

Campbellsville Middle School Student Handbook



230 West Main Street
Campbellsville, Kentucky 42718
270-465-5121

School Colors

Purple and Gold

School Mascot

Eagle

School Mission Statement

Creating servant leaders motivated to SOAR!
Create.Motivate.Soar.

School Values

Citizenship. Communication. Collaboration. Character. Creativity. Critical Thinking.

School Song

Stand up and Cheer
Stand up and cheer for dear ol' Cville
For today to we raise
The Purple and Gold above all the rest
Rah! Rah! Rah!
Our team is fighting
And they are bound to win this fray
We've got the team
We've got the steam
And it's good ol' C-ville's day

School Motto

"It's Always a Great Day To Be An Eagle"

Administrative Staff

Superintendent	Kirby Smith	270-465-4162
Principal/iEagle Director	Hannah Jones	270-465-5121
Assistant Principal	Zach Durham	270-465-5121
Guidance Counselor	George Boyd	270-465-5121
Title IX Coordinator	David Petett	270-465-4162

The "school-based decision making" council or SBDM is a policy setting body consisting of parents and teachers, elected yearly. The council meets the second Monday of each month and meetings are open to the public.

Campbellsville Middle School Faculty

Jacqueline Alvarez- 6th Grade Math
Robbilyn Milby – 6th/7th Grade Social Studies
Kadey Lane- 6th Grade Language Arts and Writing
Bradley Harris- 7th Grade Math
Ashlee Petett- 7th Grade Language Arts and Writing
Chynna Peake- 7th Grade Science
Austin Barta- 8th Grade Math
Mistie Lee- 8th Grade Language Arts and Performing Arts
Steven Gilbert- 7th/8th Grade Social Studies
Kari Jo Booe- 6th/8th Grade Science
Tracey Rinehart- 3rd and 4th Grade iEagle
Luci Shofner- 3rd and 4th Grade iEagle
Lindsey Muncie- 5th and 6th Grade iEagle
Jordyn Burkhead- 5th and 6th Grade iEagle
Chloe Shively- 7th and 8th Grade iEagle
Payton Kearney- 7th and 8th Grade iEagle
Katie Campbell- iEagle PBL & ECE
Beth Bland- 6th Grade ECE
Cameron Willis- 7th Grade ECE
Karson Wilson- 8th Grade ECE
Christi Kidwell- Speech
Lane Bottoms- P.E.
Jessica Floyd- Performing Arts and Humanities
Lacy Smith- Performing Arts
Paige Cook- Librarian
Joann Harris – Art
Mallory Arnett- Band
Jayson Tucker- Band Assistant
Suzanne Grubescic- JAG
Courtney Montes- Instructional Assistant
Shannon Hughes- Bookkeeper
Monica Colvin- Attendance Clerk
Amanda Bradshaw- Guidance Clerk
David Mardis- Head Custodian
Arthur Pettigrew- Custodian
Terrence Bell- Custodian
Sarah Leachman-Nurse
Shatia Thornton- FRYSC
Shanice Bridgewater- FRYSC
Kevin Johnson- Eagle Academy
Steven Gumm- Technology
Tracey Evans- FMD
Alie Gaines- FMD Assistant
Joseph Taylor- FMD Assistant

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CMS Student / Parent Handbook 2024-25

School Hours

The official opening and closing of the school building is 7:30 a.m. to 3:45 p.m. Upon arrival, students should report to the gymnasium or the cafeteria if they eat breakfast at school. Students are to remain in the gym until 7:45 at which time they will be dismissed to go to their classes. **Students are not permitted to be in any other section of the school building before 8:00 a.m. Students must be in their 1st period class by 8:00 a.m. Students arriving after 8:00 a.m. to school will be counted tardy and receive a tardy slip from the front Attendance Clerk's office. After a student has been tardy 3 times (Unexcused) a detention will be issued to that student for each tardy thereafter, unless a doctor's statement is presented at the time of check-in.** All doors will be locked at 8:00 a.m. for the remainder of the school day. Entrance to the school will be through the front doors only. All visitors must report to the Attendance Clerk's office and sign in. **Students are not permitted to be unsupervised in any section of the school building after 3:00pm.**

ATTENDANCE POLICIES

A school absence is missing all or any part of the school day, including school detention. This includes all scheduled activities, such as homeroom, classes, assemblies, pep rallies, etc.

The progress of a student depends greatly on the punctuality and regularity of attendance. Every student is expected to be in his or her designated area at least five (5) minutes prior to the beginning of school and to their classroom on time. We firmly believe that attendance is a student-parent/guardian responsibility. The intent of the attendance policy is to provide a structure within which every student can gain maximum benefit from the instructional program. Regular attendance in class is necessary if students are to receive adequate guidance through their educational process. All students are expected to attend class and be on time every day that school is in session.

When a student must be absent from school, it is the responsibility of the parent/guardian to call the school where the child is enrolled by 8:00 a.m. to inform the principal or his designee of the reason for the absence. If a call is not made, then the office staff will contact the parent/guardian. **Upon a student's return to school, a note must be presented to the Attendance Clerk's office. A note must be brought to the office within FIVE days of the absence or the absence(s) will be unexcused regardless of the reason for the absence.** At that time it will be marked excused or unexcused. The student is to bring a note even if a call was made to the school. On the day a student is absent from school, he/she must have the principal's permission to attend a school activity that night.

After the student has five (5) absences, excused or unexcused, the student must obtain a doctor's note for any absence unless the principal gives written approval.

Parent and Official Notes:

A parent note must meet the following guidelines:

- a. be written and signed by the student's parent or guardian
- b. include the date the note was written
- c. list the date(s) of the absence(s)
- d. include the home and/or parent work phone number
- e. state the reason for the absence

A doctor/court statement must meet the following guidelines:

- a. be on the doctor's stationary
- b. include the date the note was written
- c. list the time of the appointment
- d. include the date the student may return to school
- e. include the time the student left. (Students will not be given an excused absence for a full day if it is necessary to be absent for less time. Court appearances, doctor, dentist, and health department appointment are examples.

Pre-arranged Absence

An absence may be pre-arranged when a parent knows in advance that their child will miss school. A note explaining the reason for the absence and the need for the child's participation during regularly scheduled school hours must be presented to the principal or his designee. If approved, a pre-arranged absence form will be given to the pupil to present to each teacher whose class will be missed. Each teacher must sign the form and list assignments for the duration of the absence. All planned absences must be arranged at least five (5) days in advance, barring unforeseen circumstances/emergencies. There will be no more than five (5) pre-arranged absences per school year. There will be no pre-arranged absences the first two (2) weeks or the last two (2) weeks of school.

ABSENCES – At the discretion of the principal, or designee, the following list is applicable:

Excused Absences

- | | |
|---|-------------------------|
| 1. Illness | 5. Reporting to Court |
| 2. Family Emergencies | 6. Pre-arranged Absence |
| 3. Death in immediate family (3 days max) | 7. Religious Holidays |
| 4. Doctor/dentist appt. | |

Unexcused Absences (any absence not excused)

- | | |
|-------------------|-----------------------|
| 1. Missed the bus | 5. Out of Town |
| 2. Suspension | 6. Juvenile Detention |
| 3. Working | |
| 4. Overslept | |

ABSENCES AND TARDIES

702 KAR 7: 125E Section 7.(1) Effective July 1, 2006, attendance for all students in Kentucky will be calculated based on the actual time the student is absent from school with a sixty (60) minute tardy allowance.

- All students are expected to attend the full school day for each day school is in session.
- If a student is absent from school 60 minutes or less during the regular school day (checking in or out) he/she will be considered tardy.
- Absences sixty-one minutes or higher during the regular school day will calculate on the actual percentage of absence for that school day.
- Percentages of absences accumulate during the school year for attendance reporting.
- For attendance awards and truancy purposes calculations will be based in total absences for students.
- Three unexcused absences and/or tardies is considered truant in the state of Kentucky and may be referred to the County Attorney or Court Designated Worker. Legal action can now be taken on eighteen (18) year old students that are deemed habitual truants.

Truancy Defined:

Any student who has attained the age of six (6), but has not reached his/her eighteenth (18th) birthday, who has been absent from school without valid excuse for three (3) days or more, or tardy without valid excuse on three (3) days or more, is a truant.

Any student who has been reported as a truant two (2) or more times is a habitual truant.

Student Sign-Out Procedure

Anytime a student enters or leaves school between the hours of 8:00 a.m. and 3:00 p.m.; they must sign in/out in the office. A student will not be dismissed early from school without permission from the principal or his designee.

1. A student will not be released from school early on the basis of a telephone call.
2. Students will only be released to the parent/guardian or the persons listed on the emergency sheet, unless there is validated written permission from the parent/guardian.
3. The person checking out the student must have a valid identification and complete the sign-out book in the Front Office.
4. The students will be called to the Front Office for pick-up.
5. The school attendance clerk will keep a file that is easily accessible to flag the files of students who have special custody arrangements. If there are persons who are not allowed to pick up your child, we should be notified of those names in writing.
6. A student may be released to a person with lawful authority to take custody of the student, e.g., a police officer with a warrant. In such case, the student's parents will be notified at the earliest opportunity.

Leaving Campus

All students must remain at school at all times or check out through the office. Students leaving campus during the day, without permission, will be subject to suspension.

