

**Student Handbook
Camp Ernst Middle School
2018-19**



Trailblazers

Leading the way in academic and social growth!

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Vision Statement

Empower students with skills and opportunities to explore a path that leads to college, career and life readiness.

Camp Ernst Middle School Mission Statement

The staff of Camp Ernst Middle School is committed to providing students with a variety of opportunities to grow academically and socially during their middle school years, while striving to assist students in a safe and nurturing environment that is conducive to learning. Our focus is to help develop the educational foundation that is established during early adolescence enabling each student to become successful members of our diverse society.

Administrator's Message

Dear Parents/Guardians and Students:

Welcome to Camp Ernst Middle School. This handbook will help students stay organized and will provide essential information such as school information, policies and procedures. There is also useful information regarding parent/teacher conferences, extra-curricular, and behavior expectations. There are some simple steps that can help students be successful at the middle school level.

Parents:

- Communicate with your child's teachers and monitor their grades on a regular basis. Your child will appreciate your interest and it will be motivating for him/her to be successful.
- Talk with your child about his/her school day and ask specific questions like. "What did you learn in science class today that you found most interesting?" and "How did your group presentation go in Social Studies?" These questions promote thinking and help with retention.

Students:

- Communicate with your teachers
- Know your grades
- Ask questions
- Get involved with extracurricular activities.
- Make time for studying and homework

Please feel free to call if you have questions, comments or concerns.

Stephanie Hagerty,
Principal

General Information

School Calendar

August 15	FIRST DAY OF SCHOOL FOR STUDENTS
August 27	6th Curriculum Night (6:00 p.m.)
August 28	7th Curriculum Night (6:00 p.m.)
August 30	8th Curriculum Night (6:00 p.m.)
September 4	Labor Day Holiday – No school *
October 5	No students*
October 8	No students*
November 5	Parent/Teacher Conferences 3:00- 6:00pm
November 6	No students*
November 21 -23	Thanksgiving Holiday **
Dec. 20 – Jan. 2	Winter Break **
January 21	Holiday – No school for students
February 18	No school for students
February 12	Showcase of Learning 3:00- 6:00 pm.
March 15	No students*
April 8 -12	Spring Break**
May 22	Election Day - No School*
May 22	Last Day of School

NOTE: State Testing occurs during five days of the last 14 days of school. Please avoid planning vacations and doctor appointments during this time.

Dates are Subject to Change!

* Indicates No Students in Attendance

**Indicates School is closed.

Grading Periods

The grading periods are subject to change throughout the school year.

1st: August 15 – October 16

2nd: October 17–December 19

3rd: January 3 – March 8

4th: March 11 – May 22

Report Card

Progress are printed and given to students at the end of each of the first three grading periods. No report cards will be mailed. Final report cards will be available for parent pick up just after the end of the year. Teachers will be notified via email when grades are to be completed in Infinite Campus each quarter and midterm.

Grading Scale

Student progress will be assessed according to the following District Grading Standards:

90 – 100 A Excellent

80 – 89 B Above Average

70 -79 C Average

0 - 69 F Failing

I Incomplete

S Satisfactory

U Unsatisfactory

Grades earned on end-of-course exams required for high school courses

designated by KAR shall count as twenty percent (20%) of a student's final grade in a course.

An incomplete (I) grade must be changed to a passing or failing grade by June 30th. All grades of F or U shall be accompanied by the teacher's written comment. A student's grade shall not be lowered as a disciplinary action.

Summit Grading

Summit Grading Guidelines

GRADING FOR ALL CORE SUBJECTS

- **70% of a course's grade is based on a student's cognitive skills in projects**
- **30% of a student's grade is based on passing Focus Areas**

Philosophy on Student Failure As a staff, we will work collaboratively to find appropriate and early interventions (academic, behavior, or social) when students are not demonstrating success during the school year. Ideally no student would be retained at any grade level. However, the principal does reserve the right to retain a student if, at the recommendation of the teaching team, he/she determines the student does not have the skills necessary to be successful at the next grade level as measured by skills testing, grades, etc.

