

**CUMBERLAND COUNTY
MIDDLE SCHOOL**

CUMBERLAND COUNTY MIDDLE SCHOOL

908 North Main Street
Burkesville, KY 42717

Phone# (270)864-5818

Fax# (270) 864-2590

www.cland.k12.ky.us

Mrs. Michelle Bell– PRINCIPAL

Mr. Josh Furkin– ASSISTANT PRINCIPAL

Mrs. Nathalie Vincent– COUNSELOR

PROWLING TOWARDS PERFECTION!

MISSION STATEMENT

The mission of Cumberland County Middle School is for all students to be educated in a high performing school with a goal of academic excellence and equity.

VISION STATEMENT

The vision of Cumberland County Middle School is to develop a well-rounded twenty-first century learner through a rigorous curriculum and exposure to the Arts and Humanities, Practical Living, and Literacy, along with the tools to become lifelong learners and leaders through responsibility, respect, effort and a positive attitude.

WELCOME TO CCMS

To: Students

The policies and procedures contained in this handbook have been designed to help you have a successful school year at CCMS. The information has been carefully prepared so that it will assist you in adjusting and becoming an integral part of the school. Throughout the handbook you will find important information about the school's activities, programs, and policies. We hope you will share with us the pride and spirit we feel for our school and together we can make this school year the best ever. Remember that your school success is directly related to your efforts and attitude, so practice our school wide expectations.

I Have Panther Pride!

P-I show a positive attitude.

R-I am respectful to myself and others.

I-I demonstrate integrity.

D-I am dedicated and dependable.

E- I strive for excellence.

To: Parents

Our major goal is to prepare middle school students to become productive and responsible citizens in their communities, now as well as later in life. We believe that education is a cooperative effort among the home, school, and community. We can be successful only through working together. Please become involved with your child's studies, teachers, friends, and activities. Parent-teacher conferences are encouraged and welcomed. If you would a conference, please call the principal or assistant principal to make an appointment. Remember, this is a time of great change for your child socially, educationally, and physically. We recognize the need for family involvement within the middle school setting. Studies have shown that when parents increase their involvement in middle level schools, students actually achieve more, like school more, and have better internal family relationships!

SCHOOL CANCELLATIONS

When school must be called off due to weather or other emergency situations, all students and parents will be contacted through the One Call phone notification system, the local radio station,

WKYR, will have the announcement, as well as Bowling Green and Nashville TV stations. Please do not call school officials or the local radio station for this information, because the cancellations will be announced as soon as the decision is made.

DAILY SCHEDULE

The morning bell will ring at 7:35, and at this time all students should be in their first period class. Arriving after the 7:35 bell will count as a tardy and the student must sign in at the office when he/she arrives. Excuses are required within three days of absence. Afternoon bells are as follows:

Bell #1 – First Round Buses – 2:40

Bell #2 – Second Round Buses -2:45

Bell #3 – Walkers and Car Transported – 2:50

*PARENTS PICKING UP STUDENTS MUST PARK TO THE SIDE OF THE MIDDLE SCHOOL.

*If students are leaving prior to the third bell with parents, older high school sibling, or designated adult (on emergency card), **they must come inside to pick up students.**

REPORT CARDS

Students will receive grade reports every nine weeks. The dates that the reports will be sent home will be communicated via school messenger, REMIND text, on the school's website, and on Facebook. Students will also be given a midterm grade report each grading period so that parents will be updated on their child's grades.

GRADING SCALE

Grades will be based on the following scale.

A+ 100-99-98	B+ 91- 90- 89	C+82-81-80	D+73-72-71
A 97-96-95	B 88-87-86	C 79-78-77	D 70-69-68
A-94 -93- 92	B-85-84-83	C-76-75-74	D-67-66-65

PROMOTION/RETENTION POLICY

Students who fail one core content class must come to summer school, if summer school is possible. Students who fail two core content classes must have at least a 55% average in each class they fail and attend summer school to be promoted to the next grade level. Students who fail more than two core content classes must repeat that grade.

GRADUATION HONORS

Graduation honor students will be selected from eighth graders who have maintained a 91.5(GPA) or above in each of the four core content classes for their years at CCMS. THE HONOR STUDENTS CHOSEN ABOVE (EIGHTH) WILL BE SELECTED BASED ON CUMULATIVE GRADES AFTER THE **THIRD GRADING PERIOD OF THE FINAL YEAR.** Related Arts grades are not included in the above honor selections. Seventh grade students who are selected to be the graduation marshals and ushers will be chosen using the same format as above.

YEARLY HONOR STUDENTS

Sixth, seventh, and eighth grade students will be recognized as yearly honor students when their end-of-year GPA in each of the four content areas is 91.5 or above and will be based on all four grading periods.

STUDENTS MUST FOLLOW A REGULAR CURRICULUM FORMAT TO BE ELIGIBLE FOR THE ABOVE HONORS.

NINE WEEKS HONOR ROLL SELECTION

“A” HONOR ROLL – To be eligible, a student must not have a grade below 92 in any subject (related arts included).

“A-B” HONOR ROLL – To be eligible, a student must not have a grade below 83 in any subject (related arts included).