School Dismissal Procedures

1. The first bus bell rings at 3:00 p.m. Second load buses will be announced as each bus arrives.
2. Those students who are car riders/parent pick-up with their parents/guardians will be dismissed at 3:00 p.m.
3. Students who walk home will be dismissed at 3:00 p.m.
 - Students must have a written permission form signed by the parent / guardian on file in the office to walk home from school.
4. Students are not permitted to be unsupervised in any section of the school building after 3:00 pm.

Infinite Campus Parent Portal

This portal allows you, the parent/guardian to access student attendance and grade data if you have access to the internet. The Parent Portal site is password protected and confidential. To request a password you will need to contact CMS. We strongly urge you to remember that this site is confidential and to keep your password secure.

CMS Homework Policy

Homework is considered an integral part of every CMS student's educational experience. At CMS, we aim to ensure that homework is relevant and planned to complement classroom teaching. Homework is an important component in determining a student's grades. Although parent monitoring is encouraged, the responsibility of completing and returning assignments ultimately belongs to the student.

Definition:

Homework is defined as any assignment for study or preparation to be completed by students outside of class. It is often an extension of class work that was not completed during class time.

Purpose:

- To practice, reinforce, and review concepts introduced in class
- To establish effective study habits which will develop a sense of self-discipline, self-reliance, personal responsibility, personal accountability, and independent thinking
- To participate in research activities
- To enrich instructional time
- To supplement and complement daily classroom activity
- To keep parents informed in order to develop an effective partnership between the school and home

Homework Guidelines

1. Homework will reinforce skills that the student has practiced in the classroom.
2. When necessary, homework will be tailored to the students' needs, interests, and abilities.
3. Homework generally will not be assigned on holidays. Homework on weekends is optional to the individual teacher.

4. Homework may be assigned regularly.
5. The teacher will provide feedback on homework within a reasonable length of time.
6. The student having excused absences will have the number of days absent to make up work missed.
7. Requirements, procedures and time lines for long-term assignments will be given and explained well in advance of completion date. The teacher will assist the student in monitoring his/her progress throughout the process.
8. Homework may be counted as part of the student's grade.
9. The school will consult with parents/guardians concerning a student's repeated failure to do homework.

Homework Evaluation Procedures

- A. The teacher shall reserve the right to evaluate all students placed under his/her direction.
- B. Grades are based on daily work and test scores of the individual student. Final grades will be determined at the discretion of the teacher based on a points system. The number of points attained from the total number of points possible during that particular grading period will determine the student's grade.
 - * Teachers will notify students concerning the forms of assessment (i.e. projects, journal entries, tests, etc.) to be used and the percentage value towards the final grade.
- C. In computing a student's final grade, it shall be the numerical average of the four eight weeks grade.
- D. Honor Roll: Both A and AB Honor Roll lists are posted in the school. Progress reports must be signed by parent and returned to the teacher.
- E. The school grading period is to be eight weeks in length. Any student that has a 50% or greater average will be able to attend summer school.
- F. The report to the parents (grade card) will be sent home by the student or mailed after each grading period.

Students who miss schoolwork will have their absences marked excused or unexcused according to the guidelines in the student-parent handbook and district attendance policy. A student receives a zero for work missed during an unexcused absence. This work cannot be made up for grading.

Homework/Make-up Work

Every student is expected to complete all homework assignments. Students having excused or pre-arranged absences as documented by the principal or his designee shall be allowed to make up work. For every day the student has an excused absence, he/she will receive the same amount of time to complete the make-up work. Students placed on home suspension will not be allowed to make up any work missed during the suspension and will receive zeros for the days missed. Any project/homework assigned before a suspension will be accepted for credit. However, any material due during a suspension is the responsibility of the student or parent/guardian to turn in at the school office by the due date. Long term projects assigned during the suspension, but not due until a date after the suspension, will be accepted. The counting of the days for all make-up will start with the second day after the student has returned to school following their period of absence. Announced tests for which students had an adequate time to study shall be made up on the day immediately following the absence.

Parents Picking up Homework

It is the student's and parent's/guardian's responsibility to contact the school concerning make-up work. Students absent from school may receive homework on the third consecutive day of absence (upon parent/guardian request) rather than on a daily basis. (Worksheets and other hard copy materials fall under the consecutive day rule.)

A parent wishing to pick up a student's homework will need to make the homework request before 9:00 a.m. the third day of absence. If an extended illness occurs, homework continues to be available every third consecutive day of absenteeism. Any homework assignments to be picked up will be available after 3:00 p.m. in the school's reception area.

Promotion-Retention: Each students' (grade 6-8) promotion/progress through the middle school shall be based on the following guidelines:

1. In Core Subject Areas the following guidelines are used to determine promotion/retention.
 - a. One failing grade, recommended Summer School: promoted.
 - b. Two failing grades, mandatory Summer School: promoted if Summer School is satisfactorily completed.
 - c. Three or more failing grades: Summer School, possible retention.
2. In the event that a student is absent more than 25 days, he/she may be retained or placed in the alternative school.

In the event a student has academic problems due to the lack of social and/or emotional maturity and the students' teachers feel that the student would benefit by repeating the grade, the teachers must involve the principal and counselor in the decision making process. If the group agrees on the need for retention, the parents shall be contacted for their approval.

Campbellsville Middle School Grading Scale

(100-90 **A**) (89-80 **B**) (79-70 **C**) (69-60 **D**) (Below 60 **F**)

CMS Eligibility (Athletics)

Eligibility Policy

Student athletes shall be those high school and/or middle school students who participate in athletic practices and/or programs under the control and jurisdiction of the District, including cheerleaders and student managers.

As a minimum requirement for participation in athletics at CMS, all student athletes must be passing 3 out of 5 classes.

Grades will be checked each Friday. A student athlete who is failing more than one (2) of his/her classes must sit out one (1) week. The student may become eligible on the next Saturday if his/her grades meet the grading requirements. If at the end of an eight (8) week grading period, the student is failing more than one (2) class s/he shall be ineligible for the next eight (8) weeks. If at the end of a semester, the student is failing more than one (2) class s/he shall be ineligible for the next semester (16 weeks).

All coaches / sponsors will review with their student-athletes all policies concerning eligibility including insurance, medical examinations, and academic and drug testing requirements.

Eligibility (Athletics-District)

09.313

Determination of athletic eligibility shall be made in compliance with applicable administrative regulations and Kentucky High School Athletic Association requirements. In addition, as a prerequisite for eligibility in the district's athletic programs, including practices, conditioning programs, and/or competitions, student-athletes shall pass a medical examination, have proof of insurance, meet the district's academic requirements, and be willing to participate in the district's drug-testing program. Student athletes shall be those high school and/or middle students who participate in athletic practices and/or programs under the control and jurisdiction of the District, including cheerleaders and student managers.

DRUG-TESTING PROGRAM

1. The parent/athlete must sign a drug testing consent form in order for the student to be eligible to participate in athletics or related conditioning programs required for participation. If an athlete refuses to test, s/he becomes immediately ineligible for participation in that sport.
2. Testing will be conducted at the beginning of each sport's competitive season and will continue randomly throughout the season and directly related off-season conditioning programs for that sport.
3. During each sporting season, testing will draw on approximately fifteen percent (15%) of the eligible pool of student athletes.
4. Positive test results will not be used to suspend or expel students from school, nor will a positive sample be turned over to law enforcement officials. The Superintendent/designee will implement a drug-testing program regarding the chain of custody and access to test results.
5. Students who are currently taking medication must provide verification prior to testing for the use of illegal drugs. Failure to provide verification from a doctor and a subsequent positive test will result in the athlete being subject to the consequences outlined in the District's drug testing policy.
6. The testing laboratory shall not know the identity of the students being tested.

CONSEQUENCES

1. If a student tests positive, a second test, using the original sample, shall be administered as soon as possible to confirm the results. A negative finding results in no further action.
2. If the second test is positive, the Principal/designee shall notify the parent/guardian and provide the student and the parent with an opportunity to be heard before penalties are imposed.
3. The school will pay for the follow-up test after the first positive test. The student's family shall pay for all subsequent testing.

Eligibility-(Athletics-District Continued)

First Violation – For the first offense, the student-athlete shall choose one of the following options:

1. Complete a drug assistance program acceptable to the District and undergo weekly drug testing with costs to be paid by the student's family until the student tests negative. The student will not be able to participate in athletics or related conditioning programs until s/he tests negative or;
2. Be suspended from participation in all athletics for a period of eight (8) weeks from the date of the first test that yielded a positive result. The student will not be able to participate in athletics or related conditioning programs until s/he tests negative (with testing costs to be paid by the student's family).

Second Violation

1. The student participant shall be suspended from participation in all athletic programs for sixteen (16) weeks. The suspension may carry-over from one season of competition to another, and the student must have a negative test before s/he returns to participation. The student's family shall be responsible for testing costs; and
2. The student-athlete shall be required to complete a drug assistance program acceptable to the District with costs to be paid by the student's family. Before reinstatement to any athletic team, the student-athlete must complete recommendations from the chemical dependency assessment as evidenced by a written statement from the director of the treatment facility. The student-athlete must also submit to another drug test; positive results shall be treated as a third violation. The student's family shall be responsible for testing costs.

