



CCMS Student Handbook



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"Our mission at CCMS is to instill in our students that excellence is worth the effort."

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ARRIVAL/DISMISSAL

MORNING ARRIVAL

- Students are not allowed at school earlier than 7:25 AM when supervision of students begins.
- For supervision purposes, all students will report to their Care Connect classes.
- **No commercial breakfast (McDonalds, Dairy Queen, etc.) may be brought into the school building.**
- After students eat breakfast, they will proceed to their care connect classes.
- Students are not permitted to be in the hallways or restrooms without permission.
- Students will be counted tardy at 8:00 AM if they are not in their classroom and seated when class begins.

STUDENT PICK-UP AND DROP-OFF

- Students loading or unloading from vehicles in front of the school must do so between the yellow lines from the flagpole near the exit of the parking lot and the loading area in front of the Rocket.
- **Pull up as far as possible before stopping.**
- Morning drop-off will use one lane of traffic.
- Afternoon drop-off will use two lanes of traffic depending on which direction parents wish to turn when exiting the parking lot.

AFTERNOON DISMISSAL

- At 3:00 PM first run bus riders will be dismissed.
- At the same time, parents who wish to pick up students after school must do so in front of the building at the Rocket. Car riders must exit the building by using the doors by the office only. (No side doors may be used.)
- **Parents are asked to close gaps between cars in the traffic lanes to ensure traffic does not back up. If your child is not outside waiting, you will be asked to circle back around or park. Changing lanes is not permitted at any time for safety concerns.**
- We ask that parents be respectful of this procedure and move or park when asked to do so.
- Walkers must exit the building using the doors between CCMS Gym and the Multipurpose Room.
- Traffic on Rocket Avenue is restricted to buses only while loading and unloading students.
- Students who are staying for an after-school activity/practice or who ride the 2nd round buses must stay in their care connect class until released by the office. This includes all athletics and clubs.
- **Roaming the hallways or waiting in the gym or restrooms during this time is not permissible. Students violating this rule will be referred to the office for discipline consequences.**

REGULAR DISMISSAL FROM SCHOOL

At any time students are dismissed from school, they shall be released according to the written instructions provided by the custodial parent/guardian. The instructions, which shall be requested at the time the student registers/enrolls for the school year, will include the student's regular mode of transportation at the end of the day and a list of persons, in addition to the custodial parent/guardian, who are authorized to pick up the child from school. **It is the responsibility of the custodial parent/guardian to notify the school in writing if release instructions are to be revised. Change of transportation will not be taken over the telephone. A written note must be provided by the parent/guardian.** If written instructions are not provided to the school, the student can be released only to ride home on the assigned bus or with the custodial parent/guardian. Because the time students spend at school is vital to their education, school authorities shall closely monitor early dismissals. CCMS maintains a daily log of students signing in late or signing out early and may require proof of identification from individuals (visual identification by an employee, driver's license, picture identification, etc.) to assure that they are authorized to pick up the student.

EARLY RELEASE OR DISMISSAL PROCEDURES

- Students are **not** permitted to leave school premises or to check out of class during school hours for reasons other than those that are deemed valid in keeping with the Board's policy for excused absences (policy 09.123).
- Students shall be checked out by approved individuals that are listed on the check in/check out form filled out at the beginning of the year.
- Students will be allowed to check out of school early only if a parent/guardian with legal custody comes to the school office to sign for the student's release.
- Under **no circumstances** are parents/guardians permitted to go to the classroom to pick up students.
- 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 cases, the student's parent shall be notified at the earliest opportunity.

ATTENDANCE

EXCUSED ABSENCE EVENTS AND TARDINESS

Student attendance will be calculated based on the following guidelines found in 702 KAR 7:125:

1. A full day of attendance shall be recorded for a pupil who is in attendance at least sixty-five (65) percent of the regularly-scheduled school day for the pupil's grade level.
2. A tardy shall be recorded for a pupil who is absent thirty-five (35) percent or less of the regularly-scheduled school day for the pupil's grade level, whether morning or afternoon.
3. A half day absence shall be recorded for a pupil who is absent thirty-six (36) percent to eighty-four (84) percent of the regularly-scheduled school day for the pupil's grade level.
4. A full day absence shall be recorded for a pupil who is absent more than eighty-four (84) percent of the regularly-scheduled school day for the pupil's grade level.

Students in Crittenden County Schools for the full year shall be allowed up to five (5) absence events per year to be excused with a signed parent note. Students who enroll after October 1 will be allowed one (1) parent note for each two (2) months they are enrolled. If the limit of parent notes has been reached, the absence/tardy will be considered unexcused.

The District shall excuse up to ten (10) absence events with doctor/medical excuse/notes. Any absence events due to medical reasons in excess of ten (10) shall require the presentation of the District's Medical Excuse Form RX10 before the absence will be excused. The RX10 forms shall be available at each school, Superintendent's office and some medical facilities upon parent request. Students who have been court-ordered to attend school must use RX10 forms for all absences and tardies, which must be signed by the medical provider on the first day of the student's absence. All absence events and tardies shall be considered unexcused until the appropriate signed note, excuse, or documentation is presented to the school. These notes, excuses, etc. must be turned in to the school within five (5) days after the absence event or tardy. Any absence still unexcused on the 5th day will remain unexcused.

Students in Crittenden County Schools' shall be allowed up to four (4) daily tardies to be excused with a signed parent note for the entire school year.

When a student is deemed Chronically Absent (has absences and tardies, excused or unexcused, that equal or exceed 10% of instructional time to date), the following consequences may be incurred:

1. Exclusion from activities considered extra or non-essential to the academic process
2. Forfeiture of the driving privilege

Note: Any student who is absent from school for more than five (5) consecutive days without a valid notification to the school shall be considered unexcused. Valid notification is defined as an approved contact from a parent or guardian.

ATTENDANCE

An excused absence event or tardiness is one for which there is a valid reason and for which work may be made up for credit. Valid reasons shall include:

1. Personal illness of the pupil including emergency medical and dental care - After the fourth and subsequent absence event for illness, the Principal may require the student to submit a physician's statement, signed by the physician, stating the specific cause of the illness and how long the student will be out of school. As prescribed by order of the District Juvenile Court, dated May 1, 1991, a doctor's statement shall state the specific cause of illness and the actual days the student should be excused from school.
2. Death in the pupil's immediate family - Immediate family shall mean brother, sister, mother, father, grandmother, grandfather. The Principal may recognize others as immediate family, depending upon circumstances. Up to three (3) consecutive events may be excused by the Principal for death in the family.
3. Court appearances by subpoena -Verification may be required.
4. Act of God, such as extreme weather conditions (earthquake, etc.).
5. College visitation for seniors limited to one (1) event. College visitation days shall be granted to students who are perceived to have a genuine interest in attending college or another post-secondary institution and who have registered for or taken the ACT or the SAT prior to the visit, unless the visit is to a vocational school. Visits must be pre-arranged and approved by the Principal. Prior to the visit, parents must arrange for a conference with the Principal if a visit will require more than one (1) day of travel.
6. Approved religious holidays and practices deemed to be legitimate by the school authorities.
7. Participation in co-curricular activities that are not sponsored by the school. Parents/guardians shall pre-arrange such activities with the Principal at least three (3) days in advance, in order for the absence to be excused.
8. One (1) day prior to departure of parent/guardian called to active military duty.
9. One (1) day upon the return of parent/guardian from active military duty.
10. Visitation for up to ten (10) days with the student's parent, de facto custodian, or person with legal custody who, while on active military duty stationed outside of the country, is granted rest and recuperation leave.
11. Trips which qualify as educational enhancement opportunities, as determined by the Principal.
Students shall be granted an excused absence for up to ten (10) school days to pursue an educational enhancement opportunity determined by the Principal to be of significant educational value. This opportunity may include, but not be limited to, participation in an educational foreign exchange program or an intensive instructional, experiential, or performance program in one (1) of the core curriculum subjects of English, science, mathematics, social studies, foreign language, and the arts.
Unless the Principal determines that extenuating circumstances exist, requests for date(s) falling within State or District testing periods shall not be granted.
The Principal's determination may be appealed to the Superintendent/designee whose decision may then be appealed to the Board under its grievance policy and procedures.
Students receiving an excused absence under this section shall have the opportunity to make up school work missed and shall not have their class grades adversely affected for lack of class attendance or class participation due to the excused absence.
Educational Enhancement Opportunities will not be approved for students who are considered Chronically Absent (have absences and tardies, excused or unexcused, that equal or exceed 10% of instructional time to date).
12. Ten (10) days for students attending basic training required by a branch of the United States Armed Forces.
13. Treatment of parasites such as head lice, bed bugs, etc. (maximum of three (3) absences per school year). The day the student is sent home from school does not count toward the three (3) day total.

