



**CUMBERLAND COUNTY  
MIDDLE SCHOOL**

*Student  
Handbook*

**2025-2026**



APPROVED BY SBDM JUNE 2025

# CUMBERLAND COUNTY MIDDLE SCHOOL

## 2024-2025 Student Handbook

### *Home of the Panthers*

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### **Office Staff**

Mrs. Valerie Shelley– Principal  
Mrs. Kelsie Cooksey- Assistant Principal  
Mrs. Nathalie Vincent– Counselor  
Ms. Whitney Long - Secretary  
Mrs. Angi Bow - Attendance Clerk  
Mr. Casey Perdue - FRYSC Coordinator

### **SBDM Council**

Mrs. Valerie Shelley- Principal  
Mrs. Kelsie Cooksey - Secretary  
Mrs. Sarah Alexander - Parent Member  
Mr. Tyler Shelton - Parent Member  
Mrs. Audra Perdue- Teacher Member  
Mr. Rodney Smith- Teacher Member  
Mrs. Blake Vitatoe - Teacher Member

## **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.

### **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 like to schedule an additional 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!

## **DAILY SCHEDULE**

The morning bell will ring at 7:35, and at this time all students should be in the gym for morning assembly or Advisory Class. Arriving after morning assembly 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. During Advisory, students will say the pledge of allegiance and have a moment of silence at the beginning of the school day.

Afternoon bells are as follows:

Bell #1 – First Round Buses – 2:40

Bell #2 - Car Riders – 2:43

Bell #3 – Second Round Buses - 2:45

Bell #4 – Walkers and Athletes - 2:47

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

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

## **SCHOOL CANCELLATIONS/SLED DAYS**

When school must be called off due to weather or other emergency situations, all students and parents will be contacted through a Parent Square Text, Facebook, 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. Student SLED packets will be distributed at the beginning of the school year and links to the work may be found on the Cumberland County School District's web page. ALL students are expected to complete the work on the cancelled days and submit the work upon returning to school. Those students who do not submit the work on the 2nd day back will be required to stay after school to finish the work.

## **REPORT CARDS**

Students will receive grade reports every nine weeks. The dates that the reports will be sent home will be communicated via Parent Square 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. Parents can also check grades as often as you would like through our parent portal on Infinite Campus. If you would like more information, please visit our website at <http://www.cumberland.kyschools.us> and then click on the parent portal on the left side of the page.

**GRADING SCALE** - Grades will be based on the following scale.

A = 90 - 100

B = 89 - 80

C = 79 - 70

D = 69 - 60

F = Below 59

### **PROMOTION/RETENTION POLICY**

Students who fail one - two core content classes must come to summer school, if summer school is possible in order to be promoted to the next grade level. Students who fail more than two core content classes must repeat that grade.

### **8th GRADE GRADUATION**

Students may not be allowed to participate in graduation exercises unless ALL requirements for graduation have been met. All students will be expected to participate in all practice sessions on time and with appropriate attire. Students may be barred from participation for disciplinary code violations prior to graduation. Students who are on Panther Virtual Academy will be subject to the PVA handbook and may not be able to attend if adequate progress is not made while on PVA.

### **GRADUATION HONORS**

Graduation honor students will be selected from eighth graders who have maintained a 90 (GPA) or above in each of the four core content classes for their years at CCMS or an average of 90 overall for all of 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 90 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 90 in any subject (related arts included).

"A-B" HONOR ROLL – To be eligible, a student must not have a grade below 80 in any subject (related arts included).

### **GRADING/RETAKE 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 the number of questions correct divided by the number of questions possible. If a student scores below 70%, s/he MAY retake that learning target assessment. The best of the 2 scores will be the grade entered. A student MAY retake learning target assessments ONE time within 3 days of receiving a failing grade. Retake work will be provided by the teacher in order to prepare the student for the retake and MUST be completed in order to retake the assessment. Teacher discretion will be used for the number of questions per learning target.

### **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 21<sup>st</sup> Century morning and/or afternoon tutoring, in school detention

and/or 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.

### **RESPONSE TO INTERVENTION (RTI)**

Cumberland County Middle School will provide education services (Response to Intervention) to struggling students to help them be successful in the classroom. Areas of need will include MATH, ELA, and Behavior. Decisions will be made based on KSA Scores, iReady Scores, STAR Test Scores, Teacher Recommendation, and/or Parent Recommendation. Progress monitoring will be conducted every 6 weeks and placement decisions every 9 weeks.

### **Advanced Courses**

Advanced courses will be offered to students who meet qualifications in Language Arts, Mathematics, Science and Social Studies.

### **SCHOOL SAFETY ISSUES**

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 the 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 provides notice 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 may choose not to accept visitors accompanying our students, other than their parents or guardians. This rule is to avoid having persons with unknown backgrounds among our students.