GRADING POLICY

Summative assessments will be given to test different learning targets. Each learning target will be assessed and an average will be determined based on number of questions correct divided by number of questions possible. If a student scores below 75%, s/he must retake that learning target assessment. The best of the 2 scores will be the entered grade. A student may retake learning target assessments one time. Teacher discretion will be used for number of questions per learning target.

Content Proficiency Assessments (CPA) are comprehensive tests that measure students knowledge of content and will include multiple learning targets to gauge students retention/mastery of standards being taught throughout the year. These will be given four times a year at the end of each nine weeks. Each CPA counts as 5% of their grade. These assessments are not subject to retake.

CPA EXEMPTIONS

The CPA administered during the 4th 9 weeks, is subject to exemption if students meet 9 of 11 the following criteria, with 3 of those 9 criteria coming from the CPA combined average content scores.

- 80% or above **combined average** for Science CPA's 1, 2, and 3.
- 80% or above **combined average** for Social Studies CPA 1, 2, and 3.
- 80% or above **combined average** for Math CPA 1, 2, and 3.
- 80% or above **combined average** for ELA CPA 1, 2 and 3.
- Proficient or Distinguished on all MAP Test.
- A or A/B Honor Roll 1st 9 weeks
- A or A/B Honor Roll 2nd 9 weeks
- A or A/B Honor Roll 3rd 9 weeks
- No Major Office Referrals
- 95 % Attendance Rate for the year
- Meet AR Goal for the 1st, 2nd, and 3rd 9 weeks

If students have perfect attendance for the entire year, up to the date that the last CPA is administered they will be automatically exempt from CPA 4.

NO ZERO POLICY

This policy was designed to help make sure that all students will be successful at CCMS. Students at CCMS are required to turn in all assignments, those graded, as well as those that are not. (Teachers will turn in names of students who have not completed work. Students will do that work in 21st morning and afternoon tutoring, break detention and after-school detention until work is complete.) Students have three days to make up work in the event of an absence. Parents will be contacted via a written notice or a phone call by the principal or assistant principal.

SCHOOL SAFETY ISSUES

CUMBERLAND COUNTY BOARD OF EDUCATION STATEMENT

The Cumberland County Board of Education's intent is to provide a safe, secure and orderly school environment that is conducive to learning and that will require the full cooperation and support of staff, students, their parents, and the community.

CCMS SAFE SCHOOL GOAL

The Cumberland County Middle School will provide a safe, nurturing learning environment for all students, staff, support personnel, volunteers, and parents.

CUSTODY NOTICE

School personnel assume that a child's natural parents have full custody rights and privileges unless they receive official documentation otherwise. IF THERE IS A SPECIAL CUSTODY SITUATION PLEASE INFORM THE OFFICE IN WRITING SO THAT THOSE RESPONSIBLE FOR THE CHILD MAY BE MADE AWARE. Either natural parent or any legal guardian of a student has the authority to pick up, or sign out a student unless school records indicate there is a legally binding instrument, which provide to the contrary.

VISITATION POLICY

All visitors to the school must check in at the front office where a visitor's pass will be issued after signing in and stating your purpose. This policy ensures that the school knows who is in the building at all times. All visitors must use the front door of the school. Although we want to present our school as a welcoming one, we choose not to accept visitors accompanying our students, other than their parents or guardians. This rule is to avoid having children with unknown backgrounds among our students.

HALL PASSES/PARENT SCHOOL COMMUNICATION

A student leaving the classroom will be required to have a hall pass when in the hallway during class time. Students sign out of class using the Google Form on the Student Advisory page.

This procedure is to assist everyone involved at the school with the appropriate supervision of all students and to keep track of all students at given time during the school day.

ACCIDENT AND EMERGENCY PROCEDURES

If a student should have an accident at school, he/she will receive immediate attention. If it is a minor injury, he/she will be treated by the school nurse. If the injury seems to be of a more serious nature, the person who has been designated on the student's emergency card will be contacted. The local school board provides accident insurance for every child enrolled. Please notify the school if there is a change in your address, telephone number, or person to contact in an emergency.

SCHOOL TRIPS

School trips must have the principal's and superintendent's approval to be authorized. The principal may approve any school trip that is less than 100 miles and is not overnight. Each parent must sign a permission form stating that they assume the responsibility for their child before he/she will be allowed to attend. Parents are to be informed of the nature of the trip, the approximate departure and return time, means of transportation, and any other relevant information.

A notary public must notarize the student's permission form if it is an overnight trip.

SCHOOL LOCKER

Lockers are the property of the school and loaned to students for their convenience. Students are expected to use lockers quickly and at the appropriate time and maintain hallway voice levels during locker time. Locker decorations must not be offensive. Any teacher or administrator may inspect students' lockers any time for health, safety, or other reasons.

STUDENT DISCIPLINE

CCMS students are to abide by the Code of Acceptable Behavior and Discipline policy established in accordance with state law, the local school board standards, and SBDM policies and procedures for our school. The code has established standards of acceptable behavior for each student to follow. On the first day of school a copy of this policy will be given to every student to take home for parents to read and review. **(Please see the CCMS Discipline Code and Consequences Chart at the end of the Handbook.)**

BEYOND CONTROL OF SCHOOL

At Cumberland County Middle School, a student is deemed beyond control of the school after he/she receives the tenth office discipline referral. Measures are taken prior to the tenth referral that includes any variation of the following: parent conference, detentions, after school tutoring, student conference with administration, in-school suspension, out-of-school suspension, mentoring program, and/or any other consequence/reinforcement necessary. The appropriate paperwork will be filed with the court designated worker.