Note: Participation in school-sponsored co-curricular activities, as approved under Board Policy 09.122, is not considered an absence.

After the fourth and subsequent absence event for reasons other than illness, the Principal may require a signed, dated and notarized note from the parent/guardian of the reasons for the absence or tardiness.

Make-up of work missed during an excused absence or tardiness is the responsibility of the student. A reasonable amount of time shall be allowed for make-up work to be completed, as determined by the teacher.

ATTENDANCE

EARLY DISMISSAL BY SCHOOL NURSES

When children are recommended by the school nurse to be sent home early from school due to illness, the nurse will provide a “nurse excuse” that will excuse the child for the remainder of that day. In certain circumstances, such as a fever over 100.4, the nurse may excuse the following day, as well. In cases of parasites, such as head lice, a child will be limited to 3 nurse excuses per school year.

Nurses will recommend sending children home early from school for illness as needed based on guidelines from the Graves County Health Department. Other illnesses or circumstances not addressed in the guidelines will be handled by the nurse using their best professional judgment.

If children are sent home with a nurse’s excuse, depending on the circumstance, it may be recommended by the nurse that the parent should consider seeing their physician.

If children miss continued day(s) of school after leaving school with a nurse’s excuse, these continued absences will have to be excused by either parent note or doctor excuse as required in current attendance policies. Otherwise, they will be unexcused.

School officials reserve the right to rule on any situation not covered in the general guidelines stated above or those provided by the Graves County Health Department.

ABSENTEE PROCEDURES

Students who have been absent or tardy shall bring, upon their return to school, a dated signed note explaining their absence, which is signed by one of their parents/guardians or by a physician or other person who can attest to the validity of the excuse. Failure to adhere to this requirement shall result in the student’s absence event(s) being officially recorded as “unexcused.”

The Principal/designee shall determine whether absence events and tardiness are excused or unexcused, even when a student may have had parental consent to be absent or tardy.

SCHOOL/HOME COMMUNICATIONS

The school will strive to maintain open and on-going communications with parents/guardians concerning the attendance status of their children through such measures as reporting attendance on report cards, sending letters, and making phone calls.

If no call is received from the home, schools shall call parents/guardians when their child is absent, to affirm the parent’s knowledge of the absence or, when there are excessive absences, to verify the reasons for the absence and check on the child’s welfare.

When the school determines there are excessive absences or tardiness, or when there are truancy concerns, the following process shall be implemented:

1. At the discretion of the Principal/designee, letters may be sent from the school advising parents of excessive absenteeism or tardiness and the school’s concern that those will impede the child’s educational progress.
2. On the third day of unexcused absence or tardy, the Principal/designee shall notify the parent/guardian in writing that the student has three (3) days of unexcused absence and is now classified as a truant, as defined by Kentucky Compulsory Attendance Law. The notification shall contain a summary of this policy and inform the parent of any requirements for doctor’s statements or notarized excuses. In addition, the notice shall include an explanation of the academic and legal consequences of unexcused or excessive absenteeism and invite the parent to meet with the Principal/designee. A copy of the notice shall be sent to the Director of Pupil Personnel (DPP).
3. After the fourth day of unexcused absence or tardy, the Principal/designee shall send the parent/guardian a second Truancy Notice.
4. After the sixth day of unexcused absence or tardy, at which time the student is formally classified as an “habitual truant” and upon request of the Principal, the DPP shall send the parent/guardian, by certified mail or hand delivered, a legal Final Notice, which shall list the individual days missed without valid excuse and a directive that the student has twenty-four (24) hours to return to, and remain in school or face charges for being a persistent violator of the Kentucky Compulsory Attendance Law.
5. Failure of the parent/guardian to respond within the given time frame may result in the processing of a Final Notice by the DPP. After the Final Notice has been processed, the case may be referred to the court system. The form “Truancy Allegations/Assessment” required by the CDW shall be completed by the DPP, who shall file a Juvenile Complaint using the petition form. Criminal charges may be filed by the DPP against parent/guardian in District Court.
6. After the student has appeared before the CDW, the school should notify the DPP when the student misses another day of school, regardless of the reason. The DPP shall immediately notify the CDW.
7. Parents of students who are deemed Chronically Absent (have absences and tardies, excused or unexcused, that equal or exceed 10% of instructional time to date) will be notified by the DPP.

Charges against a student between the ages of eighteen (18) to twenty-one (21) shall be referred to the County Attorney for processing as an adult offender.

The Principal and/or the DPP are authorized to by-pass or otherwise modify these steps based on extraordinary circumstances and/or past attendance records of the student.

CLASSROOM TARDY POLICY

- **Students will be considered tardy to class if they are not in their assigned seat within their classroom when class begins.**
- **Students who are tardy will serve a lunch detention.**
- Excessive tardiness to class may also result in the student receiving In School Detention or Out of Suspension.

BACKPACKS/OVERSI ZED ITEMS/CLOTHING

All student supplies, materials, and books should be kept in a clear backpack. Students will take materials with them to each class. Students wearing heavy, oversized coats or jackets will be asked to hang them in the hallways. PLEASE PUT YOUR CHILD'S NAME INSIDE OF HIS/HER COAT, LUNCH BOX, AND BACKPACK FOR IDENTIFICATION PURPOSES.

ITEMS NOT ALLOWED AT SCHOOL

Students shall not have any of the following in classrooms at school:

1. Soft Drinks
2. Energy Drinks
3. Radios
4. Electronic games or other toys
5. Rubber bands, or anything which may create a disturbance deemed inappropriate to the teaching-learning process.
6. Weapons including firearms, knives, or any other object that can be classified as dangerous or can be used as a weapon are also forbidden. **UNLAWFUL POSSESSION OF A DEADLY WEAPON ON SCHOOL PROPERTY IS A CLASS D FELONY, PUNISHABLE BY ONE TO FIVE YEARS IMPRISONMENT AND FINE OF UP TO \$10,000.**
7. Also not allowed in school are over-the-counter as well as prescription medications, fireworks, lasers, hats and lighters.

STUDENT CONDUCT

DISCIPLINE

The authority to control student conduct is found in KRS 161.180(1). The authority granted is not limited to the school campus or school hours. Student conduct on school buses and at school sponsored after-school activities such as athletic events, rallies, and dances are within the authority and responsibility of administrators and teachers. Students shall conform their conduct within the parameters set by KRS 158.150(1) and applicable Board policies or face disciplinary action. Students shall, at all times, conduct themselves responsibly, with courtesy and respect for themselves, others, authority and school property.

The following behavior expectations govern the daily routine at CCMS. These expectations are posted in all classrooms and are taught by all CCMS faculty members. Administrative discretion will be used in the handling of all discipline at CCMS.