Third Violation

The student-athlete shall be excluded from participation in any athletic team for the remainder of his/her interscholastic eligibility.

Violations shall be deemed to accumulate throughout the student's involvement in any/all athletic programs at the varsity and sub-varsity levels.

SELF-MONITORING EXEMPTION

On a one-time basis, a student-participant can declare a positive test prior to being tested. The student must then go through the procedures under First Violation. The next positive test would be considered a first offense and the procedures under First Violation would restart.

REFERENCES:

702KAR 7:065

Kentucky High School Athletic Association (KHSAA)

KRS 156.070

RELATED POLICIES: 09.211, 09.312, 09.425, Adopted/Amended: 08/11/08 Order #: 2603

Book bags/Jackets

Students may carry backpacks and light jackets from class to class so long as they are being used/worn appropriately.

Assemblies

Throughout the year, assemblies will be held. Students will go to the gym and sit as a group. There may be an admission charge for some programs that will be used to cover the expense of the program.

Announcements

All announcements are to be turned in to the principal's office. The office will make those that are acceptable over the P.A. system in the morning and afternoon. Any pupil or organization wishing to post an announcement are to present their notice to the principal for approval or referral to the designated sponsor and/or committee.

Awards

Faculty Awards (eighth grade)

- Leadership
- Citizenship
- Cooperation
- Scholarship
- Cameron Smith Award
- Shine Like Cecil Award

Faculty Awards (sixth/seventh grade)

- Eagle Award
- Soar Award

Presidential Academic Achievement

Attendance Awards

Organization Awards – School Day Awards

Subject Awards: Social Studies, Science, Math, Language Arts, 8th Grade Algebra I, Reading General Music, Art, Instrumental Music, Drama, Best Band Musician, Agriculture, Most Improved Band Musician, Computer Science, Band Director's Award, Principal's Awards Academic Achiever and Citizenship

Presidential Physical Fitness Awards

Good Behavior Awards

*Awards may change dependent upon need and courses taught.

Awards/Office Guidelines

1. Students elected for honors or office must have teacher and principal recommendation.
2. Students elected to office must represent the school appropriately by dress, actions, and language.
3. Students can be removed from an office by the principal.
4. No retaineer may hold office or title their second year in any grade.

Bicycles

Students who ride bicycles to school may park them in the rack at the front of the school building by the flagpole. The school is not responsible for loss or damage to the bike. Bicycles are not to be ridden in the loading zones or on the play areas at any time.

Birth Certificates

Any student enrolling in the Campbellsville Independent School District must produce a certificate of birth upon enrollment. In the event a Certificate of Birth is not provided, notification shall be made to the Department of Justice.

Bomb Threats

1. Students and teachers will be notified to exit the building immediately upon receiving a bomb threat.
2. Teachers will make a routine visual check of the room as student's exit.
3. All faculty and students will assemble a safe distance from the building (approximately 100 feet or more).
4. The police and fire department will be notified immediately.
5. No one will re-enter the building until after school officials and fire department officials have inspected the respective areas.

***Any student found to have made a bomb threat will be reported to the appropriate law enforcement agency as well as placed in an alternative education program or recommended for an expulsion hearing.**

Bus Rules & Regulations

Every student must remember that riding the bus is a privilege, dependent upon good behavior and the observance of rules and regulations that have been adopted by the school district. The driver is in charge of the bus and the pupils. Pupils may lose the privilege of riding the bus if they do not follow the rules and regulations of the school district.

1. A student may only ride the bus assigned to his/her route unless the principal gives special permission with a note or bus slip.
2. Misconduct on the bus, in the bus room at school, or at the bus stop may result in losing the privilege to ride the bus.

School Bus Rules/Regulations

The privilege of riding a school bus is conditioned upon good behavior by the pupil. Any pupil who violates the rules or regulations for passengers on a school bus will be reported to the pupil's principal. Continued unacceptable behavior may cause the pupil to lose bus riding privileges.

Waiting for the Bus

1. Be at your bus stop 5 minutes ahead of time.
2. Respect other peoples' property.
3. Wait in an orderly manner.
4. Do not enter the roadway.

Boarding the Bus

1. Only board the bus you are assigned to.
2. Wait for the driver's hand signal before approaching the bus or crossing the road.

3. Use the handrail when boarding.
4. Go quietly to your assigned seat and sit.

Riding the Bus

1. Obey the driver's directions.
2. Sit quietly in assigned seat.
3. Do not distract the driver's attention.
4. Do not stand in the step-well or landing.
5. Extend nothing out of bus windows.
6. Eating and drinking is not permitted.
7. Keep all carry on items in your lap.
8. Report to the driver any damage to the bus.
9. Do not throw items.

Leaving the Bus

1. Wait in your seat until the bus stops.
2. Do not crowd or push.
3. Use the handrail.
4. Do not jump off the steps.
5. Leave the bus only at your assigned stop.
6. Wait for driver's signal before crossing road.

Items NOT Allowed on School Buses

1. Weapons
2. Illegal drugs, alcohol and tobacco
3. Radios not under driver's control
4. Glass containers
5. Animals
6. Items that cannot be held in the student's lap without extending above the seatback
7. Any item that is likely to cause a disturbance

If there are any questions about the penalties for violating school bus regulations, contact the school principal. If there are any questions about policies, contact the district Transportation Director.

Visitors

Parents are encouraged to visit the school. Parents should call the CMS office to schedule an appointment with a teacher, at least one day prior to the visit. All visitors must register with the Attendance Clerk immediately upon entering the building. Children or relatives visiting your home may not visit at school. Students are not to bring friends or younger brothers or sisters to school.

Telephone Calls

No student will be called from class to the telephone except for emergencies, which must be stated by the caller. Messages will be taken if deemed appropriate and will be delivered at 2:30 p.m. The use of the telephone during school hours by students is not allowed unless there is an emergency: injury, sickness, etc., and/or at the discretion of the teacher. Getting permission to attend a meeting, go home with a friend, call for books or homework, etc. are not considered emergencies. In case of after school extracurricular activities, the phone will

be available when necessary to call parents for pick-up (example: students may use the phone after a ball game). The phone will not be available after scheduled practices as a pre-scheduled time is announced in advance to the participants by the coaches and/or sponsors.

Public Displays of Affection

Students will not be allowed to display public affection.

Change of Address

Parents must notify the school immediately of any change of address or telephone number.

Checks

Checks are accepted. A \$25.00 returned check fee will be charged for any returned check.

Clubs and Organizations

Drama Club	Student Council
FCA (Fellowship of Christian Athletes)	STLP
BETA	4-H Club

Co-curricular Activities

Grandparent Essay Contest (5 th Grade)	Hoops for Heart
Conservation Essay and Poster Contest	Jump Rope for Heart
4-H Poetry and Poster Contest	D.A.R.E.
Conservation Education Classes	National Red Ribbon Week
Fire Prevention Week	National School Lunch Week

Parent-Teacher Conferences

It is advisable that parents meet with the student's teacher as early in the school year as possible. All conferences should be scheduled at least one day in advance. Parents may call the guidance counselor's office to schedule appointments. If a teacher requests a conference, please try to keep the appointment. Teachers and staff may also be contacted by email.

Access staff email through the Campbellsville Independent Schools web site

<http://www.cville.kyschools.us>

Curriculum

Campbellsville Middle School endeavors to serve the pupils with a program of studies designed to develop their fullest potential and KSA Assessment. The middle school curriculum for all students in grades 6-8 includes the following areas:

- *Language Arts, Math, Science/Social Studies are taught daily.
- *Physical Education, Art, Reading Lab and Music/Band are taught on a regularly scheduled basis.

*Health/Safety and Technology may be integrated into other curriculum areas.

Debts

Students who have not paid debts owed to the school will not be allowed to check out library books or receive textbooks until past debts are paid. If debts are still owed at the end of the school year the debt will carry over to the next school year. Student report cards and records will be held until all debts are paid. Any student who owes money, library or guidance books at the end of the year will not be permitted to participate in field day.

Drink Machine

Using the machines is a privilege. In the event students litter the building and grounds, the machines will be closed. The drink machines can only be opened by the vending employees and school personnel does not have access. Refunds will not be given on money lost in the machines.

No open containers may be brought into the building, all drinks must have a lid. Students may bring their lunch from home to eat in the cafeteria. Students are not allowed to bring in outside lunches (fast food) into the cafeteria.

Emergency Closing of School

Campbellsville Independent Schools may be closed during inclement weather or operate on an alternate schedule. Please listen to your radio between 6:00 a.m. and 7:30 a.m. to hear the school schedule on such days. The district will also send out a one call when school is delayed and/or cancelled.

Fire and Disaster Drills

Fire drills will be held monthly at unannounced times. Each teacher will instruct students in every class the proper exit procedure. When the fire alarm sounds, students must respond quickly, quietly, and orderly. The teacher will post a fire exit diagram in each classroom.

Disaster drills will be held periodically. Due to the nature of the drill, some will be announced from the intercom; some by word of mouth to the teacher. Each teacher will post the designated shelter area in the classroom.

Fund Raising

Students may be asked to participate in fund raising activities for the school. Participation is on a voluntary basis. If a student chooses to participate, then they must abide by the rules of the program. All profit from the fund raising will be spent on the school and its programs for the benefit of the students. All fund raising activity must be approved by SBDM Council.