Honor Roll

A Honor Roll 90 or better average in all subjects.

A/B Honor Roll 80 or better average in all subjects.

Academic Programs

In all grades the core academic subjects that are covered all year include: Language Arts, Math, Science, & Social Studies. Students will also have the opportunity to attend Unified Arts classes on a 9 week rotation. Unified Arts classes **could** include the following selections:

Spanish	Technology	Digital Literacy
PE	Chorus	Music Appreciation
Band	Health	Writing
Careers	Art	Design & Modeling
Speech/Drama	Innovators & Makers	
Reading Intervention	Automation Robotics	

Breakfast

Breakfast is available to all students from 7:00 am until 7:30 am. Cost: \$0.75. Breakfast is free for any student eligible for Free/Reduced Meals.

Clinic

The clinic is for medical emergency situations and is a waiting area for students going home. Unless an emergency exists, students with clinic needs must obtain a clinic pass from the classroom teacher. If a student appears sick the parent will be called and it will be the parent's decision if the student is to stay or go home.

Conferences

Parents/Guardians will be contacted by the school to set up Parent/Teachers conferences for November 5th. We will do a Showcase of Learning for our winter conference. Details forthcoming. We hold the Showcase of Learning on February 12th.

Parent/Teacher/Student Conferences

Parent/teacher conferences are encouraged when there is a concern, or to discuss your child's progress. Conferences may be arranged by contacting the teacher and making a request. The teacher will return the call to make arrangements. Parents/guardians are invited to visit the school throughout the school year.

Curriculum nights will be held 6-7 pm

6 th Grade August 27th	7 th Grade August 28th	8 th Grade August 30th
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Counseling

The counseling office is open daily from 7:30 am until 3:00 pm. Students should request permission from their teacher to come to the office. If the counselor is unavailable, leave a message at the reception desk. The counselors offices are located in the main office. We also have services available through North Key.

Dances

Dance dates and times to be announced. School ID cards, once issued, may be required for admittance.

Dances for CEMS students only, will be held approximately once per month on Fridays. Times may vary. Behavior for the dances is to be consistent with school policy. Attire for the dances should be appropriate with no tank tops, crop tops, short shorts or distasteful writing/pictures on T-shirts.

Students are to be dropped off and picked up **on time**. **Students who are not picked up within fifteen minutes of a dance end will not be permitted to attend the following dance.** All dances will be chaperoned

by CEMS parents and staff. Students who are absent from school the day of a dance may not attend the dance.

Any student who is not eligible to attend any school activity will be notified prior to the day of the dance or activity unless the prohibiting action occurs on the day of the activity. This notice will be given to the student at school.

All final decisions concerning participation in extracurricular activities, field trips and school dances will be made by the administration.

Student School Dress Code

The function of a school is that of an educational institution. No extreme or exaggerated fashion or form of personal appearance will be permitted to interfere with the educational process. School authorities may limit or prohibit any extreme type or style of student dress, personal appearance, or use of clothing apparel, which in the judgment of school officials, is deemed to create a disruption of school environment. It is solely the judgement of the administration and faculty with regards to appropriate dress.

The following items are prohibited:

1. Shirts or clothing referring to sex, drugs, alcohol, violence, gangs, reference to weapons, or containing degrading/harassing statements.
2. Sleeveless Shirts
3. Exposed undergarments, midriff skin, or cleavage.
4. Hats/outdoor heavy weight jackets/coats (to be worn to and from school only)/sunglasses.
5. No spandex clothing as an outer garment, pajama pants or any pants with writing on the backside and must be worn at the appropriate waistline. Skirts, shorts and dresses must pass the

Flamingo Test and not drag the floor or have slits above the knee.

6. Skate shoes with wheels.
7. Chains or cloth key straps attached to clothing (ex: pants, etc.)
8. Piercing of the body, other than the ears.
9. See-through/Mesh clothing showing visible undergarments.
10. Clothing with holes or rips.