STUDENTS ARE EXPECTED TO:

F- Forget limitations

- Complete all work as assigned by teacher/staff member with best effort

U- Understand and appreciate differences

- Show respect to others at all times, despite differences of opinion, ability, appearance, personality, etc.

E- Expect your best

- Stay on task during instruction/assigned tasks

L- Leave it better than it was

- Respect the area around you by cleaning up after yourself, leave people and situations better than you found them by being respectful and having a positive attitude.

STUDENT CONDUCT

CONDUCT WARRANTING DISCIPLINARY ACTION

The **Student Code of Conduct** is applicable to any activities on school property, at school sponsored or related activities whether on or off school property, and on school provided transportation, whether within or outside regular school hours. Many of the items defined in the code of conduct are considered behaviors that are disruptive to the educational process. Such behavior will not be tolerated and shall subject the offending student to appropriate disciplinary action. Board Policy 09.426 broadly defines disrupting the educational process.

Arson

Intentional burning or attempt to burn a house, public building, vehicle or aircraft

Assault

1st Degree Assault: intentionally causes serious physical injury to another person by means of a deadly weapon or a dangerous instrument or wantonly engages in conduct which creates a grave risk of death to another and thereby causes serious physical injury to another person

2nd Degree Assault: same as 1st Degree Assault, although it includes causing serious physical injury without a weapon or instrument

3rd Degree Assault: recklessly, with a deadly weapon or dangerous instrument, OR intentionally causes or attempts to cause physical injury to all first responders, social workers, and all school employees and volunteers

4th Degree Assault: intentionally or wantonly causes physical injury to another person, OR with recklessness, causes physical injury to another person by means of a deadly weapon or a dangerous instrument

Abuse of School Personnel

Intentional verbal, mental, or physical abuse of a staff member

Academic Cheating/Plagiarism

Includes knowingly deceiving or attempting to deceive school district personnel for the purpose of academic gain

Academic Noncompliance

A student that fails to, in a timely manner, complete instructional tasks assigned by the teacher

Alcohol-Related Offense

Applies to the use, possession, distribution, attempt to use, possess or distribute, or selling of alcohol

Bullying

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

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

Students who believe they have been a victim of bullying or who have observed other students being bullied shall as soon as is reasonably practical report it to a member of the school staff.

Bus Rule Violation

Includes behavior that is disruptive to the safe, orderly operation of vehicles used in the transportation of students

Cell Phone/Personal Electronic Device Violation

Inappropriate use of personal devices, such as but not limited to cellular phones, digital picture/video cameras and/or phones and other personal electronic devices

Contributing to a Fight

To verbally or otherwise try to encourage a student to bully, intimidate, hit, or fight another student

Dangerous Instrument

Includes the use, possession, or attempt to use or possess any instrument such as fireworks, chemical sprays, knives, razor blades, tasers, clubs, chains, or the like, that can be used to inflict bodily injury to another person or themselves

Destruction of Property

The act of causing damage to the property of the school or another person

Dishonesty/Lying

The act or practice of being intentionally deceptive or not fully truthful in some way

STUDENT CONDUCT

Disrespectful Behavior

Any behavior which interferes with the learning process or is otherwise inappropriate in a school setting

Disruptive Behavior

Includes behavior that is disruptive to the educational environment or the orderly operation of the school. Disruptive behavior can include loud arguments, confrontations, pushing, shoving, spitting, hitting or other disruptive behavior that serves no legitimate purpose

Dress Code Violation

Includes failing to adhere to the student dress code established in the student code of conduct and/or the dress code established by the school SBDM

Drug Related Offense

Applies to the use, possession, distribution, attempt to use, possess or distribute, or selling of any substance such as amphetamines, barbiturates, crack/cocaine, hallucinogens, heroin (opioids), inhalants, look-alike drugs, marijuana, methamphetamine, narcotics, prescription, over-the-counter, steroids (anabolic), synthetic, and other drugs. This policy includes drug paraphernalia

Failure to Attend Detention

Intentional failure to attend assigned detention

Failure to Follow Staff Instructions

The refusal to comply with reasonable requests of school personnel or refusal to comply with the school rules

Fighting

The willful engagement of physical contact for the purpose of inflicting harm or injury to another student or a staff member

Forgery

Occurs when a person, with intent to defraud, deceive or injure another, falsely makes, completes or alters a written instrument

Gambling

Includes any participation in games of chance for the express purpose of exchanging money items of monetary value

Harassing Communications

Intent to intimidate, harass, annoy, or alarm another person through telephone, the Internet, telegraph, mail, or any other form of electronic or written communication in a manner which a reasonable person under the circumstances should know would cause the other student to suffer fear of physical harm, intimidation, humiliation, or embarrassment and which serves no purpose of legitimate communication

Harassment

Intent to intimidate, harass, annoy, or alarm another person based on race, color, national origin, age, religion, sex, disability, marital status, or sexual orientation that is sufficiently severe, pervasive, or objectively offensive that it adversely affects a student's educational environment

Inappropriate Sexual Behavior

A person is guilty of inappropriate sexual behavior when he or she subjects another person to sexual contact with or without consent of the other person. In addition, inappropriate sexual behavior may include sexual remarks, name calling, indecent exposure, stories, jokes, pictures, video, and photographs with or without consent which may or may not be electronically transmitted, or objects that are offensive to one's gender, requests for sexual favors and spreading sexual rumors. This may also include inappropriate public display of affection

Leaving Campus

Includes unauthorized leaving the school grounds. Students must receive authorization from the principal or designee before leaving the school grounds

Menacing

Intentionally places another person in reasonable apprehension of imminent physical injury

Out of Area

Being in an area of the school or campus where a student is not allowed to be; including a hallway without a hall pass

Physical Aggression

Acts that include pushing, shoving, spitting, hitting or other physically aggressive behavior toward another student

Possession of Stolen Property

To receive, retain, or dispose of movable property of another knowing that it has been stolen, or having reason to believe that it has been stolen

STUDENT CONDUCT

Profanity or Vulgarity

This misconduct applies to the student's use of language that is irreverent, vulgar, or offensive

Safety Violation

Deliberate failure or refusal to comply with rules intended to protect the welfare of students and staff

Sex-Related Offenses

Includes the following sexual offenses: distribution/possession of pornography, Indecent Exposure, Prostitution, Rape, Sexual Abuse, Sexual Assault, Sodomy or other sexual related offenses defined in chapters 510, 529 and 531 of the Kentucky Revised Statutes

Skipping Class

Includes purposefully missing a portion of a school day when school is in session.

Skipping School

Includes purposefully missing a school day when school is in session

Stalking

To engage in an intentional course of conduct that is directed at a person or persons which seriously alarms, annoys, intimidates, or harasses the person or persons and which serves no legitimate purpose

Tardy to Class

Includes failure to report to class prior to the tardy bell

Tardy to School

Includes repeated incidences of being late to school once tardy notes are exhausted

Terroristic Threatening

1. Intentionally making false statements about placing a weapon of mass destruction on school property;
2. Intentionally placing a counterfeit weapon of mass destruction on school property;
3. Intentionally threatening to commit any act likely to result in death or serious physical injury to any student group, teacher, volunteer worker, or school staff;
4. Threatening to commit any crime likely to result in death or serious physical injury to another person or likely to result in substantial property damage to another person; or
5. Intentionally making false statements for the purpose of causing evacuation of a building, place of assembly, or facility of public transportation

Theft/Stealing/Robbery

Includes taking of property of others without their consent; the possession of stolen property, or possession without the owner's permission; or the stealing of school property; also includes robbery, larceny, and motor vehicle theft

Threatening Another Student

Any statement, communication, conduct or gesture, including those in written form, directed toward another student that causes reasonable apprehension of physical harm to person or property

Threatening Staff

Relates to any threat of intentional injury or damage to a staff member or their property

STUDENT CONDUCT

Tobacco-Related Offense

The distribution, possession or use of any tobacco product in any form (smoking or smokeless), alternative nicotine product, or vapor product as defined by KRS 438.305 is prohibited on school property. This policy applies to any student who is a participant or observer in a school sponsored activity. This policy includes tobacco paraphernalia (matches, lighters, vapor devices, electronic cigarettes, etc.)