Integrated Pest Management

The Campbellsville Middle School facility has implemented a program of Integrated Pest Management (IPM) in order to control pests in a way that minimizes economic, health and environmental risks by implementing an inspection and monitoring program. The findings will then be evaluated to determine what action to take next, including the judicious use of pesticides. If a pesticide application is determined to be needed, those individuals making the application would be required to be properly certified and licensed in keeping with applicable legal requirements for the IPM program.

If you wish to be notified twenty-four (24) hours in advance of a planned pesticide application contact the Central Office at 465-4162. Certain pesticide applications, such as the application of paste or gel bait insecticides, do not require notification of planned application. In the case of an emergency pesticide application, you will be notified as soon as possible after the application with an explanation as to why the application was made. This information is available to all parents and employees requesting it.

Campbellsville Middle School Dress Code

ACCEPTABLE		
Tops -Polos -Crew Neck T-shirts -Turtle Necks -Hoodies (pullover without a full length opening) -Jackets (may be worn only with appropriate shirts under) -Sweaters -Cap Sleeve/Sleeveless may be worn that are at least 3 in wide and fitted under the armpit	Pants/Shorts/Skirts -Solid twill, plaid or khaki pants worn at waist -Blue jeans, no rips, cuts, tears, or holes above fingertip length. (No skin showing above fingertips) -Shorts and skirts at fingertip length -Leggings/biker shorts (Must be worn with shirts that cover student's buttocks, no exceptions! Biker shorts must be at fingertip length)	Footwear -Dress shoes -Casual shoes -Tennis shoes -Boots -Crocs/Sandals must be worn that securely fit the entire foot and allow for safe movement throughout the day
NOT ACCEPTABLE		
➤ Halter, racerback, tube or spaghetti strap tops, tank tops, backless shirts ➤ See through materials (sheer, mesh, net, lace, crochet, etc) ➤ Mid-section showing; students must wear a cami tank under crop tops ➤ Visible cleavage ➤ Oversized sweatshirts ➤ Pajama pants ➤ Clothing or flags with sexual content, drugs, alcohol, weapons, violence, Playboy, racially or sexually insensitive materials and content deemed inappropriate by school administration. ➤ Sagging of pants/shorts/skirts ➤ House shoes, slippers, Heelies, or any shoe deemed unsafe for wear ➤ Head or body apparel related to costuming (ie headbands, tails) ➤ Sunglasses ➤ Spike accessories and long chains (beaded or metal) ➤ Blankets		

(Revised July 2024)

CMS DRESS CODE

TOPS

- Polos
- Crew Neck T-shirts
- Turtle Necks
- Hoodies (pullover without a full length opening)
- Jackets (may be worn only with appropriate shirts under)
- Sweaters
- Cap Sleeve/Sleeveless may be worn that are at least 3 in wide and fitted under the armpit

SHOES

- Dress shoes
- Casual shoes
- Tennis shoes
- Boots
- Crocs/Sandals must be worn that securely fit the entire foot and allow for safe movement throughout the day.

PANTS/SHORTS/SKIRTS

- Solid twill, plaid or khaki pants worn at waist
- Blue jeans, no rips, cuts, tears, or holes above fingertips. (No skin showing above fingertips)
- Shorts and skirts at fingertip length
- Leggings/biker shorts (Must be worn with shirts that cover student's buttocks, no exceptions! Biker shorts must be at fingertip length)

NOT ACCEPTABLE

- Halter, racerback, tube or spaghetti strap tops, tank tops, backless shirts
- See through materials (sheer, mesh, net, lace, crochet, etc)
- Mid-section showing; students must wear a cami tank under crop tops
- Visible cleavage or under garments
- Oversized sweatshirts
- Pajama pants
- Clothing or flags with sexual content, drugs, alcohol, weapons, violence, Playboy, racially or sexually insensitive materials and content deemed inappropriate by school administration.
- Sagging of pants/shorts/skirts
- House shoes, slippers, Heelies, or any shoe deemed unsafe for wear
- Head or body apparel related to costuming (ie headbands, tails)
- Sunglasses
- Spike accessories and long chains (beaded or metal)
- Blankets

Campbellsville Middle School Cell Phone/Electronic Devices Policy



At Campbellsville Middle School, we strive to put learning and student safety above all. Safety is of upmost importance and is our first priority. At times, cell phone and electronic device usage can prohibit student safety as well as distract from overall student engagement and well-being. In order to prioritize learning and the safety of all students, CMS will follow these expectations in regard to cell phones and electronic devices:

1. Upon entering classrooms, students will store their cell phone/device in a safe, designated area of the classroom. Cell phones/devices will stay in the designated area until the class is dismissed, unless otherwise specified by the teacher.
2. Students may use cell phones/devices in the hallways between classes. If cell phones/devices are not used safely and appropriately, this privilege may be revoked. Students may not use any type of personal listening device, make videos, make video calls, or voice calls in the hallways due to safety and privacy concerns.
3. Cell phones/devices will not be allowed in the cafeteria unless specifically allowed by administration. Students will leave their device in the designated location of their 5th period classroom during lunch.
4. School issued devices should be treated with respect. If a student damages a device in any way, he/she may be liable for those damages.
5. Gaming devices and personal listening devices are not permitted unless it is a reward day.

Failing to comply with any of the above expectations will result in loss of privileges, parents picking up devices, and behavior referrals (please see the Campbellsville Middle School Discipline Policy on pages 23-24.)

*Personal listening devices include but are not limited to AirPods, earbuds, headphones, and other wireless or wired audio accessories.

CMS Discipline Policies and Procedures

Good discipline is essential for a school to be effective and Campbellsville Middle is no exception. Every student at Campbellsville Middle School has the right to a good education. No student has the right to deny an education to fellow students through disruptive behavior.

Campbellsville Middle School's discipline policy is not based on punishment, but on developing behavior change when there are disciplinary infractions. It is our desire to help students to become respectful and courteous to themselves and to each other in a safe environment. We believe this can be done with the involvement of the school, the students, and the parents. The following discipline code was established to create a fair and consistent policy and will be enforced to provide our students with a positive and safe learning environment.

Discipline Objectives

To identify/develop strategies for reinforcing appropriate behavior.

To develop a school wide discipline plan that can be supported and consistently implemented by teacher, administrators, and parents.

Discipline Policies Adoption

The SBDM Council adopts the discipline policy of Campbellsville Middle School each year. This council is comprised of parents, teachers, and the principal of CMS. The policies are supplementary to the Campbellsville Independent District Code and reflect the unique circumstances and needs of CMS. Copies of this policy are provided to each student at CMS and parents are asked to discuss the policies with their children. Signature sheets indicating that the handbook has been received and reviewed by the student and parent are kept on file in the office.

Students are accountable to their school in their role as students, as well as, to the law in their capacity as citizens. The criminal laws of the Commonwealth of Kentucky and of the federal government apply to the conduct of all persons on school property. Violations will be dealt with according to these laws. Proper authorities will be notified if deemed necessary by school authorities.

Any school personnel have the authority and responsibility to correct any student at anytime, anywhere, while the student is under the jurisdiction of the school.

****In any instance the principal or designee has the right to forgo any of the steps if the offense requires more severe action.**

***All referrals are cumulative for the semester and consequences increase.

*As stated above, the Principal or designee will report criminal violations to the appropriate authorities.

Campbellsville Middle School Discipline Policy					
Offense	Level	First Offense	Second Offense	Third Offense	Fourth Offense
Level One Violations					
Dress Code Violation	1	Change clothes, Family Resource/parents called-If parents can't be reached or the student refuses to change they will be taken to BR	Change clothes, Family Resource/parents called-If parents can't be reached or the student refuses to change they will be taken to BR. 1 Detention	Change Clothes, 1 Day BR	Change Clothes, Minimum: 1 Day BR, Maximum: 1 Day Suspension
Minor Disruptive Behavior/Horseplay	1	Verbal Warning	1 Detention	1 Day BR	2 Days BR
Sleeping in Class/Not Working	1	Verbal Warning	1 Detention	1 Day BR	2 Days BR, Parent Meeting
Mild Profanity	1	Verbal Warning	1 Detention	1 Day BR	2 Days BR
Suggestive Language/Gestures	1	1 Detention	2 Detentions	1 Day BR	2 Days BR
Cell Phones/ Personal Listening Devices/Electronic Devices	1	Item taken to office vault & returned at the end of the day	Detention; Item taken to office vault; guardian must pick phone up	2 Days BR; Loss of Privileges	Suspension, Parent Meeting
Tardy To Class	1	Verbal Warning	Detention	Detention	1 Day BR; Loss of Transition Privileges
Level Two Violations					
Cheating/Plagiarism	2	Detention; Loss of Grade	1 Day BR; Loss of Grade	2 Days BR; Loss of Grade	3 Days BR; Loss of Grade
Failure to Serve Detention	2	1 Day BR	1 Day BR	2 Days BR	3 Days BR
Skiping School	2	1 Day BR	2 Days BR	3 Days BR	Maximum-Alternative Placement
Fighting. Minor	2	1 Day BR	2 Days BR	1 Day Suspension	Minimum- 1 Day Suspension; Maximum-Alternative Placement

