of KRS 508.078 (making it a crime to make the described threats against school-affiliated persons and persons lawfully on school property or against school operations). In compliance with this requirement, the text of KRS 508.078 is set forth below

KRS 508.078 (TERRORISTIC THREATENING, SECOND DEGREE)

1. A person is guilty of terroristic threatening in the second degree when, other than as provided in KRS 508.075, he or she intentionally:
 1. With respect to any scheduled, publicly advertised event open to the public, any place of worship, or any school function, threatens to commit any act likely to result in death or serious physical injury to any person at a place of worship, or any student group, teacher, volunteer worker, or employee of a public or private elementary or secondary school, vocational school, or institution or postsecondary education, or to any other person reasonably expected to lawfully be on school property or at a school-sanctioned activity, if the threat is related to their employment by a school, or work or attendance at school, or a school function. A threat directed at a person or persons or at a school does not need to identify a specific person or persons or school in order for a violation to occur;
 2. Makes false statements by any means, including by electronic communication, indicating that an act likely to result in death or serious physical injury is occurring or will occur for the purpose of:
 1. Causing evacuation of a school building, school property, or school sanctioned activity;
 2. Causing cancellation of school classes or school sanctioned activity; or
 3. Creating fear of death or serious physical injury among students, parents, or school personnel;
 3. Makes false statements that he or she has placed a weapon of mass destruction at any location other than one specified in KRS 508.075; or
 4. Without lawful authority places a counterfeit weapon of mass destruction at any location other than one specified in KRS 508.075.
2. A counterfeit weapon of mass destruction is placed with lawful authority if it is placed as part of an official training exercise by a public servant, as defined in KRS 522.010.
3. A person is not guilty of commission of an offense under this section if he or she innocently and believing the information to be true, communicates a threat made by another person to school personnel, a peace officer, a law enforcement agency, a public agency involved in emergency response, or a public safety answering point and identifies the person from whom the threat was communicated, if known.

4. Terroristic threatening in the second degree is a Class D felony.
5. Terroristic threatening in the second degree is a Class C felony when, in addition to the violations above, the person intentionally engages in substantial conduct required to prepare for or carry out the threatened act, including but not limited to gathering weapons, ammunition, body armor, vehicles, or materials required to manufacture a weapon of mass destruction.

Potential Penalties under KRS 532.060 and KRS 534.030 Upon Conviction

Please be advised that there are serious penalties for this second degree terroristic threatening offense. Potential penalties for adults convicted of this offense include terms of imprisonment of not less than (1) year nor more than five (5) (Class D felony) or not less than five (5) years nor more than ten (10) years (Class C felony) and a fine of not less than one thousand dollars (\$1,000) and not greater than ten thousand dollars (\$10,000) as provided in KRS 532.060 and KRS 532.030, respectively.

Juveniles face sanctions that may include fines up to five hundred dollars (\$500.00) (KRS 635.085); probation or supervision subject to court imposed conditions and graduated sanctions for violations (KRS 635.060); and more serious sanctions if they have prior adjudications or an offense is determined to involve a deadly weapon. In addition, a court in a juvenile case dealing with charges based on bomb threats or other criminal threats that disrupt school operations may order the child or his or her parent(s) to make restitution (pay expenses) caused by the threat to parties such as the District or first responders (KRS 635.060).

**TO: THE MIDDLE SCHOOL STUDENTS AND PARENTS
FROM: THE GRAVES COUNTY BOARD OF EDUCATION**

Dear Parent,

This form will be kept on file in the Front Office of the Middle School. Your cooperation will make it possible to provide SAFER and MORE EFFICIENT Transportation and Attendance Privileges.

Website/News Media Disclaimer Form

The local media including but not limited to newspapers, television, and radio are effective communication tools in sharing school information and promoting the positive achievements of our students. Other communication methods include education-related newsletters and programs, and the district Internet website.

Your signature on the lines below proves agreement for your child's picture/work to be used by the media. Any exceptions to this should be submitted in writing to the middle school.