Under the Influence

Includes all offenses of intoxication. In Kentucky, this offense equates to alcohol intoxication and/or public intoxication, which occurs when a person appears in a public place manifestly under the influence of alcohol, a controlled substance or other intoxicating substance

Vandalism

Includes the destruction, defacing, marring or arson of property located on school premises or owned by the board of education. The student and/or the student's parent/guardian will be responsible for restitution

Vape-Related Offense

Possession, Use, or Distribution of a device used to inhale vapor through the mouth that contains nicotine or some other drug

Verbal Abuse

Using abusive or demeaning language to attack or injure an individual, including but not limited to talking back, name calling, and creating socially rude interactions

Violation of Acceptable Use Policy

Inappropriate use of district or school technology resources, including district network systems and use of district/school equipment

Wanton Endangerment

To wantonly engage in conduct which creates a substantial danger of physical injury to another person defined by KRS 508.060 and 508.070

Weapon-Related Offense

The distribution, possession or use of any item designed to be used or intended for use in causing death or injury to any person, or for the purpose of threatening or intimidating any person, including; firearms, deadly weapons, destructive devices, booby trap devices, and look-alike weapons

Other: to include but not limited to other violations of the law

All students shall obey all laws of the Commonwealth of Kentucky. There are certainly other acts of misbehavior or violation of criminal laws or school regulations that are not included in this list. In such instances, disciplinary action will be at the discretion of the principal, principal's designee, the superintendent, superintendent's designee, the Board of Education. Violations of law may also result in separate charges being filed by law enforcement agencies (Crittenden County School Resource Officer, Crittenden County Sheriff Department, Marion Police Department, Kentucky State Police, etc.)

DISCIPLINARY CONSEQUENCE MATRIX

Action	Teacher-Imposed	Principal Imposed	Suspension	Alternative School	Recommendation for Expulsion
Arson		X	X	X	X
Assault			X	X	X
Abuse of School Personnel		X	X	X	X
Academic Cheating/Plagiarism	X	X	X	X	
Academic Noncompliance	X	X	X	X	
Alcohol-Related Offense		X	X	X	X
Bullying		X	X	X	X
Bus Rule Violation		X	X (From Bus)		
Cell Phone/ Personal Electronic Device Violation	X	X	X		
Contributing to a Fight		X	X	X	
Dangerous Instrument		X	X	X	X
Destruction of Property		X	X	X	
Dishonesty/Lying	X	X			
Disrespectful Behavior	X	X	X	X	
Disruptive Behavior	X	X	X	X	
Dress Code Violation	X	X	X		
Drug-Related Offense		X	X	X	X
Failure to Attend Detention		X	X		
Failure to Follow Staff Instructions	X	X	X	X	
Fighting		X	X	X	X

DISCIPLINARY CONSEQUENCE MATRIX

Action	Teacher-Imposed	Principal Imposed	Suspension	Alternative School	Recommendation for Expulsion
Forgery		X	X	X	
Gambling		X	X	X	
Harassing Communications		X	X	X	X
Harassment		X	X	X	X
Inappropriate Sexual Behavior	X	X	X	X	
Leaving Campus		X	X	X	
Menacing		X	X	X	
Out of Area	X	X	X		
Possession of Stolen Property		X	X	X	X
Profanity or Vulgarity	X	X	X	X	
Sex-Related Offenses		X	X	X	X
Skiping Class	X	X	X	X	
Skiping School		X	X	X	
Stalking		X	X	X	X
Tardy to Class	X	X			
Tardy to School	X	X			
Terroristic Threatening		X	X	X	X
Theft/Stealing	X	X	X	X	X
Threatening Another Student	X	X	X	X	X
Threatening Staff	X	X	X	X	X

DISCIPLINARY CONSEQUENCE MATRIX

Action	Teacher-Imposed	Principal Imposed	Suspension	Alternative School	Recommendation for Expulsion
Tobacco-Related Offense		X	X	X	X
Under the Influence		X	X	X	X
Vandalism		X	X	X	X
Verbal Abuse	X	X	X	X	
Violation of Acceptable Use Policy	X	X	X	X	
Wanton Endangerment		X	X	X	X
Weapon-Related Offense		X	X	X	X
Other: to include, but not limited to, other violations of the law		X	X	X	X

NOTE: There may be situations in which ANY misconduct warrants suspension or a recommendation for expulsion, depending upon the circumstances surrounding the violation and/or the student's past behavior record.

NOTE: Disciplinary consequences can be carried over from one school year to the next.

HALLWAY CONDUCT

- Students are required to have a hall pass if they are out of class during normal instructional time.
- **Students must have a hall pass from the teacher, which gives them permission to be in the hall for that class period.**
- Students without a pass may be assigned after school detention.
- Students are asked to travel on the right side of the hallway and speak in tones that do not distract classes in session.
- Students are to be respectful and courteous at all times toward other students and staff.
- **Running, pushing, yelling, fighting, wrestling, or other forms of rough/horseplay are not permitted. Students are to keep their hands to themselves at all times. Cursing, vulgarity, and public displays of affection will not be tolerated.**

DISPRECT TO ADULT EMPLOYEE/ INSUBORDINATION

Disrespect to adult employees/insubordination will be referred to school administrators for disciplinary action. Depending on the specifics of the offense, After School Detention, In School Detention, or Out of School Suspension may be utilized. Cooperation problems with substitute teachers will be immediately referred to the principal and will result in ISS or suspension.

PENALTIES

SUSPENSION/EXPULSION

Students may be suspended from school for up to ten days for infractions that may include, but are not limited to the following: immoral conduct; indecent language; indecent gestures; willful disobedience/defiance of authority; willful misrepresentation of the truth; physical/verbal assault of any teacher, support staff, or administrator; assault of another student; possession, use, sale, or transfer of alcohol, or controlled substance. It is at the discretion of the principal that severe inappropriate behavior may warrant an out of school suspension. A student may also be suspended if not in compliance with immunizations or physicals. School administrators have the authority to suspend students and recommend expulsion. Only the Board of Education can expel students.

ISD (IN-SCHOOL DETENTION)

ISD will be assigned to students who have a pattern of classroom disruptions or who have serious discipline infractions. ISD is held in a setting with strict behavior guidelines. Students are responsible for all work assigned in regular classes while assigned to ISD, and all work must be completed satisfactorily before returning to the regular classroom setting. The school principal may assign additional work, if deemed necessary. If a student is absent during an ISD assignment, additional day(s) will be assigned. **Students assigned to ISD or suspended are not allowed to attend or participate in any field trips or after school activities while they are assigned to ISD. This includes participation in any club, sports, after school tutoring, or attending athletic events or other activities on campus. The student must leave school grounds at 3:00 PM and is not eligible to return until the next day.** Students serving ISD on a Friday are not eligible to attend or participate in school-sponsored events during the weekend unless Friday was the last assigned day in ISD. Students who attend school-sponsored events while they are in ISD will face additional consequences. Disruptive behavior and/or refusal to work in ISD will result in additional days of ISD being assigned. Severe behavior problems will result in suspension.

ISOLATED LUNCH

Isolated lunch is used as a discipline consequence for daily classroom infractions. Students who fail to report for their assigned isolated lunch may be given additional days as a consequence.