Disrespect, Harassment, or Minor Threats to Students or Staff in a Non-Hostile Manner	2	1 Day BR	2 Days BR	1 Day Suspension	3 Days BR; Recommend Alternative Placement
Gross Profanity	2	Removal from Classroom; 1 Day BR	Removal from Classroom; 2 Day BR	Removal from Classroom: 1 Day Suspension	Removal from Classroom; 1 Day Suspension; Recommend Alt. Placement
Unexcused Tardy to School	2	Conference with Student	Parent Phone Call	Detention	Detention
Defiance of Authority; Rude or Discourteous	2	1 Day BR	2 Days BR	Suspension	3 Days BR; Recommend Alternative Placement
Leaving School Grounds without Permission	2	2 Days BR	2nd Offense become Level III Violation		
Major Classroom Disruption	2	Assigned to BR Remainder of the Day	Assigned to BR remainder of the day; 2 Days BR	Assigned to BR remainder of the day; 3 days BR	Suspension; Recommend Alternative Placement
Violation of Computer Regulations	2	1 Day BR	2 Days BR; Loss of Privileges	3 Days BR; Loss of Privileges	Recommend Alternative Placement
Detentions (6-10)	2	Full Day BR for each detention			
Level Three Violations					
Major Vandalism	3	2 Days BR	Suspended 2 Days	Minimum: 3 Days BR; Maximum: Alternative Placement	
Leaving School Grounds without Permission	3	3 Days BR	5 Days BR	Suspended 2 Days	Recommend Alternative Placement
Stealing (Could face Legal Charges)	3	2 Days BR	3 Days BR	Suspension	Minimum: 3 Days BR, Maximum: Alternative Placement
Sexual Harassment (Could face Legal Charges)	3	2 Days BR	3 Days BR	Suspension	Minimum: 3 Days BR, Maximum: Alternative Placement

Threats to Others (Could face Legal Charges)	3	2 Days BR	3 Days BR	Suspension	Minimum: 3 Days BR, Maximum: Alternative Placement
Detentions (11-15)	3	Parent Conference required on 11th detention, 2 Days BR for each detention 11-15			
Level Four Violations (Could face Legal Charges)					
Disorderly Conduct	4	1 Day Suspension		Minimum: 3 Days Suspension, Maximum: Alternative Placement	
Fighting. Major	4	Minimum 3 Days of BR-Maximum Expulsion			
Possession or Use of Tobacco Products; E-Cigarettes; Vapes	4	Assigned to Cessation Course with FRYSC	Minimum 3 Days of BR	Minimum 3 Days Suspension	Minimum: 3 Days Suspension, Maximum: Alternative Placement
Possession or Use of Alcohol; Drugs/Drug Vapes; Illegal Substances; or Weapons	4	Removal from Classroom- Minimum BR-Maximum Expulsion			
Bullying	4	Verbal Reprimand & Documentation	1 Day of BR	2 Days of BR	5 Days of BR; Suspension, or Alternate Placement
** Bus issues will follow behavior consequences, please see pg.15-16 of this handbook for bus expectations. Violating bus rules may lead to loss of privilege to ride the bus in addition to school level consequences.					
ADMINISTRATION DISCRETION					
**In any instance the principal or designee has the right to forgo any of the steps if the offense requires more severe action.					
EVERYTHING SUBJECT TO SEVERITY					

Rules of Detention

1. Detention halls can be held on Wednesday of each week from 3:10 – 4:10 p.m. in assigned rooms.
2. Discipline form must be signed by student before he/she can stay for detention hall.
3. Students are to be in the detention hall room by 3:05 with books, paper, and pencil ready to work.
4. Students may not leave until 4:10 unless there is prior approval. If a student has to leave before the end of the day, all times missed will be made up the next detention hall date.
5. Any student missing an assigned detention without prior approval will be required to make it up and serve one day in BR.
6. Students will be assigned a seat and will remain in that seat the whole period.
7. Under no circumstances are students to talk to anyone unless first raising their hand and getting the teacher's permission.
8. Students may not sleep during detention. Students must remain in a sitting position in their chair facing the way the chair is facing.
9. There will be no snacks or drinks in detention hall.
10. There will be no hats worn, no radios, headphones, or any other electric devices in detention hall.
11. Students will not write on the desk or deface any school property.
12. There will be no bathroom breaks. Students must use the bathroom before entering detention hall.
13. After a students' 10th detention, all future detention halls will result in BR.
14. Any student showing disrespect to any school personnel during detention will be assigned BR.

Grievance Procedure (Parent/Student)

Parent/guardian/students desiring to question actions taken by school personnel may follow the procedure below:

1. If the problem is related to the classroom, the student and/or the parent/guardian shall contact the principal to arrange a conference with the classroom teacher, as soon as possible, to discuss the problem.
2. If the conference does not resolve the situation, the parent and the teacher will arrange for a conference with the principal or his/her designee with a minimum of delay.
3. If the problem is not related to the classroom, the student or parent/guardian shall contact the principal directly.

Campbellsville Behavioral Rehabilitation Program

- The Behavioral Rehabilitation Program will be provided in a school setting for students for a variety of disciplinary reasons.
- Students transferring to Campbellsville Middle School from a Behavior Rehabilitation Program in another district will enter in the Behavior Rehabilitation Program at Campbellsville Middle School.
- Students are assigned at different intervals (one day, two days, etc.). The amount of days are at the principal's or their designees discretion.
- Students are not allowed to participate in extra-curricular activities (dances, ball games, etc.) while assigned to BR.

- Due Process Procedures will be followed at all times for all students.
- If a student refuses to attend the Behavioral Rehabilitation Program, an alternative placement/pre-expulsion hearing will be conducted. If a student fails to conform after the placement/pre-expulsion hearing, following board action, the student may be expelled.
- The student's teachers will make assigned work. Students will receive credit for the assignments and days they are in the program.
- The on-site teacher will have the option to assign additional assignments and responsibilities for the term that the student is in the program.
- While in the program, there will be counseling sessions and student academic instruction available.
- The behavior that causes students to be assigned to this program will be addressed while in this setting.

Alternative Education for Middle School and High School Eagle Academy

Mission Statement:

The Eagle Academy has been established to provide the optimum teaching/learning environment for students who are not experiencing success in a regular school setting. The mission of Eagle Academy is to create a non-traditional instructional setting that provides opportunities to enhance learning and to help students acquire positive, social, school, and community behaviors. It is the goal of this program to assist identified students to become engaged in the educational process to meet the goal of graduating from high school.

Program Goals and Purpose:

1. To reduce the number of dropouts.
2. To reduce the number of students expelled.
3. To provide academic remediation.
4. To reduce truancy.
5. To develop coping skills for home, school and community.
6. To provide an environment which encourages students to develop positive behavior management skills with emphasis on the importance of following rules.
7. To provide an opportunity for students to obtain an education and social skills to be a productive member of society.

The Eagle Academy was established to provide an educational opportunity for students who, for a variety of reasons, have not been successful in traditional school settings. The student body is comprised of students from Campbellsville Independent School System.

The Eagle Academy has an "open door" policy and welcomes visits from parents, interested family members, and members of our community. Please check in at the front desk upon your arrival or call first to schedule an appointment with one or more of our staff members.

The school day begins promptly at 8:00 a.m. and ends at 3:00 p.m. The building will be open by 7:30 a.m. In the event of severe weather, Eagle Academy will follow the schedule of the Campbellsville Independent Schools. All students should immediately enter the Eagle Academy premises upon arrival. Standing out in the parking lot is not permitted. Students should not be arriving earlier than 7:30 a.m.

CMS Anti-Bullying Policy

Statement of Intent:

We, the students, faculty, parents, staff and supporters of Campbellsville Middle School, are committed to providing a compassionate, receptive and non-threatening atmosphere for each and every one of our pupils to learn and succeed. We have a “zero-tolerance” policy against bullying, meaning that bullying of any sort is deemed **completely unacceptable** in our school community. If bullying does occur, students should be assured of the fact that all incidents will be addressed quickly, thoroughly and effectively. We also expect that *anyone* – whether student, educator, family member or other school party – who witnesses or has other knowledge of an incident of bullying will report the incident to a staff member immediately and with the promise of confidentiality if desired.

Bullying will not be tolerated at CMS.

Definition of Bullying:

Bullying can be generally defined as the use of aggression, intimidation and/or cruelty with the deliberate intent of hurting another person verbally, physically or emotionally. Bullying carries the ramification of causing pain and stress to the victim. **Bullying is never justified and is not excusable as “kids being kids,” “just teasing” or any other rationalization. The victim is never “responsible” for being a target of bullying.**

Specific types of bullying may include, but are not limited to:

- **verbal:** ex. name calling, teasing, abuse, putdowns, sarcasm, insults, threats
- **physical:** ex. hitting, punching, kicking, scratching, tripping, spitting
- **social:** ex. ignoring, excluding, ostracizing, alienating, making inappropriate gestures
- **psychological:** ex. spreading rumors, dirty looks, hiding or damaging possessions, email messages, inappropriate use of camera phones.

Proper Bullying Report/Response Procedures

1. All bullying incidents will be reported immediately to a staff member.
2. The staff member will record all reported bullying incidents and share them with the principal, associate principal and/or counselor.
3. Parents of both the victim and perpetrator will be informed and, if necessary, summoned to the school for a meeting about the problem.
4. In severe instances, the local police will be contacted. The bullying victim and his/her family will be informed of their legal options and right to press charges if applicable.
5. The bullying behavior or threats will be investigated quickly and fully, with both victim and perpetrator informed that the behavior will/must stop immediately.
6. After the incident has been thoroughly investigated and dealt with, faculty and counselors will monitor both students (including regular “check-ins”) to ensure that bullying does not resume or reoccur.