11. Distracting extremes in clothing, shoes, jewelry, make-up (including spiked metal studded bracelets and necklaces or safety pins in clothing)

Flamingo Test: With the waistline above the hips, bend one leg. If the skirt/dress is long enough to touch the calf, then it passes the flamingo test.

Note: If students want to remove an outer layer (ex: sweatshirt) during the day, the shirt underneath must also be in compliance with the school's dress code to avoid a violation.

The emphasis of the dress code is appropriate fitting clothing at all times (sitting, standing, walking) and the reflection of a respectful and well-groomed student.

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Consequences for Dress Code Violation:

- **1st offense** – Student must change to appropriate clothing; student will receive a written warning and a copy of the Dress Code guidelines will be sent home with student for parent/guardian to sign and return to school.

- **2nd offense** – Student must change to appropriate clothing; student will receive a written warning and a phone call will be made to the student’s parent/guardian.
- **3rd Offense** – Student must change to appropriate clothing. Detentions will be assigned for third, fourth, and fifth offenses. Future occurrences will result in a Friday School; possible suspension.

Emergency Procedures

Fire, tornado drills, and lockdown drills are held at regular intervals throughout the year. These drills are held so students and staff will be familiar with procedures should there ever be a real emergency.

Emergency procedures will be explained to students at the beginning of the school year.

Enrollment/Emergency Information

Enrollment/Emergency cards will be distributed to students during the first few days of school and must be taken home and completed by parents. Any change of address, home, cell, or work number must be reported to the school office as soon as possible. **IT IS ABSOLUTELY NECESSARY THAT THESE CARDS BE KEPT UP TO DATE** so the parent can be contacted in case of an accident or extreme illness. **All students must provide a telephone number for emergency contact.**

ESS – Extended School Services

ESS is a tutoring program where teachers work with students who need skills improvement. Complete information will be made available during the school year, if the funding for the program is made available from the state.

Extra-Curricular Activities

We strive to give students at CEMS a variety of opportunities to participate in clubs and extracurricular activities. Please refer to the school webpage for additional information and a list of offerings.

Homework

Many subjects require study, research or practice outside of class instructional time. Individual study is essential if students are to better understand the subjects they are studying. Homework provides the opportunity to improve personal responsibility, discipline, and work habits. It also provides practice in needed skills and leads to proficiency in the subjects being studied. Assigned homework must be completed. Grades may be affected, and lunch detention or after school detention may result if assignments are not completed. Since students work at different rates, it is difficult to prescribe homework as a set amount of time, although each student may have up to one or two hours of homework per night. Assignments will vary from class to class. Some assignments will be due the next day, and some will need to be completed over an extended period of time.

Items not brought from home

Instructional time is valued here at CEMS therefore we do not want to disrupt the learning process unless it is absolutely necessary. The Main Office **will not be accepting items** to be delivered to students during the school day such as money, homework, gym clothes, etc. Please make sure your child has all the items they need for school each morning prior to leaving for school.

Lost and Found

Personal property should be labeled with student's first and last name. Any items such as books and clothing which are found should be brought to the "Lost and Found Bin", located in the main lobby or to the office, as soon as possible. All items in the lost and found bin will periodically be donated to charity if not claimed.

Lunch

Students may bring a bag lunch to school or they may purchase lunch in the cafeteria for **\$2.00**. The meals will be offered at several different stations. Menus are posted at the first of each month and are available in the main office. Additional side items and drinks are available at an extra cost. Students may pay for lunches daily or deposit money in their account for automatic withdrawal of lunch cost each day. The automatic withdrawal is activated by a student using a designated code when exiting the lunch line. Please advise students not to share their code with anyone. All money deposited is held in the lunch account until spent, or will be carried over to the next year or may be withdrawn at the end of the school year. If students forget lunch money, they may charge a meal. The charge account has a limit of \$5.00. A cheese sandwich, piece of fruit and milk only will be provided for students who have charged to the maximum.