I have read and understand the Policies & Regulations for Pupils in the Graves County Middle School.

Student Signature

Parent Signature

Grade

PLEASE SIGN AND RETURN WITHIN TWO WEEKS TO YOUR SOCIAL STUDIES TEACHER.

GRAVES COUNTY SCHOOLS

GRADING SCALE

100-90=A

89-80=B

79-70=C

69-65=D

64-0=F

Hall Pass Sheet
1st Nine Weeks

| Date | Destination | Left | Returned | Initials |
|------|-------------|------|----------|----------|
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Student Name _____ Grade _____

Hall Pass Sheet
2nd Nine Weeks

| Date | Destination | Left | Returned | Initials |
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Student Name _____ Grade _____

Hall Pass Sheet
3rd Nine Weeks

| Date | Destination | Left | Returned | Initials |
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Student Name _____ Grade _____

Hall Pass Sheet
4th Nine Weeks

| Date | Destination | Left | Returned | Initials |
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Student Name _____ Grade _____

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| INFRACTION SHEET |
|-------------------------|

| 1 st NINE WEEKS | | |
|---|------|----------|
| DESCRIPTION | DATE | INITIALS |
| 1 st Infraction | | |
| 2 nd Infraction | | |
| 3 rd Infraction – Parent Contact | | |
| 4 th Infraction | | |
| 5 th Infraction | | |
| 6 th Infraction – ASD | | |
| 7 th Infraction | | |
| 8 th Infraction | | |
| 9 th Infraction – ASD | | |
| 10 th Infraction | | |
| 11 th Infraction | | |
| 12 th Infraction – ISD | | |
| 13 th Infraction | | |
| 14 th Infraction | | |
| 15 th Infraction – 3 Days of ISD | | |
| 16 th Infraction | | |
| 17 th Infraction | | |
| 18 th Infraction – 5 Days of ISD | | |

| 1 st NINE WEEKS | |
|----------------------------|------|
| Parent Contacts Made | Date |
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| | |

Parent/Guardian Home/Cell Phone Number _____

Parent/Guardian E-mail Address _____

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| INFRACTION SHEET |
|-------------------------|

| 2 nd NINE WEEKS | | |
|---|------|----------|
| DESCRIPTION | DATE | INITIALS |
| 1 st Infraction | | |
| 2 nd Infraction | | |
| 3 rd Infraction – Parent Contact | | |
| 4 th Infraction | | |
| 5 th Infraction | | |
| 6 th Infraction – ASD | | |
| 7 th Infraction | | |
| 8 th Infraction | | |
| 9 th Infraction – ASD | | |
| 10 th Infraction | | |
| 11 th Infraction | | |
| 12 th Infraction – ISD | | |
| 13 th Infraction | | |
| 14 th Infraction | | |
| 15 th Infraction – 3 Days of ISD | | |
| 16 th Infraction | | |
| 17 th Infraction | | |
| 18 th Infraction – 5 Days of ISD | | |

| 2 nd NINE WEEKS | |
|----------------------------|------|
| Parent Contacts Made | Date |
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Parent/Guardian Home/Cell Phone Number _____

Parent/Guardian E-mail Address _____

INFRACTION SHEET

| 3rd NINE WEEKS | | |
|---|-------------|-----------------|
| DESCRIPTION | DATE | INITIALS |
| 1 st Infraction | | |
| 2 nd Infraction | | |
| 3 rd Infraction – Parent Contact | | |
| 4 th Infraction | | |
| 5 th Infraction | | |
| 6 th Infraction – ASD | | |
| 7 th Infraction | | |
| 8 th Infraction | | |
| 9 th Infraction – ASD | | |
| 10 th Infraction | | |
| 11 th Infraction | | |
| 12 th Infraction – ISD | | |
| 13 th Infraction | | |
| 14 th Infraction | | |
| 15 th Infraction – 3 Days of ISD | | |
| 16 th Infraction | | |
| 17 th Infraction | | |
| 18 th Infraction – 5 Days of ISD | | |

| 3rd NINE WEEKS | |
|----------------------------------|-------------|
| Parent Contacts Made | Date |
| | |
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Parent/Guardian Home/Cell Phone Number _____