### **HALL PASSES**

A student leaving the classroom will be required to have a hall pass when in the hallway during class time. Students will also be asked to sign in and out of the classroom. 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 a 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. Students who are on Panther Virtual Academy will be subject to the PVA handbook and may not be able to attend if adequate progress is not made while on PVA. Students enrolled at Panther Academy or suspended for discipline reasons will not be able to attend school trips hosted by CCMS.

### **ATHLETIC PARTICIPATION/EXTRACURRICULAR ACTIVITIES**

All student athletes at Cumberland County Middle School must be passing all 4 content classes on the Friday of the week of participation. The grade average would be a cumulative average for all work done during the year. All students are encouraged to participate in athletics or extracurricular activities of the school. Students participating in or observing activities on campus or off school property are subject to the same discipline procedures as during the school day. In order to participate in games, students MUST be at school the day of the game.

### **SCHOOL LOCKERS**

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 of Conduct 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 buses 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 either student lockers or with them throughout the school day.

### **DRESS AND APPEARANCE**

Students at CCMS are expected to dress in a modest and appropriate manner. When a student's appearance or dress is inappropriate or distracting, action will be taken based on the judgment of the principal or assistant principal. The following are guidelines but are not an exhaustive list.

1. Shirts should fit modestly and cover the shoulders appropriately.

2. Shorts/dresses/skirts lengths must be at or below fingertips.
3. If leggings are worn, the shirt or dress worn needs to cover the student's backside appropriately.
4. Holes in pants are allowed, but must adhere to the fingertip rule.
5. Shoes must be worn at all times. Bedroom or house shoes are not allowed.
6. Pajamas are NOT to be worn to school except on designated days approved by the school.
7. Hats, caps, or hoods should not be worn inside the school building except on designated days approved by the school.

Students who come to school and are not appropriately dressed will be asked to change. If a remedy cannot be reached, the student will be asked to remain in the office for the day away from the general population of the school. Repeated violations of the dress code are subject to Level 1 Disciplinary Response Procedures - Please see the code of conduct.

### **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/ELECTRONIC DEVICES**

Students are to keep cell phones/electronics out of sight at all times during school hours (in lockers, purses, backpacks, etc.). This includes airpods and all smart devices as well. If a student has a cell phone/electronic device out during the school day, they will be asked to place it in a locked container in the office for the remainder of the day. 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, the 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 through the Principal Google Classroom.
2. Directly tell an administrator or teacher and complete the form.
3. Access the Cumberland County 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, the administration will promptly respond to the situation and take action 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. 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**

KRS 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 informing students of rules and that violation of these 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. Parents /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.

Teachers and staff will use traceable communication to communicate with students.

## **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.

## **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 the 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.***

## **Excused Absences & Tardies**

An **excused absence or tardy** is one for which the student is permitted to make up missed work. The following situations are considered **excused**:

- **Death or severe illness in the immediate family**
- **Personal illness** of the student (a doctor's note is required if absences are frequent)
- **Court appearance** by the student (must have a warrant, subpoena, or citation)
- **Participation in school-sponsored, curriculum-related activities**
- **Acts of God** (e.g., severe weather)
- **Family emergencies** (such as a house fire or other serious incidents)
- **One day of absence for attending the Kentucky State Fair**
- **Moral Instruction (1 hour each week)**

## **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.

## **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 Parent Square 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.

## **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 assignments 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 the conditions in the student discipline code. Use of cellular or web devices are subject to the 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 to. 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, the 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 and ask to speak directly with the FRYSC coordinator.

**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 (ESS)**

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.

## **21<sup>ST</sup> 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 workshops.

## **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 nighttime 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 Tim Parson DPP, 864-3377, e-mail address is [tim.parson@cumberland.kyschools.us](mailto:tim.parson@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.

## APPENDIX A

### Time Requirement Spent in Alternative Placement Based on Incident

Below is a list of offenses that may/can require an Alternative placement based on the severity of the issue. Out beside each issue is a recommended time frame that the student will be placed determined by the severity of the issue based on if it is a first, second or more offense the student is being placed in the Panther Academy for.

Students that are place in Tier #3 for a first offense will have the chance to request a reevaluation for early out based on time spent and progress while placed in the program. A student reevaluation request cannot be approved until at least 2/3 of the time is spent, behavior has improved, met all required course requirements and the Panther Academy staff approve. **Tier #4 students will be required to pull the entire time for the offense placed.**

Students that are placed in the Panther Academy for a second Tier 3 offense cannot request a reevaluation for early out and will be required to spend the full time in the Panther Academy.

Students that are caught in another incident while placed in the Panther Academy will be required to pull the time for the first and the second offense in conjunction with each other. They will not have the opportunity for a reevaluation request for early out.

Placement for each Tier #3 offenses will be based on or after due process of the schools.

