



CONWAY COUGARS

2022-23

Conway Middle School

6300 Terry Road

Louisville, KY 40258

Telephone No.: 485-8233

Youth Services Center: 502-313-4438

Attendance Line: 502-953-0937

Call after 7:30 a.m.

This Handbook belongs to:

Name

Grade/Team

Mission Statement

Conway provides quality learning experiences in a caring environment to prepare and inspire our students to be successful in life.

Discipline Plan

Conway Middle School follows the Jefferson County Public Schools (JCPS) *Student Support and Behavior Intervention Handbook*. If a student fails to meet his or her responsibilities, the following consequences may result:

- Temporary or extended withdrawal of school privileges
- Parent/Guardian conference
- Temporary separation from peers
- Peer mediation
- Counseling and/or evaluation
- Detention (in school and after school)
- In-School Adjustment Program (ISAP)
- Suspension
- The parent/guardian picks up the student from school.

Fighting results in suspension, and a parent/guardian conference takes place before the student returns to his or her team.

Weapons

Police are called to the school if a student has a weapon on school grounds or property. The student is removed from the school.

Drugs

Police are called to the school if a student is found with drugs on school grounds or property.

Smoking/Vaping

The law prohibits smoking in a public building.

Stealing

Students who destroy or steal school or personal property are expected to pay for the damage or item. Students/Parents/Guardians are expected to reimburse the school for the cost.

Harassment/Bullying/Cyberbullying or intimidation results in the following:

- Peer mediation
- Teacher, parent/guardian, administrator, and student conference
- In-school disciplinary measures
- Suspension

Verbal Assault

If a student threatens any person in the building, the result may be the following:

- In-school disciplinary measures
- Parent/Guardian conference
- Suspension

Items Not Allowed at School

- No cell phones during the school day, air pods/wireless headphones, video games, or other toys/electronic devices are allowed. If a staff member sees or hears a cell phone during the school day, it will be taken and given to the office. After the third offense, ISAP or detention may be assigned.
- No food/beverages or gum/candy in the hall or classroom
- No merchandise to buy, sell, or trade

Dress Code

A student's general appearance will be appropriate for the school setting and should never interfere with the academic environment that is established on a daily basis.

Shirts/Sweaters/Sweatshirts/Hoodies

- All tops must have sleeves and cover the shoulder and not be low cut or show the midriff area.
- Hoodies may **not** be worn during the school day. Even Conway-issued hoodies should remain in students' lockers during the instructional day.
- Any writing/image must be appropriate for the school setting.

Pants/Shorts/Skirts/Skortis/Jumpers

- Must be an appropriate length (no more than 5 inches above the back of the knee)
- No skin above the knee or undergarments visible through clothing.
- Pants must be worn at the waist
- Pajamas are not allowed..

Shoes

- We recommend a closed toe shoe. Socks must be worn at all times
- House shoes may not be worn. Some classes may require athletic shoes to be worn.

Restrictions on Dress and Appearance

The restrictions on dress and appearance cannot begin to incorporate all of the current fads and trends for students today. The following is a list of restrictions that can be modified as the need arises:

- Shirts and pants may not have any kind of alterations or writing on them (including students writing on clothing with markers).
- No jackets, coats, hoodies, or gloves are to be worn during normal school hours. If building conditions warrant a temporary change, this will be established by the Principal.
- No purses, book bags or backpacks are allowed in the class- room. All bags are to be kept in lockers.
- Bandanas are prohibited.
- **No wireless headphones** are allowed
- Headphones may only be used for academic purposes in the classroom.
- All bags and cellphones are to be kept in lockers. Students may carry a pencil pouch for personal items.
- Logos on clothing should not be offensive, profane, contain hate speech or contain adult material.

*Administrators have final decision-making authority

in the enforcement and interpretation of the dress code.

*The administration at Conway Middle School reserves the right to determine what constitutes appropriate dress. Parents will be called if appropriate clothing is not available or the student refuses dress-code appropriate clothing.

Policy on School Dress Code Violations

Teachers will do a thorough dress code check in the morning during announcements.

School Procedures

School Day

The school day begins with Advisory at 7:40 a.m.

School Cancellations

In the event that school is not in session because of an emergency or severe weather, radio and television stations will broadcast announcements about school closings and delays. Further information may be obtained on the JCPS website, or you may sign up for text messages on the website.
www.jefferson.kyschools.us.

Bus Transportation

Students must follow any instruction given by the bus driver. Students are to load and unload in an orderly manner. Upon arriving at school, students are to enter the building and report to their designated area. Students must provide a note to the office with parent/guardian signature and day-time phone number if they need to ride a bus other than their regular bus. Deliver the note to the office as early as possible. If the student is going home with another student, the host student must also provide a note signed by parent/guardian with day-time phone acknowledging that the other child will come to their home.