Consequences for Infractions:

- First Offense: Verbal Reprimand and Documentation
- Second Offense: 1 day of BR
- Third Offense: 2 days BR
- Fourth Offense: 5 days of BR, suspension or alternative placement

Bullying will not be tolerated at CMS

Harassment/Discrimination

DEFINITION

Harassment/Discrimination is unlawful behavior based on race, color, national origin, age, religion, sex or disability that is sufficiently severe, pervasive, or objectively offensive that it adversely affects a student's education or creates a hostile or abusive educational environment.

The provisions of this policy shall not be interpreted as applying to speech otherwise protected under the state or federal constitutions where the speech does not otherwise materially or substantially disrupt the educational process, as defined by policy 09.426, or where it does not violate provisions of policy 09.422.

PROHIBITION

Harassment/Discrimination 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. (Acts of harassment/discrimination based on sex may be committed by persons of the same or the opposite sex.)

District staff shall provide for a prompt and equitable resolution of complaints concerning harassment/discrimination.

DISCIPLINARY ACTION

Students who engage in harassment/discrimination of an employee or another student on the basis of any of the areas mentioned above shall be subject to disciplinary action, including but not limited to suspension and expulsion.

GUIDELINES

Students who believe they have been a victim of an act of harassment/discrimination or who have observed incidents involving other students that they believe to be an act of harassment/discrimination shall, as soon as reasonably practicable, report it. In each school building, the Principal is the person responsible for receiving reports of harassment/discrimination at the building level. Otherwise, reports of harassment/discrimination may be made directly to the Superintendent. If an employee is not assigned to a particular school, a report of harassment/discrimination may be made to the employee's immediate supervisor or to the Superintendent. Additionally, if sexual discrimination or harassment is being alleged, reports may be made directly to the district Title IX Coordinator. Without a report being made to the Principal, Superintendent or Title IX/Equity Coordinator, the District shall not be deemed to have received a complaint of harassment/discrimination.

Employees who observe prohibited behaviors or with whom students share a complaint shall notify the Principal or their immediate supervisor, who shall immediately forward the information to the Superintendent.

The Superintendent shall provide for the following:

1. Investigation of allegations of harassment/discrimination to commence as soon as circumstances allow, but not later than three (3) school days of submission of the original written complaint. A written report of all findings of the investigation shall be completed within thirty (30) calendar days, unless additional time is necessary due to the matter being investigated by a law enforcement or governmental agency. The Superintendent/designee may take interim measures to protect complainants during the investigation.
2. A process to identify and implement, within three (3) school days of submission of the written investigative report, methods to correct and prevent reoccurrence of the harassment/discrimination. If corrective action is not required, an explanation shall be included in the report.
3. A process to be developed and implemented to communicate requirements of this policy to all students, which may include, but not be limited to, the following:
 - a. Written notice provided in publications such as handbooks, codes, and/or pamphlets; and/or
 - b. Such other measures as determined by the Superintendent/designee. Method(s) used shall provide a summary of this policy, along with information concerning how individuals can access the District's complete policy/procedures and obtain assistance in reporting and responding to alleged incidents. Students will be directed to sign an acknowledgement form verifying receipt of information concerning this policy as part of the Board-approved code of acceptable behavior and discipline.
4. Age appropriate training during the first month of school to include an explanation of prohibited behavior and the necessity for prompt reporting of alleged harassment/discrimination; and
5. Development of alternate methods of filing complaints for individuals with disabilities and others who may need accommodation.

When sexual harassment is alleged, the District's Title XI Coordinator, as designated in the student handbook/code, shall be notified.

NOTIFICATION OF PARENTS

Within twenty-four (24) hours of receiving a serious allegation of harassment/discrimination, District personnel shall attempt to notify parents of both student victims and students who have been accused of harassment/discrimination.

PROHIBITED CONDUCT

Depending on the circumstances and facts of the situation, and within the definition of harassment/discrimination contained in this policy, examples of conduct and/or actions that could be considered a violation of this policy include, but are not limited to:

1. Any nicknames, slurs, stories, jokes, written materials or pictures that are lewd, vulgar, or profane and relate to any of the protected categories listed in the definition of harassment/discrimination contained in this policy.
2. Unwanted touching, sexual advances, requests for sexual favors, and spreading sexual rumors;

3. Causing a student to believe that he or she must submit to unwelcome sexual conduct in order to participate in a school program or activity or that an educational decision will be based on whether or not the student submits to unwelcome sexual conduct;
4. Implied or overt threats of physical violence or acts of aggression or assault based on any of the protected categories.
5. Seeking to involve students with disabilities in antisocial, dangerous or criminal activity where the students, because of disability, are unable to comprehend fully or consent to the activity; and
6. Destroying or damaging an individual's property based on any of the protected categories.

CONFIDENTIALITY

District employees involved in the investigation and correction of the conditions leading to the harassment/discrimination, any part may appeal in writing any part of the findings and corrective actions to the Superintendent.

If a supervisor is an alleged party in the harassment/discrimination complaint, procedures shall also provide for addressing the complaint to a higher level of authority.

Failure by an employee, immediate supervisor, Principal, and/or Superintendent to report, notify, and/or initiate an investigation of alleged harassment/discrimination as required by this policy, or to take corrective action shall be cause for disciplinary action.

RETALIATION PROHIBITED

No one shall retaliate against an employee or student because s/he files a written grievance, assists or participates in an investigation, proceeding, or hearing regarding the charge of harassment/discrimination of an individual or because s/he has opposed language or conduct that violates this policy.

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

FALSE COMPLAINTS

Deliberately false or malicious complaints of harassment/discrimination may result in disciplinary action taken against the complainant.

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, 09.422 and/or 09.426.

REFERENCES:

42 USC2000e, Civil Rights Act of 1964, Title VII

Racial Incidents and Harassment Against Students at Educational Institutions; Investigative Guidance (US Department of Education)

U.S. Supreme Court-Franklin vs. Gwinnett County, 29 C.F.R. 1604.11, Equal Employment Opportunity Commission (EEOC)

Regulations Implementing Title VII, 20 U.S.C. 1681, Education Amendments of 1972, Title IX

34 C.F.R. 106.1-106.71, U.S. Department of Education Office for Civil Rights, Regulations Implementing Title IX

Gebser v. Lago Vista Independent School Dist., 118 S. Ct. 1989 (1998), Davis v. Monroe county Bd. Of Edu., 119 S. Ct. 1661 (1999)

Further questions/policies contact Campbellsville Board of Education, 465-4162.

Civility

BOARD INTENT

The Board invites parental and community member involvement and recognizes that the vast majority of input received will be of a constructive and civil nature. This policy is designed to address those rare instances where that is not the case.

While it is not the Board's intent to deny an individual's right to freedom of expression, it has the responsibility to maintain, to the extent possible and reasonable, safe, harassment-free schools, school activities, and workplaces for students and staff and to minimize disruptions to the District's programs.

PREPARATION OF EMPLOYEES

The Superintendent/designee shall implement intervention and response training to notify employees of this policy and their corresponding responsibilities and to prepare them to deal with incidents of incivility.

BEHAVIOR STANDARDS

Persons coming onto District property shall be under the jurisdiction of the site administrator or designee.

District employees shall be courteous and helpful in interacting and responding to parents, visitors, and members of the public. In turn, individuals who come onto District property or contact employees on school or District business are expected to behave accordingly. Specifically, actions that are discouraged and may warrant further action include, but are not limited to:

1. Cursing and use of obscenities,
2. Disrupting or threatening to disrupt school or office operations,
3. Acting in an unsafe manner that could threaten the health or safety of others,
4. Verbal or written statements or gestures indicating intent to harm an individual or property, and
5. Physical attacks intended to harm an individual or substantially damage property.

Employees who fail to observe these standards in their own behavior shall be subject to appropriate disciplinary measures, up to and including dismissal.

EMPLOYEE OPTIONS

In cases involving physical attack of an employee or imminent threat of harm, the first priority shall be for employees to take immediate action to protect themselves and others. In absence of an imminent threat, employees shall attempt to calmly and politely inform the individual of the provisions of this policy and/or provide him/her with a copy. However, if the individual continues to behave in a discourteous and uncivil manner, the employee may respond as needed, to include, but not be limited to, the following options:

1. Hang up on a caller;
2. End a meeting;
3. Ask the individual to leave the school;
4. Call the site administrator or designee for assistance; and/or
5. Call the police.

Civility

EMPLOYEE OPTIONS (CONTINUED)

Employees shall submit to their immediate supervisor, as soon as possible, a written incident report for all such occurrences. The Superintendent/designee, on advice from the Board Attorney, shall determine whether an incident indicates the need for a restraining order or pursuit of other legal options on behalf of the District. Individual employees are free to pursue other legal courses of action.