#### **Tier 3 - Panther Academy placement offenses based on severity of issue:**

Fighting	Sexual Harassment	Vandalism
Stealing	Threats to Students or Staff	Hazing
Vulgar/Abusive Language	Skiping School	Verbal Assault
Intimidating Acts	Bullying	Fireworks
Inciting others to violence, Including Social Media or Technology		Disrespect
Repeated Misbehavior Issues	Sexual Misconduct	

#### **Tier 4 – Offenses that can or will be Automatic Placement:**

Extortion	Threat using Physical Assault	Vandalism/Property
Theft/Possession of Stolen Property	Weapon Possession	Pornography
Gambling	Gang Behavior	Arson
Bomb Threat/False Alarms	Drugs	Alcohol

**Tier #3 Offenses that can lead to placement in the Panther Academy based on severity.**

<b>Incident/Offense</b>	<b>1<sup>st</sup> Offense Alternative Placement</b>	<b>2<sup>nd</sup> Offense Alternative Placement</b>	<b>3<sup>rd</sup> Offense Alternative Placement</b>	<b>4<sup>th</sup> Offense Alternative Placement</b>
After School has Expended all resources				
Fighting	9 Weeks	12 Weeks	18 Weeks	27 Weeks
Vandalism	6 Weeks	9 Weeks	12 Weeks	18 Weeks
Threats	6 Weeks	9 Weeks	12 Weeks	18 Weeks
Disrespect	6 Weeks	9 Weeks	12 Weeks	18 Weeks
Stealing	6 Weeks	9 Weeks	12 Weeks	18 Weeks
Sexual Harassment	9 Weeks	12 Weeks	18 Weeks	27 Weeks
Hazing	6 Weeks	9 Weeks	12 Weeks	18 Weeks
Abusive Language	6 Weeks	9 Weeks	12 Weeks	18 Weeks
Skipping School	6 Weeks	9 Weeks	12 Weeks	18 Weeks
Sexual Misconduct	9 Weeks	12 Weeks	18 Weeks	27 Weeks
Verbal Assault	6 Weeks	9 Weeks	12 Weeks	18 Weeks
Intimidating Acts	6 Weeks	9 Weeks	12 Weeks	18 Weeks
Bullying	9 Weeks	12 Weeks	18 Weeks	27 Weeks
Fireworks	6 Weeks	9 Weeks	12 Weeks	18 Weeks
Inciting Others to Violence	6 Weeks	9 Weeks	12 Weeks	18 Weeks
Repeated Misbehavior	6 Weeks	9 Weeks	12 Weeks	18 Weeks

**Tier #4 Offenses that can require automatic placement in the Panther Academy.**

<b>Incident/Offense</b>	<b>1<sup>st</sup> Offense Alternative Placement</b>	<b>2<sup>nd</sup> Offense Alternative Placement</b>	<b>3<sup>rd</sup> Offense Alternative Placement</b>	<b>4<sup>th</sup> Offense Alternative Placement</b>
Extortion	9 Weeks	12 Weeks	18 Weeks	36 Weeks
Theft	9 Weeks	12 Weeks	18 Weeks	36 Weeks
Arson	18 Weeks	27 Weeks	36 Weeks	Indefinite
Alcohol	9 Weeks	12 Weeks	18 Weeks	36 Weeks
Weapon/Based on the severity of the charge	18 Weeks/ Indefinite	Indefinite	Indefinite	Indefinite
Pornography	9 Weeks	12 Weeks	18 Weeks	27 Weeks

**Tier #4 Continued:**

<b>Incident/Offense</b>	<b>1<sup>st</sup> Offense Alternative Placement</b>	<b>2<sup>nd</sup> Offense Alternative Placement</b>	<b>3<sup>rd</sup> Offense Alternative Placement</b>	<b>4<sup>th</sup> Offense Alternative Placement</b>

Bullying	12 Weeks	18 Weeks	27 Weeks	36 Weeks
Gambling	9 Weeks	12 Weeks	18 Weeks	27 Weeks
Gang Behavior	9 Weeks	12 Weeks	18 Weeks	27 Weeks
False Alarms/Bomb Threats	18 Weeks Based on Severity of Threat	27 Weeks Based on Severity of Threat	36 Weeks Based on Severity of Threat	Indefinite
Drugs	12 Weeks	18 Weeks	27 Weeks	36 Weeks
Vandalism/ Destruction of Property	9 Weeks	12 Weeks	18 Weeks	27 Weeks
Physical Threats Towards Staff or Students	12 Weeks	18 Weeks	27 Weeks	36 Weeks

**Note: Repeat Misbehavior examples are listed below that could merit Panther Academy placement once school due process is exhausted.**

Repeatedly will not do the required class work

Repeated absence from school (Truancy)

Repeated incidents with tobacco use

Repeated incidents with Vaping

Repeatedly disrupting the class or event

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**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 regulations outlined in the handbook. I will also take the handbook home for my parents/guardians 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