Parent/Guardian E-mail Address _____

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| INFRACTION SHEET |
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| 4 th NINE WEEKS | | |
|---|------|----------|
| DESCRIPTION | DATE | INITIALS |
| 1 st Infraction | | |
| 2 nd Infraction | | |
| 3 rd Infraction – Parent Contact | | |
| 4 th Infraction | | |
| 5 th Infraction | | |
| 6 th Infraction – ASD | | |
| 7 th Infraction | | |
| 8 th Infraction | | |
| 9 th Infraction – ASD | | |
| 10 th Infraction | | |
| 11 th Infraction | | |
| 12 th Infraction – ISD | | |
| 13 th Infraction | | |
| 14 th Infraction | | |
| 15 th Infraction – 3 Days of ISD | | |
| 16 th Infraction | | |
| 17 th Infraction | | |
| 18 th Infraction – 5 Days of ISD | | |

| 4 th NINE WEEKS | |
|----------------------------|------|
| Parent Contacts Made | Date |
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Parent/Guardian Home/Cell Phone Number _____

Parent/Guardian E-mail Address _____

Periodic Table of the Elements

| Atomic Number | Symbol | Name | Atomic Mass |
|---------------|-------------------|---------------|-------------|
| 1 | H | Hydrogen | 1.008 |
| 2 | He | Helium | 4.003 |
| 3 | Li | Lithium | 6.941 |
| 4 | Be | Beryllium | 9.012 |
| 5 | B | Boron | 10.811 |
| 6 | C | Carbon | 12.011 |
| 7 | N | Nitrogen | 14.007 |
| 8 | O | Oxygen | 15.999 |
| 9 | F | Fluorine | 18.998 |
| 10 | Ne | Neon | 20.180 |
| 11 | Na | Sodium | 22.990 |
| 12 | Mg | Magnesium | 24.305 |
| 13 | Al | Aluminum | 26.982 |
| 14 | Si | Silicon | 28.086 |
| 15 | P | Phosphorus | 30.974 |
| 16 | S | Sulfur | 32.065 |
| 17 | Cl | Chlorine | 35.453 |
| 18 | Ar | Argon | 39.948 |
| 19 | K | Potassium | 39.098 |
| 20 | Ca | Calcium | 40.078 |
| 21 | Sc | Scandium | 44.956 |
| 22 | Ti | Titanium | 47.867 |
| 23 | V | Vanadium | 50.942 |
| 24 | Cr | Chromium | 51.996 |
| 25 | Mn | Manganese | 54.938 |
| 26 | Fe | Iron | 55.845 |
| 27 | Co | Cobalt | 58.933 |
| 28 | Ni | Nickel | 58.693 |
| 29 | Cu | Copper | 63.546 |
| 30 | Zn | Zinc | 65.38 |
| 31 | Ga | Gallium | 69.723 |
| 32 | Ge | Germanium | 72.631 |
| 33 | As | Arsenic | 74.922 |
| 34 | Se | Selenium | 78.971 |
| 35 | Br | Bromine | 79.904 |
| 36 | Kr | Krypton | 84.738 |
| 37 | Rb | Rubidium | 84.468 |
| 38 | Sr | Strontium | 87.62 |
| 39 | Y | Yttrium | 88.906 |
| 40 | Zr | Zirconium | 91.224 |
| 41 | Nb | Niobium | 92.906 |
| 42 | Mo | Molybdenum | 95.95 |
| 43 | Tc | Technetium | 98.907 |
| 44 | Ru | Ruthenium | 101.07 |
| 45 | Rh | Rhodium | 102.906 |
| 46 | Pd | Palladium | 106.42 |
| 47 | Ag | Silver | 107.868 |
| 48 | Cd | Cadmium | 112.411 |
| 49 | In | Indium | 114.818 |
| 50 | Sn | Tin | 118.710 |
| 51 | Sb | Antimony | 121.760 |
| 52 | Te | Tellurium | 127.6 |
| 53 | I | Iodine | 126.904 |
| 54 | Xe | Xenon | 131.294 |
| 55 | Cs | Cesium | 132.905 |
| 56 | Ba | Barium | 137.328 |
| 57-71 | Lanthanide Series | | |
| 72 | Hf | Hafnium | 178.49 |
| 73 | Ta | Tantalum | 180.948 |
| 74 | W | Tungsten | 183.84 |
| 75 | Re | Rhenium | 186.207 |
| 76 | Os | Osmium | 192.22 |
| 77 | Ir | Iridium | 192.227 |
| 78 | Pt | Platinum | 195.085 |
| 79 | Au | Gold | 196.967 |
| 80 | Hg | Mercury | 200.592 |
| 81 | Tl | Thallium | 204.383 |
| 82 | Pb | Lead | 207.2 |
| 83 | Bi | Bismuth | 208.980 |
| 84 | Po | Polonium | [209] |
| 85 | At | Astatine | [209] |
| 86 | Rn | Radon | 222.018 |
| 87 | Fr | Francium | 223.020 |
| 88 | Ra | Radium | 226.025 |
| 89-103 | Actinide Series | | |
| 104 | Rf | Rutherfordium | [261] |
| 105 | Db | Dubnium | [262] |
| 106 | Sg | Seaborgium | [266] |
| 107 | Bh | Bohrium | [264] |
| 108 | Hs | Hassium | [269] |
| 109 | Mt | Meitnerium | [268] |
| 110 | Ds | Darmstadtium | [269] |
| 111 | Rg | Roentgenium | [272] |
| 112 | Cn | Copernicium | [277] |
| 113 | Uut | Ununtrium | unknown |
| 114 | F1 | Flerovium | [289] |
| 115 | Uup | Ununpentium | unknown |
| 116 | Lv | Livermorium | [293] |
| 117 | Uus | Ununseptium | unknown |
| 118 | Uuo | Ununoctium | unknown |