REFERENCES:

KRS 161.190, KRS 503.110

RELATED POLICIES:

03.1325, 03.2325, 09.425, 10.2, 10.5

ACCEPTABLE USE POLICY (AUP)
INTERNET SAFETY POLICY
BRING YOUR OWN DEVICE (BYOD)

Overview -- Each person attending school or working at Campbellsville Independent School District (CISD) will be given an account in order to access the district's computer network. Once the appropriate forms are signed, and/or privileges are granted by the parent/guardian, this account will also allow the user to access the Internet, E-Mail (Electronic Mail) or both. This access is a privilege and not a right. Should a user violate any of the rules or policies outlined within this document, these privileges may be suspended or revoked.

1988 Senate Bill 230 requires that students having access to the Internet must have a parental permission form on file with the school. It is a requirement of this district in compliance with 1988 Senate Bill 230 that said permission form must be signed each school year and be on file in the office of the pertinent school before access to the internet is granted to any student. Permission may be revoked by parent and/or guardian at any time throughout the school year.

All computers are the property of the Campbellsville Independent School District and all data stored on them is the property of the school system.

Access to Inappropriate Material –

Access of materials deemed as inappropriate, including but not limited to, sexually explicit and/or obscene, is strictly prohibited. The District utilizes Internet filtering technology in order to limit access to such sites and materials. All internet traffic is logged and archived. If a faculty member suspects that a student has accessed an inappropriate website, a request can be made of the district technology staff to retrieve the logs for a particular student for a given period of time. The local administrative staff at the school will then evaluate the data and take the appropriate action. This action may include the suspension of the student's internet access up to total denial for the remainder of the school year. This policy is in accordance WITH *701 kar 5:120 Prevention of Objectionable Material Transmitted to Schools Via Computer*.

Internet Safety and Security –

The safety of our students is of utmost importance to the District. Students shall be provided instruction about appropriate online behavior, including interacting with other individuals online. This instruction will include cyberbullying awareness and response. Internet safety measures shall be implemented that effectively address the following: -Controlling access by minors to inappropriate matter on the Internet and World Wide Web; -Safety and security of minors when they are using email, chat rooms, and other forms of direct electronic communications; -Preventing unauthorized access, including "hacking" and other unlawful activities, by minors online; -Unauthorized disclosure, use and dissemination of personal information regarding minors; -Restricting minor's access to materials harmful to them. The access of social websites from the District network by students is expressly forbidden. Electronic chat rooms, Internet Relay Chat, Skype, etc. are not permitted by students without strict faculty supervision. These types of sites are filtered by our Internet filtering system. CISD strongly advises against district faculty and staff interacting with students on social networks such as Facebook. The only E-Mail system that may be accessed via the District's network is the Kentucky Department of Education's approved system. Access to any other E-Mail system via our network is strictly prohibited. These sites are also filtered by our Internet filtering system. This is in accordance with *701 KAR 5:120 Prevention of Objectionable Material Transmitted to Schools via Computer*. The District provided E-Mail system is for educational purposes only. **Unauthorized Access** – Access of the District network and/or a school owned computer may only be permitted with a student's personal login and password. A student may not reveal their password to anyone nor may they use another's password to access a district computer or the network. The use of any software in the attempt to gain access to a computer and/or network, obtain another user's password, or interfere with the flow of information on the network is strictly prohibited. The downloading and use of Port Scanners, hacking software, etc., is strictly prohibited unless authorized in an IT class and monitored by a faculty member. *KRS 434.520 Unlawful access*

to a computer in the second degree states that unlawful access to a computer is a Class D felony. Any student found in violation of this statute may, at minimum, lose their network/computer privileges and at most, be brought up on criminal charges.

Misuse of Computer Information –

Any student who accesses any information, software and/or records, or assists another in doing same, is in violation of **KRS 434.845 Misuse of Computer Information**. Examples of this type of information include, but are not limited to, Infinite Campus for student records and data and MUNIS for financial records. Gaining access to these types of information and redistributing to others, or changing information (such as student grades or attendance records) constitutes violation of this statute. **KRS 434.845** states that Misuse of Computer Information is a Class C felony. Any student found in violation of this statute may, at minimum, lose their network/computer privileges and at most, be brought up on criminal charges.

E-Mail and Microsoft Live @ EDU –

The Outlook Live e-mail solution is provided to users by the district as part of the Live@Edu service from Microsoft®. By signing/acknowledging this AUP, you hereby accept and agree that your right to use the Outlook Live e-mail service, and other Live@Edu services as the Kentucky Department of Education may provide over time, are subject to the terms and conditions set forth in this AUP and that the data stored in such Live@Edu services, including the Outlook Live e-mail service, are managed by the district pursuant to **policy 08.2323** and accompanying procedures. And said email is not private. You also understand that the Windows Live ID provided to users can be used to access other electronic services that provide features such as online storage and instant messaging. Use of those Microsoft® services is subject to Microsoft's® standard consumer terms of use (the Windows Live Service Agreement), and data stored in those systems are managed pursuant to the Windows Live Service Agreement and the Microsoft® Online privacy Statement. Before users can use those Microsoft services, he/she must accept the Windows Live Service Agreement and, in certain cases, obtain parent/guardian consent. **Teacher and Staff Supervision of Student Technology Use --** Teachers and others whose duties include classroom management and/or student supervision shall acknowledge responsibility for exercising reasonable supervision of student access to Internet and electronic mail by signing their Acceptable Use Agreement. Teachers shall not direct or advise students accessing school computing and communications networks to use electronic mail systems other than the Kentucky Education's Technology System standard email system. Teachers must be prepared to integrate the use of electronic resources into the classroom. Generally, the manner in which teachers evaluate instructional materials and content today will apply to the selection of electronic resources. On the Internet, however, information can be made available without being edited by a publisher, screened by a textbook committee, or selected by a known bookseller. Teachers must be cautioned that: **Quality and integrity of content on the Internet is not guaranteed.**

Teachers and students provided permission to do independent research must examine the source of the information. Is the source clearly identified? Is it an individual? Is it an organization? Is it an educational institution? Is it a publisher? In the same way that a teacher or library media specialist provides various levels of guidance to students visiting a library, the teacher/staff member supervising student use will want to structure various levels of Internet access depending upon age, grade level, or student performance. For instance:

- 1) Very young children should not be provided with unsupervised access to computers. At the lower grade levels, an Internet or email session may be best conducted with small groups and always supervised by a teacher or someone the teacher has designated.
- 2) Children in middle school, who are familiar with the Internet, and generally demonstrate good conduct, might be provided with limited independent access in a location where the session can be monitored.
- 3) In the upper grades, those students with good standing who have proven their ability to be responsible network users might be provided with independent, unsupervised access for research purposes.

School Telephone Usage –

Telephone handsets in classrooms are available primarily to provide two-way communication with the school office and for contact with parents. Staff will refrain from using telephones during instructional time. Students may use the telephones only with a teachers or staff members' specific permission. Instructional time will not be interrupted to transfer calls except in emergencies. All guidelines contained within this AUP governing inappropriate language apply to telephone usage. The procedures in this AUP governing telephone usage also apply to district owned cellular phones and other wireless telecommunication systems.

Personally Owned Devices – (BYOD- bring your own device)

Personally Owned Devices (POD) include, but are not limited to; external USB storage devices, cell phones, smart phones, Android devices, iOS devices, laptop or netbook computers, and e-Readers (Kindles, or Nooks). Users are not required to bring personal devices, but if they choose to do so the following rules apply. The classroom use of personal devices is the decision of each school. Teachers and staff are the managers of each classroom and can determine if a device can or cannot be used at any given time. District staff may at any time inspect the content of any personal device.

The Campbellsville Independent School District has adopted a Bring Your Own Device (BYOD) policy for all schools in the district. This policy allows students to bring many of their own technology devices to school for use in our classrooms. Similar to other personally owned items, the district/school is not liable for the loss, damage, misuse, or theft of personally owned devices brought to school. All device configuration, maintenance and upkeep are the sole responsibility of the device owner.

Again, Students are not required to bring in outside technology to school. All students will continue to be able to utilize school equipment. No student will be left out of the instructional process.

Expectations for POD use at Campbellsville Schools: (Note that each school's SBDM can make rules more restrictive than the following, but these are a minimum)

1. Students will only use appropriate technology at teachers' discretions and will abide by procedures for use set forth by the classroom teacher.
2. Students will only use appropriate educational applications on their device as determined by the teacher (i.e. not non-school related tasks and functions).
3. Students are not to call, text message, email, post to social networks, or electronically communicate with others from their personal device, including other students, parents, guardians, friends, and family during the school day unless it is part of classroom instruction.
4. Students' devices must be registered and are permitted to access only the school's network, not private networks.
5. Teachers will not ask students to download any apps that incur a charge. They may however ask them to download free apps to use in the classroom. If a student chooses to download apps that have a charge, then they are responsible for those charges, not the CISD teachers or administrators. Student violating these expectations may face school disciplinary measures, and/or lose access to the Districts Wireless network.

Reinforcement:

Students utilizing this opportunity to its fullest capacity within school expectations will find numerous benefits to instruction, resources, completion of assignments and personal organization. Students not following expectations for use of personal devices will face school disciplinary measures, and/or lose access to the Districts Wireless network.