Automobile Transportation

Students arriving at school by automobile should come to the main entrance and enter the building through the front doors by the main office. Buses unload students at the east entrance, in the circle closest to Terry Road. Cars are not permitted in the bus-loading zone before or after school. Students should not be unloaded in the teachers' parking area.

Hall Passes

Hall Passes are contained on the iPad. Students must have them when they are out of class.

Attendance

Conway Middle School will comply with school and district attendance guidelines for recording and reporting student absences.

Absences

All students are expected to be in attendance on a daily basis. The following reasons constitute an excused absence:

- Student illness
- Doctor's/Dentist's appointment
- Death or severe illness in the student's immediate family
- Family emergency (approved by principal)
- Court appointment
- Religious holidays and practices
- One day of attendance for the Kentucky State Fair
- Trips qualifying as educational enhancement experiences (approved by the principal)

Teachers will collect notes for excused absences during Advisory and will turn those notes in to the Attendance Office each day. Students may also turn in notes to the front office. Appropriate documentation must be provided within three days of the absence.

After ten absences in a school year, only a valid note from the doctor, dentist, funeral home, or court will be accepted.

When a student is habitually absent, the standard district procedures will be followed, including:

- Referring the student to the YSC coordinator.
- Notifying the parent/guardian by telephone or in writing of the unexcused absence(s).
- Sending a letter to the parent/guardian stating that the student is truant after the third unexcused absence.
- Holding a conference with the parent/guardian after the sixth unexcused absence.
- Notifying the Pupil Personnel Department electronically after the sixth unexcused absence and stating any interventions already conducted by the school.

Any student who is a member of an extracurricular group and/or athletic team who accumulates six or more unexcused absences will be subject to further penalties at the discretion of the administration and coaches.

Students are to request missed class work within three days of their return and are allowed one day plus the number of days missed to complete and return assignments.

Tardy to School

All students must report to their first period class by 7:40 a.m. Any student who is tardy is required to sign in at the front office. The following reasons constitute an excused tardy:

- Doctor's appointment (with note from the doctor's office)
- Dentist's appointment (with note from the dentist's office)
- Funeral (with documentation)

Health Requirements

Kentucky law requires that all students have a valid Immunization Certificate. School personnel examine student records and notify the parent/guardian if a certificate has expired. Students not in compliance with this regulation will not be allowed to enroll or to return to school until the certificate is updated. Kentucky law requires that all sixth-grade students entering middle school for the first time receive a physical examination; a second measles, mumps, and rubella (MMR) vaccination; and a vaccination for hepatitis B.

Students transferring from another school district have 30 days to show evidence of proper immunization.

Immunizations may be obtained from any branch of the Louisville Metro Department of Public Health and Wellness or from a private physician.

Chronic Medical Conditions

The counselor should be notified of any chronic medical conditions a student may have. The counselor notifies and gives any special instructions to the teachers.

Restrooms

Students will receive 5 restroom passes a week via their iPad and will have the opportunity to use the restroom and wash their hands on the way to lunch.

Guidance

Counseling services are available to all students. Students interested in meeting with a counselor should scan the QR code posted throughout the building. Parents may also contact the counselors through the front office.

Lunch Program

Conway Middle School is one of 127 schools participating in a program called Community Eligibility. Because of this, all Conway students may eat breakfast and lunch at no cost. That means a free/reduced meal application is not required. However, a big part of our school's funding is based on the free/reduced/paying status of our students. So, if you receive a form for the Community Eligibility Program please complete and return it promptly. The

cafeteria operates for the benefit of our students, it is a nonprofit service. Some food items are for sale à la carte. Students who bring lunch from home must go to the cafeteria to eat during their team's scheduled time. Food and drinks may not be taken back to the classrooms for consumption. Every student is expected to practice good manners in the cafeteria. **No Food Delivery Service may be ordered to Conway.**

Library Media Center

All students have access to the Library Media Center. Classes visit the library on a flexible schedule. Individuals are allowed to go for special assignments. Students are responsible for returning any borrowed books. Fines are not charged for books turned in late, however, a lost book must be paid for before other books may be checked out and the student's name goes on a debt list until the debt is paid.

Parent Teacher Student Association (PTSA)

Parent/Guardian involvement is integral to the success of Conway and its students. All parents/guardians, teachers, and students are encouraged to join the Conway PTSA.

Textbooks and Library Books

Textbooks are provided to students in some classes. Students are obligated to give the books the best of care. The teacher records the book number and the condition of the book. Students must return all issued books at the end of the school year or pay for missing books.

Lockers

The teams issue lockers. If a student must bring a cell phone it will be stored in their locker during the school day. Students are reminded **not** to share their locker combinations with anyone. If a locker is jammed or is not working properly, students should report this to the teacher. Permission will be given to get help from a custodian or another staff member. Many times, a locker becomes jammed due to the large amount of clutter in the locker. Each student should strive to keep his or her locker orderly to eliminate the possibility of a jammed locker.