Make –up Work

Make-up work shall be permitted for excused absences only. One make-up day is allowed for each day of excused absences. It is the student's responsibility to contact the teacher for make-up work upon returning to school. **All students can access their learning platform with any assignments at any time.**

Media Center

The Media Center will be open daily from 7:25 am – 2:30 pm.
Students may check out three books for a period of two weeks, with an option to renew.

There will be fine .05/day on any overdue books with a cap of \$1.00 an item. Students have 5 options to pay late fines:

Cash

STAR tickets (.50 each)

Canned Goods (.50 each)

Online Book review (.50 each)

Reading time verified by parent/teacher (.50/10 min).

No fines will be charged on books returned within three days of the due date. If materials are lost or damaged, students must pay for the materials. Students are expected to exhibit good behavior in the media center and treat the facility with respect.

School Pictures

Student pictures will be taken on **August 29th** . This picture will be used to make student ID's and for the yearbook, so all students are required to have their picture taken. Fall picture packages will be delivered to the students who pre order packages.

Students will also have their pictures taken in the spring on **March 27th**.

Student Email

The State of Kentucky provides every 6-12th grader with a school email account. The purpose of its use are as follows:

Student to student for classroom purposes only (group work, assignment collaboration)

- Teacher to Student for classroom instructional purposes
- Student to Teacher for classroom instructional purposes including asking for missed work when absent, submitting assignments, asking questions of class.
- Student to Administrator for purposes of reporting issues of concern regarding student(s).
- Users should be aware that all communication submitted electronically is available for review by the administration or district personnel. All emails should have education related purposes.

Students who abuse student email will have privileges revoked and discipline will be assigned from the administration.

Parents wishing to have student email disabled need to provide the request in writing to a school administrator.

Teacher Voice Mail

Voice mail messages may be left during school hours. You may do so by calling 534-4000 and the receptionist will connect you.

Technology/Chromebook

CEMS offers technology tools to students to improve student learning and achievement. Students are responsible for their use of technology in our school. Misuse of equipment may result in loss of privilege, disciplinary consequences and possible fines for lost or damaged items. Students are also responsible for the integrity of their passwords. Passwords should not be shared, and students should not logon for other students. If a student believes their password security has been

compromised, they should report it to the Technology Coordinator, Mr. Burch or another staff member in the Media Center.

Chromebooks

- The Boone County School District is pleased to offer a district-owned Chromebook to every student in grades 3-8. This device is owned by the Boone County School District, and all technology policies regarding student use apply to this device. Students are responsible for their assigned Chromebook. These responsibilities include:
- Treating their assigned Chromebook and those of other students with respect.
- Using their assigned Chromebook **ONLY**.
- Returning their chromebook to the charge cart at the end of each day.
- Reporting damage or malfunctions to a member of the Media staff immediately.

Students may be asked to pay for lost devices or for damages caused by intentional actions or blatant carelessness. Disciplinary consequences and loss of privilege may also result from careless use.

Website and Email

Teachers can be contacted through email via our school website. Daily announcements and events are available on the school website (www.cems.boone.kyschools.us), via Boone County Schools website. Please be sure to provide us with a valid email address so that we might contact you in the event of a school wide emergency or in regards to your child's education. In the event that your email address changes you can indicate that by emailing the webmaster or notifying the office or your child's teacher.

Youth Service Center (YSC)

The Youth Service Center is a resource center to all the students and families of CEMS. The YSC links families with local agencies, helps with basic needs and school supplies, coordinates programs for parents and students in the school, and much more! The YSC is located in the main office. Students and parents can visit the center at any time during the school day. The YSC is also open all summer. For more information please see our website on the school's home page and /or contact **Kristen Kaliin** at 859-534-4000 or kristen.kaliin@boone.kyschools.us.