Other Policies –

Users are also not permitted to engage in the following:

- Harassing, insulting or attacking others
- Using obscene language
- Sending or displaying or accessing offensive messages or pictures

- Intentionally circumventing district proxies and filter devices
- Damaging computers, computer systems or computer networks
- Violating copyright laws
- Trespassing in another's folders, work or files
- Intentionally wasting limited resources (playing unauthorized games, unauthorized streaming video, unauthorized streaming music, accessing Facebook etc.)
- Employing the network for commercial purposes
- Intentionally loading viruses onto computers, diskettes, flash drives or networks
- Using technology resources to bully, threaten or attack a staff member or student or to access and/or set up unauthorized blogs and online journals, including, but not limited to MySpace.com, Facebook.com or Xanga.com.

Summary –

Outlined here are various activities that are prohibited by District policy. Access to the computer systems and network is a privilege for our users, not a right. Any user found in violation of these policies may result in immediate termination of computer/network privileges, other disciplinary actions as deemed by the School/District administrative staff, and/or criminal prosecution. The primary manner in which these rules will be enforced will be through teacher/faculty supervision. Automated safeguards have been put into place to filter and guard against inappropriate Internet sites and materials. The District also has appliances in place that “watch” the network for inappropriate traffic. This traffic can be traced to a single workstation and the user of that machine can be identified.

WRITING POLICY



Campbellsville Middle School
Reviewed July 21, 2025

Campbellsville Middle School works to produce students who are able to effectively communicate their knowledge, ideas, and feelings. In order to do so, CMS implements the following policies:

- 1) Students enrolled at Campbellsville Middle School will complete a variety of writing samples across multiple content that will allow students to develop complex communication skills for a variety of purposes that demonstrate the following:
 - i. Writing to learn
 - ii. Writing to demonstrate learning
 - iii. Writing for publication

Teachers/Departments will meet on a regular basis throughout the year to vertically and horizontally align writing opportunities to the Kentucky Academic Standards. Students will be scheduled in a Response To Intervention class reflected through the master schedule that will provide the opportunity for writing instruction an experiences each day.

- 2) Students will complete writing samples at a satisfactory level with teacher feedback being provided. When necessary, members of the Language Arts department will collaborate with other subject areas to help provide writing instruction. Members of the Language Arts Department will instruct the staff on how to grade subjective writing assignments and provide effective feedback, when needed. A variety of technological tools will be used in the writing process, which will allow the students to communicate and evaluate using critical thinking skills. These tools will also allow students to seek a new or deeper understanding based on inquiring around a topic, and developing a new understanding through collaborating, creating, and making global connections.
 - a. Examples of writing assignments could include (but are not limited to):
 - i. Portfolio style writing pieces (i.e. letters, articles, research papers, essays, poems, etc.)
 - ii. On- Demand writing pieces
 - iii. Extended Response Questions
 - iv. Short Answer Questions
 - v. Multimedia Presentations
 - vi. Podcasts
 - vii. Videos
 - viii. Brochures
 - ix. Exit Slips
 - x. Pieces written for real-world publication (i.e newspaper contest entries, speech contest entries, etc.)
- 3) A variety of language resources are embedded within writing instruction that allow students to read and analyze a variety of print and non-print materials including:
 - a. Appropriate resources for writing driven by various instructional purposes with different audiences for the student to consider.
 - b. Instructional strategies and models that assist in achieving specific learning objectives.
- 4) Students enrolled at Campbellsville Middle School will take Learning Check Exams that will require them to complete short answer questions, extended response questions, and/or On Demand Writing prompts. Students will put forth their best effort on these exams, which will count as a test grade in the subject area assessed.

PARENT & FAMILY ENGAGEMENT POLICY



Adopted May 9, 2002
Reviewed July 21, 2025

Campbellsville Middle School's commitment to the process of parent involvement will be evident through, but not limited to, the following provisions:

- A. Parent-Friendly Environment
 - 1. Parents are welcomed and encouraged to volunteer in school programs and events.
 - 2. Conferences will be scheduled as needed or requested by the guidance counselor, teaching staff, and/or parents.
- B. Parental Participation
 - 1. Parents are represented on SBDM Council.
 - 2. Parents are represented on school committees.
 - 3. Parents are encouraged and trained to assist in the classroom.
 - 4. Parent training and participation in educating CMS children will be supported by resources through Title I and the FRYSC.
- C. Communication Between School and Home
 - 1. Progress reports will be sent to parents on a regular basis.
 - 2. Report cards will be mailed to parents at the end of each grading period.
 - 3. The school will provide school and SBDM Council information to local media for publication.
 - 4. Parents will be notified by the school counselor, school nurse, or FRYSC office of needed health services and/or immunizations.
- D. Safety Precautions
 - 1. All parents and visitors are required to check in at the school office and present identification prior to visiting students or teachers.
 - 2. All volunteers will receive "crime check" clearance prior to assisting with students.
 - 3. Children will only be released to persons with a valid identification and listed in Infinite Campus.
 - 4. Parents need to notify the school of changes in addresses, phone numbers, emergency contacts and people authorized to check out their child(ren).

Campbellsville Independent

TITLE I 2025-2026

DISTRICT, SCHOOL, PARENT COMPACT

Effective schools are a result of families and school personnel working together to insure that children are successful in school. A compact is an agreement between two groups that firmly unites them. You are invited to be involved in a partnership with your child's school.

District Mission Statement

"Every student learning every day, whatever it takes"

Board Goals

1. All students will be challenged to reach their highest potential.
2. All students will demonstrate the acquisition of skills necessary for success beyond high school.
3. All students and teachers will use technology to enhance learning.
4. All students and staff will work to enhance partnerships among parents, community and businesses.
5. All students and staff will attend inviting and clean schools that are safe and drug-free.

The entire district staff, parents, and students share the responsibility for improving student achievement. The district, schools, and parents work together to build and develop a partnership to achieve Kentucky's academic achievement standards.

The district will:

- Provide a Title I program that will improve the educational opportunities of all children especially those not meeting standards.
- Help children succeed in the regular program, attain grade level proficiency and improve achievement in basic and more advanced skills.
- Assist parents in understanding the state and local assessments.
- Support parent and teacher involvement.
- Design a program of sufficient size, scope, and quality.
- Provide a Title I program that will supplement the regular instructional program.

2025-2025 SCHOOL-PARENT COMPACT

Compact Agreement: It is a declaration of intent by teachers, parents, and students who sign to help each other achieve mutual goals.

These promises are voluntary commitments made by individuals to themselves and to others.

As a teacher, I will....

Have high expectations for myself, students and staff
Will participate as a member of the instructional team
Respect the opinion of parents and students
Respond to the needs of working and non-working parents
Demonstrate professional behavior and a positive attitude
Believe that all students can learn
Provide an environment that is conducive for learning
See that school and class rules are enforced consistently
Respect each child's individuality
Come to class prepared for instruction

As a student, I will.....

Come to school each day ready to learn
Believe that I can learn and will learn
Be proud of myself and my school
Cooperate with peers, teachers and other school staff
Obey all rules to the best of my ability
Take part in class discussions without being disruptive
Ask for help when I don't understand.
Listen and follow directions
Come to school clean, rested, and prepared to learn

As a parent/guardian, I will...

Make sure my child attends school regularly, is on time, and prepared physically and mentally each day
Show interest in my child's school day, ask to see homework or information sent home from school
Share information with teacher(s) about your child's interest and abilities
Encourage good study habits
Praise efforts no matter how small
Join parent organizations and attend parent/teacher conferences
Limit television (or other media use) and read fifteen minutes daily with my child
Help my child understand the rules and regulations for their school
Support the school, teachers, principal, and help my child have a positive attitude toward school
Schedule a conference with the teacher about concerns with schoolwork and behavior

Notification of FERPA Rights

09.14.AP.111- Students

The Family Education Rights and Privacy Act (FERPA) affords parents and “eligible students” (students under 18 years of age or students who are attending a postsecondary institution) certain rights with respect to the student’s education records. They are:

1. *The right to inspect and review the student’s education records within forty-five (45) days of the day the District receives a request for access.* Parents or eligible students should submit to the school Principal/designee a written request that identifies the record(s) they wish to inspect. The Principal will make arrangements for access and notify the parent or eligible student of the time and place where the record(s) may be inspected.
2. *The right to request the amendment of the student’s education records that the parent or eligible student believes are inaccurate, misleading, or in violation of the student’s privacy or other rights.* Parents or eligible students may ask the District to amend a record that they believe is inaccurate, misleading, or in violation of privacy or other rights. They should write the school Principal, clearly identify the part of the record they want changed, and specify why it is inaccurate, misleading, or in violation of their privacy or other rights. If the District decides not to amend the record as requested by the parent or eligible student, the District will notify the parent or eligible student of the decision and advise him/her of the right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
3. *The right to consent to disclosure of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent.* One exception that permits disclosure without consent is disclosure to school officials with legitimate educational interests. A “school official” is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the school Board, a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his/her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his/her professional responsibility. Upon request, the District shall disclose education records without consent to officials of another school district in which a student seeks or intends to enroll or to other entities authorized by law.
4. *The right to prohibit the disclosure of personally identifiable information concerning the student to recruiting representatives of the U.S. Armed Forces and its service academies, the Kentucky Air National Guard, and the Kentucky Army National Guard.* Unless the parent or eligible student requests in writing that the District not release information, the student’s name, address, and telephone number (if listed) shall be released to Armed Forces recruiters upon their request.
5. *The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA.* The name and address of the Office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-4605