ABUSE OF A TEACHER/STAFF

At Cumberland County Middle School, a student is considered to have abused a teacher when what he/she does undermines the authority of the teacher/administration, and disrupts the educational flow/progress of the classroom. This can include profanity directed towards staff, inappropriate body language, aggressive behaviors, extremely disrespectful comments, technology or social media comments and/or photos, and/or treating the teacher like the student is in charge of the classroom and does not need to participate/comply. The appropriate paperwork will be filed with the court designated worker.

VIOLENCE PREVENTION

Acts of violence by students on school property, at school sponsored events, or on school busses will not be tolerated and will be disciplined according to the Code of Acceptable Behavior and Discipline.

BACKPACK/BOOK BAG/PURSE POLICY

All backpacks, book bags, and purses should be kept in student lockers throughout the school day.

DRESS AND APPEARANCE

When a student's appearance or dress is inappropriate, action will be taken based on the judgment of the principal or assistant principal.

1. Shirts/tops may be sleeveless, but may not be racerbacks, and may not show midriffs. Tank Tops must cover bra strap and may not be spaghetti strap tank tops
2. Cleavage may not show.
3. Shirts/tops may not have additional holes or be "see through". Designs on underwear may not be visible.
4. Shorts'/dresses'/skirts' lengths must be at or below fingertips with shoulders relaxed.
5. Holes in pants are allowed, but must adhere to the fingertip rule – no holes above that point. Any holes above that point must be patched, or additional bottoms may be work beneath the pants to prevent skin from showing. Undergarments will not suffice.
6. Pants must be worn at waist level with no underwear showing.
7. Clothing may not contain offensive slogans, offensive advertisements, offensive symbols, or profanity.
8. Shoes must be worn at all times. Bedroom or house shoes are not allowed.
9. Pajamas are to be worn to school except on designated days approved by the school.

PROHIBITED ITEMS

These items are not allowed on school property at any time.

Drugs, alcoholic beverages, narcotics, drug paraphernalia (or lookalikes), cigarettes, electronic cigarettes, vapor products, inhalants, cigarette lighters, matches, tobacco products (and lookalikes), explosive/incendiary devices, weapons, look alike weapons, guns, knives, chains (including wallet chains), screwdrivers and /or other items designed or easily used to cause

physical harm, medication or pills, open containers (any container brought into school that is not sealed), glass containers, any electronic item of distraction, and playing cards, or anything that distracts the learning process.

CELL PHONE POLICY/ELECTRONICS POLICY

Students are to keep cell phones/electronic off during school hours and out of sight at all times. (in lockers, purse, backpacks, etc.) See Discipline Code for consequences for violations to this policy.

TOBACCO USE

The use and /or possession of tobacco products, including electronic cigarettes, are prohibited and any student who violates this rule will be punished in accordance with the Code of Acceptable Behavior and Discipline.

DRUG AND ALCOHOL ABUSE

Any student, who sells, gives, possesses, uses, or is under the influence of illegal drugs, narcotics, or alcohol on school property, including at school-related activities on school buses, will be disciplined according to the Code of Acceptable Behavior and Discipline.

SCHOOL BUS SAFETY

Adequate supervision will be provided for the students as they load and unload the buses. Students will not be permitted to leave the bus at a stop other than where the pupil regularly unloads unless he/she has a written form signed by the parent and principal, assistant principal, or office personnel. If a student must ride a different bus, a parent or guardian must send a written note, which will be confirmed by office personnel, on or before the day of the change. No phone-only bus passes will be allowed.

PROCEDURE TO REPORT SCHOOL BUS PROBLEMS

1. Parent/Pupil contacts the school bus driver if reporting a problem.
2. The school bus driver contacts the director of transportation.
3. The director of transportation will report to the principal or assistant principal.
4. The director of transportation and the principal will decide the action to be taken.

HARASSMENT/DISCRIMINATION

DEFINITION: Harassment/Discrimination is intimidation by threats of or actual physical violence; the creation by whatever means, of a climate of hostility or intimidation, or the use of language, conduct, or symbols in such manner as to be commonly understood to convey hatred, contempt, or prejudice or to have the effect of insulting or stigmatizing an individual.

PROHIBITION: Harassment/Discrimination due to an individual's race, color, national origin, age, religion, marital status, political beliefs, sex, or disability is prohibited at all times on school property and off school grounds during school sponsored activities. This prohibition also applies to visitors to the school who may come into contact with employees and students. Cyber

bullying that affects the educational environment of CCMS will be investigated by the school, state, and/or local authorities.

DISCIPLINARY ACTION: Students who engage in harassment/discrimination of an employee or another student on the basis of race, color, national origin, age, religion, marital status, political beliefs, sex, or disability shall be subject to disciplinary action, including, but not limited to, suspension and expulsion. False or malicious complaints of harassment/discrimination may result in disciplinary action taken against the complainant.