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|----|-----------|---------|--------------|-----------|------------|-----------|-----------|------------|-----------|-------------|-------------|---------|-------------|-----------|-----------|
| 57 | La | Ce | Pr | Nd | Pm | Sm | Eu | Gd | Tb | Dy | Ho | Er | Tm | Yb | Lu |
| 58 | Lanthanum | Cerium | Praseodymium | Neodymium | Promethium | Samarium | Europium | Gadolinium | Terbium | Dysprosium | Holmium | Erbium | Thulium | Ytterbium | Lutetium |
| 59 | 138.905 | 140.116 | 140.908 | 144.243 | 144.913 | 150.36 | 151.964 | 157.25 | 158.925 | 162.500 | 164.930 | 167.259 | 168.934 | 173.055 | 174.967 |
| 89 | Ac | Th | Pa | U | Np | Pu | Am | Cm | Bk | Cf | Es | Fm | Md | No | Lr |
| 90 | Actinium | Thorium | Protactinium | Uranium | Neptunium | Plutonium | Americium | Curium | Berkelium | Californium | Einsteinium | Fermium | Mendelevium | Nobelium | Lanthanum |
| 91 | 227.028 | 232.038 | 231.036 | 238.029 | 237.048 | 244.064 | 243.061 | 247.070 | 247.070 | 251.080 | [254] | 257.095 | 258.1 | 263.101 | [262] |

- Alkali Metal
- Alkaline Earth
- Transition Metal
- Basic Metal
- Semimetal
- Nonmetal
- Halogen
- Noble Gas
- Lanthanide
- Actinide

GCMS MISSION

**We ensure that all students
obtain the life skills and
knowledge to be successful
in education and in life.**