AFTER SCHOOL DETENTION

After school detention for CCMS students will be held from 3:00 until 4:00. Detention notices will be mailed home prior to detention. If a student is unable to attend detention on the assigned date, a note from the parent/guardian should be sent to the office requesting that the detention be rescheduled. Parents are asked to pick up their students promptly at 4:00 PM. Students are allowed to walk home after detention only with written permission from the parent. Excessive detentions within a grading period may result in a code of conduct disciplinary referral.

BULLYING/ HARASSMENT

BULLYING/HARASSMENT

Crittenden County Middle School recognizes its responsibility to promote and maintain a healthy, safe, orderly, and caring learning environment that is free from bullying and is inclusive of all students. Therefore, interventions will be made when it is determined that any form of bullying is taking place. According to KRS 158.148, bullying is defined as:

- 1. (a) As used in this section, "bullying" means any unwanted verbal, physical, or social behavior among students that involves a real or perceived power imbalance and is repeated or has the potential to be repeated:**
 - 1. That occurs on school premises, on school-sponsored transportation, or at a school-sponsored event; or**
 - 2. That disrupts the education process.**
- (b) This definition shall not be interpreted to prohibit civil exchange of opinions or debate or cultural practices protected under the state or federal Constitution where the opinion expressed does not otherwise materially or substantially disrupt the education process.**
- 2. In cooperation with the Kentucky Education Association, the Kentucky School Boards Association, the Kentucky Association of School Administrators, the Kentucky Association of Professional Educators, the Kentucky Association of School Superintendents, the Parent-Teachers Association, the Kentucky Chamber of Commerce, the Farm Bureau, members of the Interim Joint Committee on Education, and other interested groups, and in collaboration with the Center for School Safety, the Department of Education shall develop or update as needed and distribute to all districts by August 31 of each even-numbered year, beginning August 31, 2008:**
 - 1. (a) Statewide student discipline guidelines to ensure safe schools, including the definition of serious incident for the reporting purposes as identified in KRS 158.444;**
 - 2. (b) Recommendations designed to improve the learning environment and school climate, parental and community involvement in the schools, and student achievement; and**
 - 3. (c) A model policy to implement the provisions of this section and KRS 158.156, 158.444, 525.070, and 525.080.**
- 3. The department shall obtain statewide data on major discipline problems and reasons why students drop out of school. In addition, the department, in collaboration with the Center for School Safety, shall identify successful strategies currently being used in programs in Kentucky and in other states and shall incorporate those strategies into the statewide guidelines and the recommendations under subsection (2) of this section.**
- 4. Copies of the discipline guidelines shall be distributed to all school districts. The statewide guidelines shall contain broad principles and legal requirements to guide local districts in developing their own discipline code and school councils in the selection of discipline and classroom management techniques under KRS 158.154; and in the development of the district-wide safety plan.**

BULLYING/ HARASSMENT

5. Information regarding the consequences of bullying and violating the code and violations reportable under KRS 158.154, 158.156, or 158.444.

- (f) The principal of each school shall apply the code of behavior and discipline uniformly and fairly to each student at the school without partiality or discrimination.**
- (g) A copy of the code of behavior and discipline adopted by the board of education shall be posted at each school. Guidance counselors shall be provided copies for discussion with students. The code shall be referenced in all school handbooks. All school employees and parents, legal guardians, or other persons exercising custodial control or supervision shall be provided copies of the code.**

PROCEDURES FOR REPORTING AN ACT OF BULLYING OR HARASSMENT

At CCMS, the principal, office staff, and faculty are responsible for receiving complaints from an individual or group of individuals alleging violations of this policy. All school employees are required to report alleged violations of this policy to the principal or office staff member. All members of the school community, including students, parents, volunteers, and visitors, are encouraged to officially report, orally, in writing, or anonymously, any act of bullying or harassment to the principal, office staff member, or faculty member. Reports may also be made on the school website (www.crittenden.kyschools.us) through the safety tip line. All reasonable efforts shall be made to authenticate anonymous reports, but formal disciplinary action requires more than an anonymous report. Disciplinary action for students found guilty of bullying, harassment, or being a bystander in a situation will be administered according to the Crittenden County Code of Acceptable Behavior (Class II 2.10 Harassing Communication/Bullying/Cyber bullying)(Class III 3.10 Threats/Intimidation/Bullying/Cyber bullying). The school administrator shall determine these consequences after careful consideration of the nature and circumstances of the act in question.

CONSEQUENCES FOR FALSE ACCUSATIONS

Consequences and appropriate remedial action for a student found to have falsely accused another as a means of retaliation or reprisal range from behavioral interventions up to and including suspension or expulsion. The school administrator shall determine these consequences after careful consideration of the nature and circumstances of the act in question.

BUS CONDUCT

Drivers are in charge of their buses, and their first responsibility shall be to the safe transportation of their passengers. In the event that one or more pupils are behaving in a threatening or violent manner or in such a way as to endanger the safety of other pupils on the bus, the driver is authorized to order the offending pupils from the bus. In the event a pupil is discharged for disciplinary reasons, the driver shall make every effort to do so near a house or open business establishment. At the first reasonable opportunity, the driver shall notify the principal of the school where the pupil attends or the superintendent and the student's parent or legal guardian.

RULES AND REGULATIONS FOR PUPILS RIDING SCHOOL BUSES

1. The driver is in charge of the bus and pupils. Students should obey the driver promptly.
2. Students should be on time. The bus cannot wait beyond its regular schedule for those who are tardy. Students should be at the bus stop five (5) minutes before the bus is scheduled to arrive.
3. Students should wait at their assigned bus stop off the roadway and shall remain there until the driver has stopped the bus, opened the entrance door, and signaled the pupils to enter the bus. Pupils shall not cross the roadway when entering the school bus until signaled to do so by the bus driver. When students are required to cross the roadway when entering or leaving the school bus, crossings shall be made in front of the bus. Pupils shall cross approximately ten (10) feet in front of the bus in order that they may be seen by the bus driver. Students should not run toward or run across the street in front of a school bus while it is in motion.
4. Students shall board the bus and immediately take a seat without disturbing other passengers. They shall remain in the seat assigned by the driver and/or bus monitor and shall not exchange seats unless given permission by the driver and/or bus monitor. Students are to keep heads, arms, and legs inside the bus windows at all times.
5. Students are not to leave their seats unless getting on or off the bus or unless authorized by the bus driver and should remain seated until the bus has come to a complete stop.
6. If a student is to exit the bus at a stop other than the designated regular stop, parental consent must be given to the school office.
7. If a student is a guest on a bus, written permission must be signed by a parent and approval must be given by the school office.
8. Any damage done to the bus should be reported promptly to the driver. Persons causing damage shall be expected to defray the full cost of repairs before riding privileges are restored.
9. Pupils shall not engage in any activity that might divert the driver's attention away from driving the bus and cause an accident such as:
 - a. Loud noises (including talking or laughing) or unnecessary confusion
 - b. Unnecessary conversation with the driver
10. The following activities are prohibited at all times:
 - a. Improper behavior to include: insolence, disobedience, vulgarity, foul language, fighting, pushing, showing or similar offensive acts
 - b. Throwing objects in or from the bus
 - c. Tampering with mechanical equipment, accessories, or controls of the bus
 - d. Obstructing the aisles or doors in any manner
 - e. Occupying more space in a seat than required
 - f. Bringing any live animals or reptiles on the bus; bringing any preserved specimens on the bus that would likely frighten any pupil or cause a commotion
 - g. Littering the bus or deliberately tracking mud and dirt onto the bus
 - h. Possession and use of any/all tobacco products;
 - i. Possession of knives or sharp objects
 - j. Possession of any type of fireworks, firearms, or weapons (either operative or ceremonial)

BUS CONDUCT

11. Any student refused admission to school due to parasites, communicable disease, or other health related problems may be refused bus transportation until being examined and readmitted to the school.
12. No preschool, kindergarten, first grade or severely disabled student shall exit the bus unless received by a properly credentialed adult or accompanied by a 4th grade or older student that resides at the residence.
13. Any student suspended from bus riding for disciplinary reasons will be suspended from ALL transportation privileges (including provided transportation for extracurricular activities).
14. Any complaints of drivers, students, or parents not specified in the above regulations, shall be reported promptly to the principal and director of transportation.