PROCEDURES and POLICIES

Attendance

Absences and Excuses

Daily attendance of all students is expected. A written note or electronic note with the student's first and last name, date, reason for absence, and signature of parent or guardian should be brought by the student when returning to school from an absence. Excused absences are for student illness, severe illness in the student's immediate family, or other valid reasons as determined by the principal. **Parent notes will be accepted for up to 8 days for an excused absence. Any absence beyond 8 days will require a doctor's note; any absence after 8 days, without a doctor's note, will be unexcused.** A truancy letter will be sent home after 3 unexcused events and charges will be filed after 6 unexcused events. In certain cases, a home visit may be done by the School Resource Officer and school administration.

Arrival to School

Supervision for students begins at 7:00 am. Students who arrive between 7:00 am and 7:25 am should wait in the gymnasium. Students eating breakfast should report to the cafeteria when arriving to school and will remain in that location until 7:25 am. From 7:25 – 7:34 am

students may take care of needs at lockers, library, restroom or offices. Students must be in class, ready to begin at **7:35am**. **If not in the room at that time the student is considered tardy to school.**

Late Arrivals to School

Instruction begins at **7:35 am** each morning. Students are tardy if not in the classroom at **7:35 am**. If tardy to school, the student **and the parent** should report to the main office to sign in. An admit slip will be issued. **If no parent accompanies the student to sign in that student will automatically receive an unexcused tardy.** To have an excused late arrival the parent must sign the student in **the day** of the late arrival. Accumulated unexcused late arrivals will result in disciplinary action. After **8** tardies, a doctor's excuse is necessary for all tardies thereafter. After 3 unexcused events a truancy letter is mailed home. After 6 unexcused events, truancy charges can be filed

Late Arrivals to Class

Late arrivals to class will be turned into the office. A student will be assigned a detention upon 3 late arrivals. Each subsequent late arrival will result in additional disciplinary action. Excessive occurrences will result in Friday school.

Early Dismissal

No student shall be dismissed early from school without permission from the principal or her designee. Any student who leaves the school grounds without permission of the principal shall be subject to appropriate disciplinary action. Students who must leave school before 2:25 P.M. must present a written request from their parent stating the specific time they need to be excused and the reason. An email will be sent from the attendance clerk to the teachers notifying them of the early dismissal. In addition to the parental note, it is necessary that the parent or guardian come into the building and sign the sign-out form in

the office when leaving and show picture ID to office staff. It is the student's responsibility to obtain any missing assignments. After 8 early dismissals a doctor's note is necessary for all early dismissals thereafter

Prearranged Absence

In the event of a planned absence, a parental note should be brought to the office at least **three days** prior to the absence. Homework missed should be completed in a reasonable length of time to be determined by the teacher and/or administrator. **After 8 absences all prearranged absences are unexcused unless doctor approved.** It is the student's responsibility to request make up work from his/her teachers.

Students may apply for an Educational Enhancement Opportunity. All EHO's must be approved **before** the student is scheduled to miss school.

Attendance of Extra-Curricular Activities during the School Day

Students absent from school due to participation in an extracurricular activity or field trip will be marked present only on the day(s) of the activity. Leaving early or coming back late from the event will constitute an absence from school.

Attendance Requirements for Extra-Curricular Activities

Students are expected to be in school at the regularly scheduled times. Any student **NOT** in attendance at school, whether for absence or disciplinary reasons, will not be allowed to participate in after school activities the day of absence from school. Emergency absence must be approved by a building administrator in order for the student to participate.

After School

Students are dismissed for the day at 2:25 P.M. There should be no students in the building after dismissal time unless:

1. They are staying with a teacher for extra help.
2. They are participating in a scheduled activity such as a club or sports activity with a teacher/sponsor.
3. They are required to stay for detention.

Students should not be in the school building after dismissal without supervision.

Alternative Education Placement

When the behavior of a student requires removal from the classroom, alternative education placement is an option. This is an assignment, by an administrator or teacher, to a supervised room where the student must complete assignments in a restricted environment.

Backpacks

Backpacks may be used to bring books and supplies to school and to take them home. Backpacks must be kept in lockers during the school day. Backpacks may be checked if there is just cause.