PROCEDURES: Students who believe they have been a victim of an act of harassment/discrimination or who have observed other students being victimized shall, as soon as reasonably possible, inform their teacher, guidance counselor, or principal of the incident. Appropriate follow-up will then be taken in accordance with the District Administrative Procedures Manual.

Upon the resolution of allegations, administration shall take steps to protect employees and students against retaliation.

BULLYING: SB 228

Definition is codified in KRS 158.148, subsections (1) (a) and (b): (1)(a) As used in this section, "bullying" means 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, on school-sponsored transportation, or at a school sponsored event; or 2. That disrupts the education process. (b) This definition shall not be interpreted to prohibit civil exchange of opinions or debate or cultural practices protected under the state or federal Constitution where the opinion expressed does not otherwise materially or substantially disrupt the education process.

Types of Bullying that are prohibited include, but are not limited to:

Verbal where someone says or writes mean things about another individual. Examples include: teasing, name-calling, threatening to cause harm to another and taunting.

Physical hurting a person's body or their possessions. Examples include: hitting/kicking/pinching, spitting on someone, tripping/pushing, taking or breaking someone's things, making mean or rude hand gestures.

Social (relational bullying) causes harm to someone's reputation or relationships. Examples include: leaving someone out on purpose, telling other peers not to be friends with someone, spreading rumors about someone or embarrassing someone in public.

Cyber Bullying occurs via electronic devices where students send mean text messages, starts or sends rumors about another peer, sends embarrassing pictures, etc.

Students who feel like they are a victim of bullying or know of bullying taking place should take one or more of the following processes to report the issue.

PROCESS FOR STUDENTS TO REPORTING BULLYING

1. CCMS students can access the Google Form that will be shared with them during Advisory.
2. Directly tell an administrator or teacher and complete form.
3. Access the Cumberland County School District's website (<http://www.cland.k12.ky.us/>). Click on the red, STOP safety tip-line located in the top left corner of the page under Quick Links. This will give you access to report bullying.

Once a report is made, administration will promptly respond to the situation and taken in accordance with the District Administrative Procedures Manual.

House Bill 91:

Kentucky House Bill 91, sometimes referred to as the “Golden Rule Bill” or the Bullying Bill,” was enacted during the 2008 legislative session Through the provisions of HB 91, it will be possible for school and district employees to report serious safe-school incidents, including bullying (rising to the level of a felony offense), to the principal so that quick and effective actions can take place to ensure the safety and well-being of all students.

Specific school requirements for completion for HB 91 include the following:

All school employees shall be informed of the requirements of the code as well as receive any necessary training.

If encountered, any school employee shall report to the principal any suspected felony offense listed below. If the principal is in doubt if the offense under consideration is a felony, he/she will consult with local law enforcement and the school board attorney.

Within 48 hours, the principal will file a written report to the local board of education through the superintendent. If when investigating the principal finds evidence of a felony offense, ONE of the following will be contacted: a local law enforcement agency, the Kentucky State Police or the county attorney. (If a principal does not find evidence of a felony offense, he/she does not have to file a report to the agencies listed.)

The principal will notify parents or guardians of the alleged victim and alleged perpetrator.

Law enforcement agencies receiving the principal’s report will conduct an investigation.

In order to effectively participate in the democratic process as adults, students must learn to respect the rights of others and to interact with them in a civil manner. Therefore, students are required to speak and behave in a civil manner towards students, staff, and visitors to the schools.

Actions Not Tolerated

The use of lewd, profane or vulgar language is prohibited. In addition, students shall not engage in behaviors such as hazing, bullying, menacing, taunting, intimidating, verbal or physical abuse of others, or other threatening behavior.¹ this policy extends to any/all students language or behavior including, but not limited to, the use of electronic or online methods. Such behavior is disruptive of the educational process and interferes with the ability of other students to take advantage of the educational opportunities offered.

These provisions shall not be interpreted to prohibit civil exchange of opinions or debate protected under the state or federal constitutions where the opinion expressed does not otherwise materially or substantially disrupt the educational process or intrude upon the rights of others. Students who violate this policy shall be subject to appropriate disciplinary actions.

Reports

As provided in the District Code of Acceptable behavior and Discipline, students that believe they are victims of bullying/hazing shall be provided with a process to enable them to report such incidents to District personnel for appropriate action.

Other Claims

When a complaint is received that does not appear to be covered by this policy, administrators shall review other policies that may govern the allegations, including but not limited to 09.426 and/or 09.42811. Harassment/discrimination allegations shall be governed by Policy 09.42811.

References

1KRS 158.150; KRS 158.148: A New Section of KRS Chapter 158.

KRS 160.290

Bethel School District No. 403 v. Fraser 478 U. S. 675, 106 S. CT. 3159, 92 L.Ed.2d 549 (1986)

Tinker v Des Moines Independent School District, 393, U. S. 503, 89, St. Ct. 733, 21 L. Ed.2d 731 (1969)

DUE PROCESS

In the event of disciplinary action, the fundamental criteria at Cumberland County Middle School are fairness and action beneficial to the student. Students will have any accusations as well as the consequences explained to them. Students will be heard. One of the fundamental elements of due process is apprising students of rules and that violation of those rules may result in disciplinary action. Reading and discussion of this handbook can prevent discipline problems. It is a basic belief of CCMS that discipline problems should be prevented. Parent /Guardians and the school can work together when there is a discipline problem, and care will be taken to protect the rights of students.