VIOLATIONS OF THE RULES AND REGULATIONS FOR RIDING A SCHOOL BUS

In the event of a student violating the rules and regulations for riding a bus, the bus driver will conference with the student and contact the parent/guardian. The driver will also assign the student to the most appropriate seat as a means of maintaining order or providing a safe environment. Students who continue to violate the rules and regulations for riding a bus shall be referred to the principal, who will conference with the student and assign the appropriate consequences.

WITHHOLDING OF RIDING PRIVILEGES

Riding a school bus is a privilege conditioned upon the student obeying all rules and regulations. Suspension of bus riding privileges applies to all buses. Once a pupil has been suspended from riding one school bus, the pupil is not eligible to ride any school bus until the suspension is served. This means that a pupil who is suspended from his regular bus cannot ride another bus to school. The suspension may apply to co-curricular activity trips, field trips, or athletic trips.

The principal is authorized to withhold bus-riding privileges up to a maximum of ten (10) school days per occurrence in the case of habitual or serious conduct violations. The principal shall notify the parents in cases where bus-riding privileges have been withheld.

The superintendent or the superintendent's designee may withhold bus riding privileges up to the remainder of the school year.

TOBACCO / ALCOHOL / DRUGS

- Possession or use of tobacco products is not permitted on school premises and shall be subject to disciplinary action.
- Any student caught in possession of, selling, passing, transferring, or consuming drugs and/or alcohol on school property or during school-sponsored events will be disciplined as prescribed by Board Policy, which directs immediate suspension and recommendation to the Board of Education for expulsion.

GANG ACTIVITY OR ASSOCIATION

- Any group activity that threatens, is illegal and/or violent, or that pretends the development of gang activity, which may involve wearing gang related apparel, inappropriate congregating, bullying, harassment, initiations, hazing, intimidations, and/or related activities which are likely to cause bodily danger, physical harm, or personal degradation or disgrace resulting in physical or mental harm to students are prohibited.
- Any student wearing, carrying, or displaying gang paraphernalia or exhibiting behavior or gestures which symbolize gang membership, or causing and/or participating in activities which intimidate or affect the attendance of another student shall be subject to disciplinary action.

CRIMINAL VIOLATIONS

- **Students are accountable to the school for their role as students as well as accountable to the law for 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. Verified criminal misconduct may result in immediate removal of the student from the school, pending a hearing before the Board.**
- **Principals shall report criminal offenses to the appropriate law enforcement agency. In cases of assault and/or battery on a student or school employee, it is suggested that these persons press charges.**

CAFETERIA

- All students are required to go to the cafeteria at lunchtime.
- No student should leave the cafeteria without the cafeteria monitor's permission.
- Students are expected to use appropriate manners and follow cafeteria procedures.
- No food or drink advertising restaurants (McDonalds, DQ, Hardees, etc.) is permitted in the cafeteria.
- Students are permitted to purchase bottled water to drink during the lunch period, but must dispose of bottles at the end of the lunch period.
- **NOTE: Please check your child's lunch account frequently to ensure they have adequate funds in their account to pay for lunch to avoid charges. Quick contact calls are also sent out weekly to notify parents of negative balances on student accounts. To inquire about your child's account, please call 965-5052.**

DRESS CODE

CCMS students are expected to observe propriety in their clothing and personal appearance. Clothing that is distracting to other students, teachers, or the educational process of the school is not acceptable. The principal or principal designee will make the final determination, should there be any question of what is considered appropriate for school.

General Guidelines:

1. Clothing is to be free of sexually suggestive remarks or drawings, profanity, racial slurs, violence, or references to tobacco, drugs, alcohol, weapons, and associated items. (Examples: Come for drinks, stay for breakfast; I score with soccer moms; Hooters t-shirts, etc.)
2. Hats, caps, toboggans, sunglasses, animal ears and/or tails are not allowed.
3. Students will remove hoods while in the building. As a safety precaution, hair may not cover the eyes/face. Students' hair should be above the eyes or to the side of the face.
4. Tattoos that are gang related, promote violence, and/or are pornographic in nature must be kept covered.
5. Piercings are allowed, but students will refrain from removing/replacing their piercings during the school day to minimize risk of infection and any distractions to the learning environment. The use of piercing instruments at school is a violation of safety under the student code of conduct. If piercings become a distraction, the student may be asked to remove them.
6. Articles of clothing or accessories that could present a hazard to the individual or to others will not be permitted.
7. Trench style coats or jackets are not to be worn inside the school building.
8. Clothing worn during physical education classes must also meet the CCHS/CCMS dress code requirements. Undergarments are not to be visible.
9. Gym bags/sports bags are to be kept in the CCMS gym locker room, or in a designated location by the office. Gym bags/sports bags may not be carried in the building during the day.
10. Shoes are required at all times in the building, unless there is a medical condition preventing shoes being worn. If such a medical condition exists, the foot/feet should be covered with a sock if feasible.

DRESS CODE

Appropriate Tops:

1. Tops can be sleeveless as long as straps are wider than a credit card. No spaghetti straps. The bottom hem of the shirt must meet or overlap with the top hem of the pants. No exposed midriff while students are seated or standing. Some “cold shoulder” tops are acceptable (no spaghetti strap cold shoulders).
2. Revealing, low-cut and/or extremely form-fitting tops are not appropriate for school. Cleavage must be covered at all times.
3. Tops that are sheer or lightweight enough to see through (mesh or lace garments) must have an undershirt with straps wider than a credit card.
4. Undergarments must not be visible.

Appropriate Bottoms:

1. Skirts, shorts, and dresses should be of a modest length that is not a distraction. ‘Volleyball’ length shorts are not acceptable.
2. Pants must be worn at the top of the hip bones or higher. Underwear is not to be visible.
3. Any holes that reveal undergarment areas must be patched with a permanent patch.

Students who are in violation of the dress code will not be permitted to stay in class until they have corrected the problem by calling home for clothing or have changed into their own dress-code appropriate clothing. Students will be sent to the In School Suspension room for the day if the dress code violation is not corrected.

EXTRACURRICULAR ACTIVITIES

TITLE IX: STATEMENT OF EQUAL OPPORTUNITY

Crittenden County Middle School does not discriminate on the basis of sex in the educational programs or activities that it operates, and is required by Title IX, of the Educational Amendments of 1972 (P.L.92-318), not to discriminate on the basis of handicap, in treatment, admission or access to, or employment in, its program or activities as required by the Rehabilitation Act of 1973 (P.L.93-112), as amended, Section 504, nor does the Crittenden County Middle School discriminate on the basis of race, color, national origin, as required by Title VI, of the Civil Rights Act of 1964, nor does the Crittenden County Middle School discriminate on the basis of age, religion, or marital status, in the educational programs or activities it operates.