Louisville Metro Police Department's School Drug-Detection Canine Team Policy

The purpose of the Drug-Detection Canine Team is to assist JCPS with zero-tolerance programs and to maintain a safe environment conducive to learning. Periodically, CMS conducts a random check of the facility. In order for the program to operate effectively, the following search-procedure policies must be followed:

- The Drug-Detection Canine Team only searches school lockers, vehicles parked on school property, and other common or public areas of the school.
- The drug-detection canine does not search individual students.

- The drug-detection canine handler determines the exact nature and extent of how the drug-detection canine is to be used during the course of searches.

In the event that the drug-detection canine makes a positive response to a locker, the locker is recorded and checked, along with the lockers next to it, by school personnel as soon as possible. If drugs are located and the amount and type of drugs constitute a felony violation, an arrest is made and prosecution is initiated. Misdemeanor amounts of drugs are handled in accordance with the JCPS Code of Acceptable Behavior and Discipline.

The constitutional rights of students, staff members, and others will not be violated as a result of canine-detection searches. During the search, an administrator or other school official accompanies the Drug-Detection Canine Team. In addition, a law-enforcement officer from the jurisdiction where the search is occurring assists in arrests, crowd control, and the processing of evidence.

Lost and Found

Lost and found articles are kept in the back hallway by the custodial office. Any item found should be turned-in to the office. Unclaimed articles are donated to a local charity.

Accident Insurance

Students are covered by accident insurance through JCPS. The policy covers students during the school day as well as while they are traveling to and from school on a school bus.

JCPSNet Student Acceptable Use Policy

Jefferson County Public Schools (JCPS) offers students access to electronic information through a service called JCPSNet. Along with this access to computers and to people all over the world comes the availability of materials that may not be considered appropriate for use in the classroom. Because it is impossible to control all materials available through the global network, school staff and parents/guardians of minors are ultimately responsible for setting and conveying the standards that students should follow when using these information resources. JCPS supports each family's right to decide whether or not to allow their child to have access.

Access is a privilege, not a right.

Students are responsible for appropriate behavior when using JCPSNet, just as they are in classrooms and school hallways. Therefore, general school rules for behavior apply. Access to network services is offered to students who agree to act in a considerate and responsible manner, and parent permission is required. Based upon the acceptable use guidelines outlined in this document, the system administrators will deem what is inappropriate

use, and their decisions are final. The administration and staff may revoke or suspend user access when these terms are violated.

Students will:

- complete JCPS-provided e-mail training for those seeking an account.
- use the network for educational purposes, such as conducting research for assignments consistent with the JCPS academic expectations; and
- use appropriate language, avoiding swearing and vulgarities or abusive language.

Students will NOT:

- transmit or receive materials in violation of federal or state laws or regulations pertaining to copyrighted, threatening, or obscene materials, including sexually explicit materials.
- use JCPSNet for personal or commercial activities, product promotion, political lobbying, or illegal activities.
- break into/attempt to break into another computer network.
- damage/attempt to damage, move, or remove software, hardware or files.
- use unauthorized multi-user games.
- send or forward chain letters.
- use unauthorized software products (such as *Point-Cast*), which adversely affect network performance.
- create or share computer viruses.
- share access to their JCPSNet account, or use another person's account.
- maliciously attempt to harm or destroy data of another user.
- use network resources to otherwise violate the JCPS *Student Code of Acceptable Behavior and Discipline*.

JCPSNet communications are not private and may be reviewed by JCPS personnel, or by someone appointed by them, to ensure that all guidelines are followed.

Violation of the terms listed above will result in a loss of access to JCPSNet, and may result in other disciplinary action under the guidelines of the JCPS *Code of Acceptable Behavior and Discipline*. Use of public property for personal gain is a felony. Violators or parents of student violators may be subject to prosecution.



Conway Middle School

Positive Behavior Interventions and Supports Parent/Student Guide

In our efforts to ensure that Conway Middle School is a safe, caring, and quality learning environment, we have implemented a program called Positive Behavior Interventions and Supports (PBIS). PBIS actively encourages students to achieve their academic potential while also behaving with good character. At Conway, the focus is on teaching and encouraging appropriate behavior in all areas of the school, while concentrating on the instruction of the 3R's: Respect, Responsibility, and Readiness. Students who are respectful, responsible, and ready act appropriately; therefore, they maximize their learning opportunities and do not interfere with the learning opportunities of their classmates.