COMMUNICATION PROCEDURES

An open line of communication between the home and school is extremely important. Questions, problems, or concerns related to the school operation and /or this handbook should be directed to the school principal or assistant principal. The administration will be happy to respond to your inquiry and assist you with circumstances not covered within this handbook.

LIBRARY BOOKS, TECHNOLOGY, TEXTBOOKS, AND SCHOOL PROPERTY

The Cumberland County School System furnishes textbooks/chromebooks and provides library books for all middle school students to use during the year. These resources are the responsibility of each student and if any are damaged or lost, the student will be expected to pay for the resource. Any student who damages school property or equipment will be responsible for payment.

Students will be required to pay a \$15 chromebook maintenance fee for the 2017 school year.

TELEPHONE

The school telephone is a business phone and is to be used for that purpose or for emergencies. NO student will be allowed to use the phone unless given permission by school personnel. Students should have a hall pass signed by a teacher stating the need for use of the office phone. Student use of the phones in the classroom will be left to the discretion of the teacher.

PLEASE NOTE: PHONE MESSAGES TO STUDENTS WILL NOT BE DELIVERED UNTIL AFTER 2:00 PM EACH DAY. A STUDENT WILL NOT BE TAKEN OUT OF CLASS FOR A CALL.

CCMS ATTENDANCE POLICY

All students are required to attend school regularly, punctually, and to conform to the rules and regulations of the school, county board of education, and Kentucky school laws. Regular attendance is an important factor in establishing a good scholastic record. Attendance is the joint responsibility of the parent and student. After an absence you must submit an excuse that has been prepared by the parent/guardian or a health official, explaining the nature of the absence. Failure to return an excuse within three days will result in the absence being counted as unexcused. Students are allowed six days of parental excuses. An excuse for a tardy (coming in late or leaving early) should be brought in by the student. The excuse will be kept in an attendance folder located in the office for the remainder of the year. Each day a student is absent, the school will make a contact via telephone call to the parent/guardian.

Please note that only six parent excuses will be allowed during the school year, three per semester.

MAKEUP WORK

It is the responsibility of the student and teacher to correlate all work to be made up as a result of absences. In the event that a student is absent they may access any missed work on Google Classroom as well as links to the work will be provided in teacher lesson plans on the school website. Students and parents may also correspond with the teacher about work using the REMIND text message feature.

TRUANCY

Any student who has been absent from school without a valid excuse for two (2) days or tardy two (2) days or more is considered a truant. Entering school late, without an excuse, is disruptive to the classroom and also has an adverse effect on the educational process. Any student arriving after 7:35 AM or leaving before 2:40 PM must report to the office to sign in/out on the appropriate school form. ABSENTEEISM is a very serious matter for students and should receive prompt correction and attention.

Suspensions will be considered unexcused absences. Therefore, absences due to suspensions will accrue toward truant status.

PERFECT ATTENDANCE

To receive perfect attendance recognition at the end of the year, a student must be at school by 7:35 am and remain in school all day until 2:40 pm. Excused absences are not taken into account for this recognition.

GRIEVANCES

If the student, parent, or legal guardian is not satisfied with the findings of the CCMS Site-Based Committee, they have the right to file a written statement requesting hearing before the Central Office

Attendance Committee. This committee shall consist of the Superintendent and the Director of Pupil Personnel. The written request for a hearing must be filed within three school days of the date the student received the final decision of the School SBDM Committee.

ANY UNUSUAL CIRCUMSTANCE INVOLVING ABSENCES THAT MIGHT OCCUR SHALL RECEIVE SPECIAL ATTENTION FROM THE PRINCIPAL AND THE ASSISTANT PRINCIPAL. THIS WOULD INCLUDE ANYTHING NOT ADDRESSED IN THE ABOVE ATTENDANCE POLICY.

HOMEWORK ASSIGNMENT WHEN ABSENT

When a student is absent from school and needs his/her homework assignments for the missed days, please telephone the school office in the morning for this request. The teachers will be notified and will arrange to have all assignment and appropriate books together. The assignments may be picked up in the office or will be sent home with another student, if requested. Additionally, students may check Google Classroom to obtain missed work.

Cumberland County Schools Student Technology Acceptable Use & Internet Safety Policy

Overview:

The Cumberland County Schools District recognizes technology skills as an essential part of a student's educational experience. The district provides students access to technology and the internet to develop skills and knowledge to be successful in school and in life after school. A responsibility exists on the part of students and parents to use the technology resources in a manner protecting themselves, others, and the equipment from harm.

Ownership:

All computers and equipment are the property of Cumberland County Schools and all data stored on this equipment is the property of the school system. District or administrative personnel have the right to turn any inappropriate files over to the proper authorities.

Digital Citizenship:

The safety of our students is very important. Students are expected to be good digital citizens. Our district will educate minors on a variety of Internet Safety topics which include online behavior on social networking sites, chat rooms, cyber bullying awareness and response to cyber bullying. Other digital citizenship activities include: keeping passwords private, not providing personal information to sites on the Internet, and respecting others. A Digital Citizenship Curriculum plan outlines activities for each school.