ATHLETIC/EXTRACURRICULAR ELIGIBILITY TO PARTICIPATE

- A weekly referral check system, managed and enforced by coaches and sponsors will be mandatory for all students participating in extracurricular activities.
- Students receiving a failing grade in any subject will have a one-week grace period during which they may participate in the activity, provided they bring their grade up by the next week.
- **Students unable to attain a passing grade for two consecutive weeks in the same subject will not be eligible to participate until receiving a passing grade.**
- **A student must be present for at least half a day (with an excused tardy) in order to participate in an athletic/extra-curricular event that day.**

CIVILITY

(Board Policy 10.21)

The Crittenden County Board of Education invites parental and community member involvement and recognizes that the vast majority of input received will be of a constructive and civil nature. While it is not the Board's intent to deny any 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.

Persons coming onto District property shall be under the jurisdiction of the site administrator or designee. District employees shall be courteous and helpful with 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
5. Physical attacks intended to harm an individual or substantially damage property

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 or 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 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
5. Call the police

DANCES

- Dances are for CCMS students only.
- In order to attend the dance, a student must be present for at least half of the school day on which the dance occurs.
- Students may not invite guests from other schools.
- Students who leave before the conclusion of the dance will not be permitted to return.
- Students are expected to conduct themselves in an appropriate manner.
- Parents are asked to be prompt in picking students up at the appointed time.
- No student will be allowed to walk home unless written permission has been given.
- Students with excessive discipline referrals will not be allowed to attend.
- Dress code applies as well when participating in school-sponsored events.
- **Students who are assigned In School Detention or have been given Out of School Suspension are not allowed to attend after school activities.**

FIELD TRIPS

- Students are expected to be in good standing in the areas of discipline, attendance, and grades in order to attend school field trips.
- **Students who have more than six total discipline referrals, are truant (3 or more unexcused absences), or are failing more than one class for that nine weeks may have their field trips revoked at the principal's discretion.**
- **Any student who is assigned to ISD at the time of the field trip will not be permitted to go.**

ASSIGNMENT POLICY

It is the belief of the administration, teachers, and SBDM council at Crittenden County Middle School that students who do not complete assignments are not learning to their full potential, and are not receiving an adequate education. **For academic success, CCMS students are expected to complete all assignments and turn them in on time.** Completion of assignments is the responsibility of the student.

If an assignment is not completed and turned in on time, the following steps will be taken to ensure that the student completes his/her work:

1. Teachers will contact the parent to arrange a time for the student to stay after school to complete assignments.
2. If the student does not complete the assignment after arrangements have been made, the student will be pulled from elective classes (Computers, Art, PE, Band, Ag), during their lunch, during break, or other specific times to complete the assignment.
3. At this time, if the work has not been completed, a conference will be scheduled with the student, parent, teachers, and principal to determine next steps for completion of the work. Discipline consequences for not completing the work may also be given (Class I 1.01 Noncompliance).

Parents are encouraged to check Infinite Campus weekly, and to contact teachers to be sure that all assignments have been completed.

MAKE-UP WORK

Students who are absent from school are responsible for making up missed work. It is the student's responsibility to pick up the work on the morning he/she returns to school from each of his/her teachers. Once make up work is completed, it is the student's responsibility to turn it in to the teacher. **Completion of makeup work is the responsibility of the student.**

PROMOTION/ RETENTION

Teachers of students who have a failing grade in any subject at progress report time or at the end of a grading period will implement the following intervention process:

(1) Notify parent/guardian that the student is failing

(2) With parent/guardian input, determine student's intervention plan to address failing status.

Students with an overall final yearly grade below 60% in any core content class will be considered for retention in his/her current grade.

SCHOOL NURSE

In order to visit the school nurse for sickness or injury, parents must fill out and sign required medical release documents. Students leaving a classroom to see the nurse must have a completed school clinic visit form.

MEDICATIONS AT SCHOOL

Schools are not required to administer any medication to any student, however, it is done as a courtesy under strict regulations as follows: Parents/guardians and doctor must fill out and sign a student medication form to be filed in the office. This form may be found in the student's first day blue folder. Students having any type of medication, prescription or over-the-counter, must bring it to the office upon entering the building. Students should not give medication to or receive medication from anyone other than authorized staff. Students observed with any type of medication during the school day will be immediately suspended. If a student requires nonprescription medications, the student must bring the medicine to the office and his/her name will be placed on the bottle. Over-the-counter medication cannot be given for more than three (3) consecutive days unless doctor permission is given in writing. It is preferred that any medication be swallowed before leaving the office for security purposes.

STATE REGULATED HEALTH REQUIREMENTS

All pupils shall present a valid immunization certificate upon enrolling at Crittenden County Middle School. KRS 214.036 explains the exceptions to this policy. All incoming 6th grade students shall undergo a preventative health care examination from the Health Department, a licensed physician or as otherwise permitted by Kentucky Administrative Regulation. Students will have 30 days to be in compliance from the beginning date of school or be removed from the enrollment until such records are made available to the school. During the period of non-enrollment, truancy actions may be initiated. (Board policy 09.21) 8th grade students must complete a scoliosis check before entering high school. Permission forms can be found in student's first day blue folder.

RELEASE OF STUDENTS AND STUDENT INFORMATION TO DIVORCED, SEPARATED...

CCMS will release/dismiss a student or release information concerning the student to either parent/guardian unless the school has been provided with evidence that there is a state law or court order, which provides instruction to the contrary. If such documentation exists, it is the responsibility of the custodial parent or guardian to see that school officials are provided a copy. Otherwise, both parents will have equal access to any information concerning the student.

OTHER

STUDENT'S PERSONAL MONEY/PROPERTY

It is the student's responsibility to secure personal money and property at all times. It is advised that money not be left unattended in the classroom, locker room, cafeteria, or elsewhere. The school is not responsible or liable for personal items or money that is stolen.

TELEPHONE USE

Students shall not use the office phone for personal calls except in an emergency and only with staff permission and staff supervision. Students shall not receive calls or be called out of class unless it is an emergency. The office staff will record the message and deliver it to the student. Parents are encouraged to notify the office through hand written, signed notes concerning transportation changes.

RESTROOM EXPECTATIONS

Designated times for restroom use are before homeroom, during lunch, during break, and during class changes. If a student must leave the classroom during instruction, he/she must request to use the teacher's classroom pass. Any student found without a pass will be referred for disciplinary consequences.

OFF LIMIT AREAS

Students are to stay out of the following areas: custodial/mechanical rooms, teachers' workroom, and anywhere other than where they are scheduled to be.

VISITORS

For the safety and security of our students, guests entering CCMS are required to use the outside buzzer to gain access to the building and sign in at the school office. Visitors will be asked to state their name and purpose for entering the building.

VOLUNTEERING/FIELD TRIP CHAPERONES

Any person wishing to volunteer at CCMS or to attend field trips as a chaperone must complete a background check before being allowed to do so. Information for completing a background check can be obtained at the Crittenden County Board of Education.

CCMS CELL PHONE POLICY

All students will be allowed to use their cell phones during non-instructional school time (lunch and between classes). Phones must be silent and kept in a classroom phone caddy during instructional time. Students will be able to use the phone in the office to contact parents if needed during class time.

Crittenden County Middle School uses student Chromebooks for instructional technology as one way of supporting our mission to teach the skills, knowledge, and behaviors students will need as responsible citizens in the global community. Students learn collaboration, communication, creativity, and critical thinking in a variety of ways throughout the school day. In an effort to be proactive with today's growing social and interactive technology trends, it is our hope that this new policy will increase awareness and training while putting into practice social and professional etiquette relating to electronic devices.

Guidelines: Violating the established policy will result in the following: • First offense- the phone is taken away until the end of the day. • Second offense- the phone must be picked up by a parent or guardian. • Third offense- the phone must be picked up by a parent or guardian and the student will spend 3 days in In School Detention. • Any further infractions will result in the student not having a cell phone on school grounds during the school day. Furthermore, students who do not adhere to these guidelines will be subjected to other disciplinary actions.