Bus Transportation

Students who are transported by school buses will be transported to and from their residence address only. Students will **NOT be permitted to ride a bus to any other location, unless it is a year long change, and written permission is issued by the transportation department.**

Riding the school bus is a privilege and an extension of the school day. Students are to exhibit good behavior on the bus and adhere to the bus rules. If a student receives multiple bus discipline referrals, the student will lose the privilege of riding the bus.

BYOD (Bring Your Own Device)

Possession and Use:

While on school property or while attending school-sponsored or school-related activities, whether on or off school property, students shall be permitted to possess and use personal telecommunications devices as defined by law and other related electronic devices provided they observe the following conditions:

1. Devices shall not be used in a manner that disrupts the educational process, including but not limited to, use that:
 - a. Poses a threat to academic integrity, such as cheating
 - b. Violates confidentiality or privacy rights of another individual,
 - c. Is profane, indecent, or obscene
 - d. Constitutes or promotes illegal activity or activity in violation of school rules, or
 - e. Constitutes or promotes sending, sharing, or possessing sexually explicit messages, photographs, or images using any electronic device.

These restrictions shall not be interpreted to prohibit material protected under the state or federal constitutions where such material does not otherwise materially or substantially disrupt the education process or intrude upon the rights of others.

2. Unless emergency situation exists that involves imminent physical danger or a certified employee authorizes the student to do otherwise, devices shall be turned on and operated only before and after the regular school day and during the student's lunch break.
3. When students violate prohibitions of this policy, they shall be subject to disciplinary action, including losing the privilege of bringing the device onto school property and being reported to their parent/guardian. A violation also may result in a report

being made to law enforcement. In addition, an administrator may confiscate the device, which shall only be returned to the student's parent/guardian.

4. Students are responsible for keeping up with devices they bring to school. The District shall not be responsible for loss, theft, or destruction of devices brought onto school property.
5. Students shall comply with any additional rules developed by the school concerning appropriate use of telecommunication or other electronic devices.

Students shall not utilize a telecommunication or similar electronic device in a manner that would violate the District's Acceptable Use policy or procedures or its Code of Acceptable Behavior and Discipline.

NOTICE OF POLICY

Notice of this policy and penalties for violating it shall be published annually in the District's Code of Acceptable Behavior and Discipline.

Cafeteria Behavior

Lunch period is a time to eat, relax and enjoy the company of friends. Appropriate behavior is expected by all students in the cafeteria. While in the cafeteria, all students must remain seated at their table for the first 15 minutes of the 30 minute lunch period. After 15 minutes, or after eating, a staff member will allow students to go to an assigned recreational area, based on appropriate behavior and table area cleanliness. **Leave lunch tables and the surrounding area clear of your trash.** Food may not be taken outside of the cafeteria.

Campaign Sales

Any student fund-raisers are to be cleared through the office before items are sold. Permission for sales (and fund-raisers) is granted to school approved groups only. Student participation is optional.

Cell Phones

Student phones should be **kept in lockers** throughout the instructional day. They may be utilized after school hours for communication purposes.

Detention

If an infraction of school rules occurs, disciplinary action will follow. According to Board of Education Policy, students may be kept after school for a designated time. As we recognize that this may cause transportation problems, the parent or guardian will be contacted to arrange a day when their child can be picked up. Both classroom teachers and principals may use this disciplinary measure. Students are expected to work quietly during detention. The school will cooperate in adjusting the detention day within reason. The original discipline form will be given to the student on the day the infraction occurs

Extra-Curricular Eligibility

To be eligible to participate in sports and clubs a student must have been promoted the preceding year. Students must also be passing all classes for participation. The grades of all extra-curricular participants will be checked weekly. If found ineligible due to failing grade(s), the student will remain inactive in the activity until the next weekly check indicates the grade is brought up to a passing level. Students participating in Summit Learning will be found ineligible due to Incomplete project(s). A third ineligibility due to grades may result in removal from the team or club. Students who have been suspended from school will not be permitted to participate in any extra-curricular function until the suspension has been lifted. Inappropriate behavior in school may result in probation or removal from a team or club if deemed necessary by the administration and Athletic Director. Disruptive behavior at an extra-curricular event will result in disciplinary measures or removal from the team or club.