Education:

Technology access is provided to students for educational purposes only. Any other use is considered a violation of the Acceptable Use Policy.

Accessing Internet sites offering objectionable material, social networking sites and personal use of district resources are considered violations of the acceptable use policy.

Community:

Computer networks are communities. All users must respect the rights of others. The use of any software/equipment that consumes an unjustifiable amount of technology resources is considered a violation of the Acceptable Use Policy.

Student Email and Internet:

Prior to the student being granted independent access privileges, the following section must be completed for students under 18 years of age:

As the parent or legal guardian of the student (under 18) signing above, 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.

CONTENT FOR USE: By signing the attached form, you hereby accept and agree that your child's rights to use the electronic resources provided by the District and/or the Kentucky Department of Education (KDE) are subject to the terms and conditions set forth in District policy/procedure. Please also be advised that data stored in relation to such services is managed by the **District** pursuant to **policy 08.2323** and accompanying procedures. You also understand that the email address provided to your child can also be used to access other electronic services or

technologies that may or may not be sponsored by the District, which provide features such as **online storage, online communications and collaborations, and instant messaging**. Use of those services is subject to either standard consumer terms of use or a standard consent model. Data stored in those systems, where applicable, may be managed pursuant to the agreement between KDE and designated service providers or between the end user and the service provider. Before your child can use online services, he/she must accept the service agreement and, in certain cases, obtain your consent.

Infinite Campus:

Infinite Campus is a student information management system. Infinite Campus Parent Portal allows parents and students access to view class schedules, grades, attendance, and assessment information. It is a privilege to access this database of information. By signing the acceptable use policy, users are agreeing to the rules for the use of the portal:

- Students will act in a responsible, ethical and legal manner when accessing the site.
- Students will not attempt to harm or destroy the school, district's data, or network information.
- Students will not attempt to access information on any other student in the district.
- Students will agree to not use the portal in any illegal activity.
- Students must notify the school immediately of any errors that occur when accessing the site.
- Students will not share their username or password with any other student.
- Students will not set any computer to automatically log into the portal.
- Students will log off of the portal before walking away from a computer.
- Students identified as a security risk will be denied access to the portal.

A separate username and password will be generated for access to this site.

Personal Devices

Personal network devices are allowed when requested for educational purposes but must be submitted to the technology department for scanning for inappropriate and malicious files and for inventory. Devices must have appropriate and current antivirus software. Devices must use the district computer network and internet content filtering program. Violations will be subject to conditions in the student discipline code. Use of cellular or web devices are subject to conditions in the student discipline code.

Legal Obligations:

Users must adhere to all federal, state, and local laws regarding the use of technology. These include but are not limited to:

701 JAR 5L120 Prevention of Objectionable Material Transmitted to Schools via Computer

KRS 434.520 Unlawful Access to a Computer

KRS 434.845 Misuse of Computer Information

Plagiarism and violations of copyright laws

Destruction of district equipment and/or data

Care of Resources:

All users will demonstrate proper care/use of district technology equipment. Users should log-on using their unique ids and passwords. Users should log-off when finished. Users should not leave the

computer while logged-on. Users should not allow others to use a computer they are logged-on. Computers and monitors should be turned off at the end of the day.

Other:

The Student Technology Acceptable Use Policy is intended to work with other district/school policies. Violations of school discipline codes and/or other policies where technology is used can be considered a violation of the Acceptable Use Policy.

Students **are not** permitted to do the following:

- Harass, insult, or attack others
- Damage computers, computer systems or computer networks
- Violate copyright laws
- Trespass in another's folders, work or files, *or district network*
- Intentionally waste limited resources
- Use equipment/network for commercial purposes
- Intentionally load malicious software on computers or network devices
- Intentionally load **inappropriate** files such as music, photos, or video onto the network
- Searching for pornography or other inappropriate materials
- Extending or creating your own network

Consequences:

Actions taken as the result of violations of the Student Technology Acceptable Use Policy will follow the guidelines contained in the school/district Code of Conduct/Discipline Policies and as deemed appropriate by the school Principal and/or district Superintendent or their designate.

Procedures:

Student network accounts are activated when a signed permission form is returned to the school. Students and parents/guardians must sign the form. A new permission form must be completed each school year. This form gives parents/guardians the opportunity to designate if their student may have Internet access, an email account, both or neither. The form is a binding document that student use of district technology will be appropriate and the consequences of inappropriate use.

Summary:

The Cumberland County School District implements internet safety measures that address:

- **Controlling and restricting access by minors to inappropriate content**
- **Providing Safety and security measures for minors when they are using electronic mail, chat rooms, and other forms of direct electronic communications**
- **Preventing unauthorized access**
- **Maintaining logs of user Internet activity, network activity, and other software to filter inappropriate material.**
- **Unauthorized disclosure, use and dissemination of personal information regarding minors.**

Access to computers, Internet, and remote systems is a privilege for our students, not a right. Violations of these policies may result in restricted technology privileges, suspension of all technology privileges or other consequences deemed appropriate.