Lost, Stolen, or Damaged Devices: Each user is responsible for his/her own cell phone and should use it responsibly and appropriately. Crittenden County Middle School takes no responsibility for stolen, lost, or damaged cell phones, including lost or corrupted data on those devices. While school employees will help students identify how to keep personal devices secure, students will have the final responsibility for securing their cell phones. Please check with your homeowner's policy regarding coverage of personal electronic devices, as many insurance policies can cover loss or damage.

I have read, understand, and will abide by this policy: _____



Crittenden County Schools

VINCE CLARK
SUPERINTENDENT

601 West Elm Street
Marion, Kentucky 42064

Phone: (270) 965-3525
Fax: (270) 965-9064

TONYA DRIVER
SUPERVISOR K-5
PD
TITLE I

June 8, 2015

Dear Parent or Guardian:

BEN GRAINGER
DISTRICT TECHNOLOGY
COORDINATOR

The educators in Crittenden County School District are committed to providing a quality instructional program for your child. This letter is just one of the ways of keeping you informed of the educational commitments of our schools and our district.

DIANA LUSBY
SUPERVISOR 6-12
PERSONNEL

Our district receives federal funds for Title I programs as a part of the No Child Left Behind Act (NCLB). Under NCLB, you have the right to request information regarding the professional qualifications of your child's teacher(s). If you request this information, the district will provide you with the following:

KAREN NASSERI
SPECIAL EDUCATION
PRESCHOOL

1. Whether the teacher has met the state requirements for licensure and certification for the grade levels and subject matters in which the teacher provides instruction;
2. Whether the teacher is teaching under emergency or other provisional status through which state qualifications or licensing criteria have been waived;
3. The college major and any other graduate certification or degree held by the teacher, and the field of discipline of the certification or degree; and
4. Whether your child is provided services by paraeducators, and if so, their qualifications.

AL STARNES
DFF
TRANSPORTATION
SCHOOL HEALTH

If you would like to request this information, please contact Tonya Driver by phone at (270)-965-3525 or by email at tonya.driver@crittenden.kyschools.us.

HOLLY WHITE
FRVSC
PUBLIC INFORMATION
COMMUNITY EDUCATOR

Please include your child's name, the name of the school your child attends, the names of your child's teacher(s) and an address where the information may be sent. Thank you for your interest and involvement in your child's education.

Sincerely,

Tonya Driver
District Title I Coordinator

CHRISTOPHER COOK
CHAIRMAN

WILLIAM ASBRIDGE
BOARD MEMBER

PAM COLLINS
BOARD MEMBER

ERIC LARUE
BOARD MEMBER

PHYLLIS ORR
BOARD MEMBER

PARENTAL INVOLVEMENT POLICY

COMMITMENTS

CCMS recognizes our students' families and community as essential partners in helping each student succeed. We commit ourselves to:

1. Sharing clear information about each student's progress with the child's parents/guardians.
2. Offering practical suggestions to parents/guardians on how they can support student learning at home.
3. Making representative parent and community members full partners in our decision-making process.
4. Seeking and supporting adult volunteers to work with and inspire our students, as well as making every effort when legally appropriate to accommodate the involvement of adults other than parents who are already involved in a student's life.

SCHOOL RESPONSIBILITIES

CCMS will:

1. Provide high-quality curriculum and instruction in an effective, supportive, and safe learning environment.
2. Provide parents reasonable access to staff. Staff will always be available to parents by appointment for face-to-face conferences.
3. Support an active Parent Teacher Organization.
4. Communicate regularly with parents in a variety of formats included but not limited to: daily announcement e-mail, video information board in lobby, staff e-mails, phone calls, conferences, letters.
5. Annually provide a CCMS Title I Parent/School Learning Compact to be signed by the parent, child, teacher and administrator, demonstrating commitments to various strategies that will support the student's learning.
6. Teachers will provide students and parents at the beginning of the school year with a course syllabus/information sheet outlining various aspects of the course (e.g., curriculum, standards, skills, types of assessments, grading policy)
7. Provide parents opportunities including but not limited to:
 - Provide volunteer services and assist with activities as applicable and in accordance to board policy and state law regarding criminal record checks
 - Serve on our council committees and participate in shared decision making
 - Join our parent teacher organization and participate in its efforts to strengthen our school

CCMS teachers and staff will provide each student's parents/guardians with the following information on each student's progress:

- A progress report will be sent home approximately every 4½ weeks. Parents will be provided information on how to access Parent Portal so that parents can access their child's progress and attendance online.
- A written report on how each student with a disability is progressing toward the goals in the IEP.
- An invitation to meet and discuss the student's progress.
- The e-mail address and telephone numbers they can use to communicate with their child's teacher as well as the teacher's planning period time.
- Reports of student progress on the MAP assessments
- State test results, when applicable

TITLE I PARENT MEETINGS:

During the first PTO meeting each school year, parents will be informed of their school's participation in Title I. The Title I requirements will be explained as well as the parent's right to be involved.

CCMS will offer a number of meetings to encourage parent involvement: (e.g., Back to School Bash, Parent-Teacher Conferences, Open House, ILP Meetings, Team Meetings with parents)

REVIEW/REVISION OF POLICY

Review/revision of this policy and the evaluation of CCMS parent involvement program will occur annually in cooperation with parents. Documentation of that review will be kept on file in the Title I Coordinator's Office.

APPEAL

If the school-wide program is not satisfactory to the parents, their comments will be forwarded to the Title I Coordinator and evaluated during the annual review of this policy.

CCMS TITLE I PARENT/SCHOOL LEARNING CONTRACT

Effective schools are a result of families and school staff working together to ensure that children are successful in school. A learning compact is an agreement among groups that firmly unite them. Title I regulations require ALL parents/guardians, students, staff, and principals to read and sign this Learning Compact. Your signature indicates your promise to be involved in educating the children in our community.

STUDENT PLEDGE: It is important that I work to the best of my ability; therefore I will strive to do the following:

1. Let my teacher and family know if I need help.
2. Make reading a part of my daily life.
3. Work on my math and reading skills at home, using the materials my teacher sends home.
4. Write down assignments, do my homework every day, and turn it in when it's due.
5. Attend school regularly so that I will be involved in all new learning opportunities.

PARENT PLEDGE: I want my child to achieve; therefore I will encourage my child by doing the following:

1. Let the teacher know if my child has any problems with learning.
2. Promote daily reading in our household.
3. Use reading and math materials the school sends home each week to help my child.
4. Communicate with my child about homework by checking his/her agenda book.
5. Send my child to school regularly so that he/she will be involved in all learning opportunities.

TEACHER PLEDGE: It is important that students achieve; therefore, I will strive to do the following:

1. Monitor student progress in reading, math, social studies, and science. Update parents as needed.
2. Continually work on my teaching strategies so that I can successfully teach all children.
3. Assign work that is relevant and interesting.
4. Make sure students understand their assignments and what they'll learn from them.
5. Create a positive learning environment where students will be engaged in learning.

PRINCIPAL PLEDGE: I support this compact; therefore, I will strive to do the following:

1. Provide an environment that allows for positive communication between the teacher, parent, and student.
2. Provide opportunities for teachers to learn new teaching strategies.
3. Provide a school environment promoting proper discipline, respect, responsibility, and safety to all children.
4. Make myself accessible to parents and encourage them to visit the school.

Parent/Guardian

Date

Student

Date

Teacher

Date

Principal

Date

CRITTENDEN COUNTY MIDDLE SCHOOL STUDENT HANDBOOK

My child and I have received a copy of the CCMS Student Handbook. We have reviewed the rules and regulations of the handbook.

Student Signature: _____

Date _____

Parent Signature: _____

Date: _____