As part of PBIS, Conway has developed school-wide procedures to support implementation:

1. **Define Behavioral Expectations:** Behavioral expectations are positively and clearly defined. At Conway Middle School, our expectations are Respect, Responsibility, and Readiness. These expectations are outlined in the Behavior Matrix on the next page in this Agenda.
2. **Teach Behavioral Expectations:** The expectations are taught to all students. Expectations, like academic skills, will be taught by teaching, modeling, and practicing.
3. **Acknowledge Appropriate Behavior:** Once appropriate behaviors have been defined and taught, they will be acknowledged regularly. Conway has a system in place that reinforces expected behavior. Positive reinforcements will occur on various levels, addressing individual students, teams, grade levels, and the school as a whole.
4. **Correct Behavioral Errors Proactively:** When students violate behavioral expectations, they are informed that their behavior is unacceptable. Clear procedures are in place to direct students to appropriate behavior. These procedures are outlined on the Cougar Conduct Card page in this Agenda.

The following pages outline the behavior expectations (Behavior Matrix) and include the Cougar Conduct Card.



Conway Middle School Behavior Matrix—3R's

	Respect	Responsibility	Ready
Bus	<ul style="list-style-type: none"> ✓ Use quiet voices and appropriate words and actions. ✓ Listen to the driver at all times and follow directions. ✓ Enter and exit quickly and quietly. 	<ul style="list-style-type: none"> ✓ Keep the bus clean. ✓ Face forward in your seat. ✓ Take all belongings with you. 	<ul style="list-style-type: none"> ✓ Know your bus stop. ✓ Be on time or early. ✓ Get bus passes in the morning. ✓ Be seated before the bus leaves, and remain seated until you reach your destination. ✓ Have all take-home materials.
Arrival	<ul style="list-style-type: none"> ✓ Acknowledge greetings. ✓ Use appropriate language, tone, and volume (level one). ✓ Follow adult directions. ✓ Keep hands and feet to yourself. 	<ul style="list-style-type: none"> ✓ Enter and stay in your holding area. ✓ Follow holding area procedures. ✓ When inside, remove your hat and put all electronic devices away. 	<ul style="list-style-type: none"> ✓ Be on time, and use time wisely. ✓ Be ready to go to your destination.
Cafeteria	<ul style="list-style-type: none"> ✓ Follow adult directions. ✓ Use good manners. ✓ Wait your turn in line. ✓ Voice level two ✓ Keep hands and feet to yourself. 	<ul style="list-style-type: none"> ✓ Walk quietly to get your food. ✓ Stand in a single-file line. ✓ Keep your table and floor area clean. ✓ Stay at your table. ✓ Only talk to the people at your table. ✓ Remain seated; move only with adult permission. ✓ Leave immediately upon being dismissed. 	<ul style="list-style-type: none"> ✓ Know your lunch number. ✓ Find your seat, and sit down quietly. ✓ Keep all food and drink in the cafeteria.
Hallways/ Stairways	<ul style="list-style-type: none"> ✓ Voice level zero to one ✓ Walk on the right. ✓ Keep hands and feet to yourself. ✓ Answer adult questions appropriately. ✓ Greet others politely. 	<ul style="list-style-type: none"> ✓ Move toward your destination. ✓ Keep area clean. ✓ Walk without distracting others or classrooms. ✓ Only go where you are assigned to go. 	<ul style="list-style-type: none"> ✓ Enter, exit, and wait appropriately for each class. ✓ Have your iPad and necessary materials with you.
Lockers	<ul style="list-style-type: none"> ✓ Keep hands, feet, and objects to yourself. ✓ Wait your turn. ✓ Voice level one 	<ul style="list-style-type: none"> ✓ Use your own locker. ✓ Secure your locker after use. ✓ Keep your locker and locker area clean. 	<ul style="list-style-type: none"> ✓ Know your locker combination.

Restrooms	<ul style="list-style-type: none"> ✓ Consider others' privacy. ✓ Voice level one ✓ Keep surface areas clean, and do not deface school property. ✓ Keep hands and feet to yourself. 	<ul style="list-style-type: none"> ✓ Get in and out quickly. ✓ Wash your hands with soap and turn off the water. ✓ Throw trash away. ✓ Go directly to and from the restroom. 	<ul style="list-style-type: none"> ✓ Have your iPad with you. ✓ Use the nearest facility.
Classrooms	<ul style="list-style-type: none"> ✓ Follow dress guidelines. ✓ Follow directions. ✓ Use appropriate language, tone, and volume. ✓ Keep your hands and feet to yourself. 	<ul style="list-style-type: none"> ✓ Give your best effort. ✓ Be an active participant in class. ✓ Complete all assignments in a timely manner. 	<ul style="list-style-type: none"> ✓ Bring your iPad and necessary materials to class. ✓ Move to your seat quickly and quietly. ✓ Keep your work space neat and organized.

Voice Levels			
0—Silent: No talking, no sound	1—Whisper: Talking with one person	2—Table Talk: Only people near you can hear you.	
3—Presenter: The entire class can hear you.	4—Outside Voice		