STUDENT SERVICES

GUIDANCE SERVICES

The comprehensive guidance programs to assist each individual student achieve his/her highest growth mentally, emotionally, physically, and socially. This goal is attempted in several ways:

1. Having individual conferences whenever a student, teacher, or principal makes a request.
2. Offering various group guidance classes to particular groups.
3. Welcoming the opportunity to talk individually with any student, parent or staff member.
4. Making referral to other agencies and programs when necessary.

FAMILY RESOURCE/YOUTH SERVICE CENTER

These centers were created with the intent to enhance students' abilities to succeed in school by assisting children, youth and families in meeting their basic needs. This may be done by providing community services at the Family Resource Center or by linking families to other agencies within the community. Call the school for information or the FRYSC direct at 270-864-1262.

HEALTH SERVICES

A school nurse is available daily to see individual student referrals as well as administer needed health screenings. The school also works in close cooperation with the Cumberland County Health Department. All cases of suspected communicable diseases and/or parasites will be reported to the Health Nurse or Department. The students involved will be asked to stay at home until a health official issues a statement that the problem has been resolved.

MEDICATIONS

Students who need to take medications during the school day must bring all medicine to the nurse or front office personnel in the morning where a designated trained staff member will administer it at the correct time. Prescription drugs must be in the original prescription bottle. All medicine that can be taken at home under a parent's supervision should be, (e.g. if the prescribed dosage is four times a day only one dose should be administered at school). All over-the-counter medicine must be kept in the nurse's office and left in the original container. Parents must send a note saying how much over-the-counter medicine they will allow their child to take each day.

MIGRANT SERVICES

Students who are identified and qualify for this program will be notified and given an opportunity to participate.

TITLE I SERVICES

This is a school-wide program, and all students will benefit from the services offered by the Title I teachers.

EXCEPTIONAL EDUCATION

Resource and collaborative classes are available at CCMS for those students who are referred, evaluated, and recommended for placement by the ARC Committee.

HOME/HOSPITAL INSTRUCTION

Home/Hospital education is a short term instruction provided in a home or other designated site for a student who is temporarily unable to attend school. For more information call the principal or call the Central Office (270-864-3377).

SPEECH INSTRUCTION

Speech therapists meet with students based on their Individual Educational Plan.

EXTENDED SCHOOL SERVICES

After-school tutoring sessions are available to the students who need academic instruction beyond the school day. Any parent/guardian may request for their child to participate in this program by contacting the principal or assistant principal.

21ST CENTURY COMMUNITY LEARNING CENTER

The learning center is designed exclusively for CCMS students and their families. The project is a collaborative effort of Cumberland County Schools and the Cumberland County Cooperative Extension Service/4-H Youth Development. The program provides academic assistance, enriching learning experiences, positive social interaction and recreational activities in a safe, healthy environment during out of school hours. The specific activities and workshops to be offered will be those suggested by middle school students, parents, teachers and community members. You may call the middle school with suggestions for classes or workshop.

HOST

The McKinney-Vento Act defines children and youth who are homeless (twenty-one years of age and younger) as:

Children and youth who lack a fixed, regular, and adequate nighttime residence, and includes children and youth who are:

- sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason (sometimes referred to as double-up);
- living in motels, hotels, trailer parks, or camping grounds due to lack of alternative adequate accommodations;
- living emergency or transitional shelters;
- abandoned in hospitals; or
- awaiting foster care placement.

Children and youth who have a primary night time residence that is a public or private place not designated for, or ordinarily used as, a regular sleeping accommodation for human beings.

Children and youth who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings.

Migratory children who qualify as homeless because they are living in circumstances above.

If you are personally aware of or are acquainted with any children who may qualify according to the above criteria, the Cumberland County School District provides the following assurances to parents of homeless children:

The local district staff person (liaison) for homeless children is Rodney Schwartz, DPP, 864-3377, e-mail address is rodney.schwartz@cumberland.kyschools.us.

There shall be immediate enrollment and school participation, even if educational and medical records and proof of residency are not available.

All educational opportunities and related opportunities for homeless students (preschool to age 21), including unaccompanied youth, shall be the same as for the general student population.

Meaningful opportunities for parents to participate in the education of their children include: special notices of events, parent-teacher conferences, newsletters, and access to student records.

STUDENT PARENT/GUARDIAN HANDBOOK CERTIFICATION

I, _____, a _____ grade student at Cumberland County Middle School, hereby acknowledge having received a copy of the school handbook. I realize that I will be responsible for knowing and following procedures and regulation outlined in the handbook. I will also take the handbook home for my parent/guardian to read in order for them to understand the procedures and regulations of the school.

Signed _____ Date _____
Student

I have read and understand the procedures and regulations of Cumberland County Middle School.

Signed _____ Date _____
Parent/Guardian

CCMS DISCIPLINE CODE AND CONSEQUENCES – 2016-2017

Disciplinary Code	Description	Consequence <i>First Report</i>	Consequence <i>Second Report</i>	Consequence <i>Third Report</i>
Class Disruption	<i>Involved in a behavior which disrupts the educational process of other students in the classroom</i>	1 detention	3 detentions-ASD	5 detentions-ASD
Dress Code	<i>Violation of student dress code</i>	Change clothes	Change clothes and 1 detention	Change clothes and 3 detentions
Defiance, Non-Compliance, Insubordination	<i>Unwilling to follow directions; back talking; disrespectful behavior</i>	1 detention-suspension	5 detentions-suspension	Suspension-possible alternative school referral
Inappropriate or Abusive Language/Profanity	<i>Written, verbal including gestures, pictures, words (non-confrontational)</i>	1 detention	3 detentions-ASD	ASD-suspension
Skipping class Tardy	<i>Failure to report to class or going somewhere without permission (inappropriate location/out of bounds area)</i>	1 detention	3 detentions	5 detentions-suspension
Skipping school	<i>Leaving school property or building without permission</i>	ASD-suspension	Suspension	Suspension-possible alternative school referral
Possession of tobacco products, matches, lighters, electronic cigarettes	<i>Any tobacco, matches, lighters, electronic cigarettes</i>	Tobacco class	ASD	Suspension
Inappropriate Display of Affection	<i>PDA</i>	Counselor referral and parent contact	ASD/parent conference	ASD-suspension

Cafeteria misconduct	<i>Violation of school rules while in cafeteria (*consequences will be dependent on the violation)</i>	*	*	*
Cell phone violation	<i>Cell phone out during school day</i>	Confiscated-picked up by parents end of day	Confiscated-detention-picked up by parent end of day	Confiscated-ASD-suspension-parent pick up following consequence
Academic dishonesty	<i>Cheating on test, copying papers, plagiarism</i>	1 detention plus 0 on work	ASD plus 0 on work	Suspension plus 0 on work
Forgery	<i>Falsifying a signature</i>	3 detentions-ASD	Suspension	Suspension
Physical Contact	<i>Engaging in voluntary sexual contact</i>	Suspension-possible alternative school referral	Alternative school placement	
Bullying/Harassment	<i>Verbal statements, gestures, physical contact based on disability, ethnicity, gender, physical, race, religion, or sexual</i>	ASD-Expulsion	Suspension-Expulsion	Suspension-Expulsion
Retaliation	<i>The act of retaliating due to reporting incidents in violation with the code of conduct</i>	Suspension-Expulsion or possible placement at Alternative School	Suspension-Expulsion or possible placement at Alternative School	Suspension-Expulsion or possible placement at Alternative School
Theft	<i>Taking or acquiring property without permission</i>	1 detention-suspension	ASD-suspension	Suspension-possible alternative school referral
Vandalism/Property Damage	<i>Inadvertent or willful destruction or defacing of school property</i>	Restitution plus 3 detentions-suspension	Restitution plus suspension	Restitution plus alternative school placement
Pocket knife	<i>Possession of pocket knife</i>	Warning-parent pick up	1 detention-suspension- knife kept until end of year	Suspension-knife kept

Lying	<i>False report/false testimony</i>	3 detentions-ASD	ASD-suspension	Suspension
Failure/refusal to fulfill detention assignment	<i>Does not attend or will not attend assigned time of detention</i>	ASD-suspension	Suspension	Suspension-possible alternative school referral
Detentions	<i>An office referral will be completed beginning with the fifth detention and with each set of five detentions thereafter</i>	After School Detention - ASD	In School Suspension	Out of School Suspension
Inciting others to violence	<i>Giving encouragement to acts which disrupt the educational process</i>	3 detentions-suspension	Suspension	Suspension-possible alternative school referral
Verbal assault	<i>To insult, call names, dishonor, or abuse orally or in writing any staff member</i>	Suspension-possible alternative school-possible charges filed	Alternative school placement-charges filed	Charges filed
Threatening or intimidating acts	<i>Leading others to believe that you intend to do harm – continued behavior is bullying/harassment</i>	3 detentions	Suspension	Possible charges filed/alternative school placement
Fighting	<i>Hostile bodily contact</i>	Suspension	Suspension-possible alternative school placement	Alternative school placement
Pornography	<i>Pornographic material in possession</i>	ASD-suspension	Suspension	Alternative school placement
Physical attack/assault	<i>Physical assault</i>	Suspension-possible alternative school referral	Suspension-alternative school	x
Possessing/using weapon	<i>Using or threatening to use any instrument capable of bodily harm</i>	Suspension-possible alternative school referral	Alternative school placement	x

Computer tampering/damage	<i>Illegal code or entry into computer programs or damage</i>	Revocation of computer privileges-suspension-restitution	Possible alternative school placement-restitution	Alternative school placement-restitution
Presence of student is detrimental to best interest of school	<i>Student's presence and behavior creates unacceptable conditions for the school</i>	Suspension-possible alternative school placement	Suspension-possible alternative school placement	Suspension-possible alternative school placement
Unlawful drugs/alcohol use	<i>Knowingly possess, use, provide or transmit drugs or alcohol</i>	Suspension-alternative school placement-charges filed	x	x
Electronic Devices	<i>Not to be used during instructional time</i>	Confiscated-Parent pick up end of day	Confiscated-1 detention-Parent pick up end of day	Confiscated-ASD-Suspension-parent pick up following consequence
Detention and/or Office Referral	<i>Any detention and/or office referral given during the school day</i>	No after school activities for that day	No after school activities for that day	Third, fourth, etc.-No after school activities for that day
Trip Misbehavior	<i>Misbehavior on any school sponsored trip</i>	No trips allowed for the remainder of the school year	x	x