Hall Passes

Students must obtain a hall pass from their classroom teacher when leaving a classroom or use one of the hall passes in this agenda book. The classroom pass is for teacher designated destinations.

Lockers

1. Each student will be assigned one locker.
2. The assigned locker is the only one to be used by the student.
3. Locks will be provided by the school. If lost or broken the cost to replace a lock is \$6.00.
4. Careful planning and organizing will enable you to get the necessary materials for your classes from your locker.
5. Opening another student's locker is prohibited.
6. Each student is expected to take care of their assigned locker.
7. Students will be responsible for keeping their locker free of graffiti and other markings.
8. Lockers are not to be kicked or hit to open or close since these actions damage the lockers. If you are having difficulties notify your teacher.
9. Locker stickers are provided by the school – no homemade decorations or decorating of lockers is allowed.
10. Keep your locker clean. There will be locker checks and locker cleanups from time to time. **Having the use of a locker is a privilege and this privilege will be taken away if it is misused or abused, or if any of the above rules are violated.** The administration reserves the right to check lockers.

A STUDENT MAY NOT BE LATE FOR CLASS DUE TO LOCKER VISITS!

Peanut/Nut Allergy Policy

Recognizing that ingestion or vapors from peanut/nuts may cause life-threatening reactions in students with allergies to peanuts/nuts, it is necessary to have a policy to protect these students. When determined that a physician has diagnosed a student at Camp Ernst Middle School with a peanut/nut allergy the school will take the following- precautions:

- All school personnel having direct contact with said student(s) will receive training on recognition of symptoms and use of EPI pen.
- There will be one designated table area in the cafeteria this is peanut/nut free.
- Students or teachers may eat peanut/nut products in the teacher's lounge or designated areas ONLY.
- Students will be asked to wash hands when leaving the cafeteria at lunchtime.
- For suggested snacks, please call the school @ 859-534-4000.

Prescriptions and Medications

All medications, including prescriptions meds, must be brought to school in the original container accompanied by a completed Medical Consent Form (all forms are available in the school's clinic). This includes cough drops. All prescription meds must have the form signed by their medical doctor. Parents are to make every effort to give doses of prescribed meds at home if ordered three times a day or less. If this is not possible, the doctor must indicate on the form that it must be given during school hours. Upon arrival to school, meds must be brought to the clinic immediately. Only one week's supply of prescription meds can be sent in at one time. All other meds must be in small bottles.

Students are not permitted to carry ANY medications with them during the day. A PERMISSION TO CARRY form is available for those

needing/wanting to carry emergency meds with them such as inhalers and Epi Pens. This form must also be signed by a medical doctor. All forms are available in the clinic.

Overnight field trips will require a separate consent form and will be sent home or available when the field trip is announced.

All medication sent to school cannot be sent home with the student.

Meds can be picked up by the parent at the end of the year or they will be disposed of according to regulations.

Students may not bring a water bottle to school without a doctor's note.

Promotion to the Next Grade

All core academics in which students are enrolled count toward promotion. Unified Arts classes will be independent nine week grades. All but one subject must be a passing grade for the year's average (above an F) in order to be promoted.

Telephone Messages

Telephone messages will only be given to students in **emergency situations**. **Students will not be taken out of class to take personal calls, unless it is a family emergency deemed so by the administration.** Students must have permission of teacher and office personnel to make a phone call from any phone. Please make every effort to inform your child of any changes to their regular daily schedule before leaving home in the morning.

Walkers/ Bike Riders and Car Riders

Car riders, walkers, and bike riders are to go directly to their destination after the announcement of their dismissal. They are not to linger on school property or re-enter the building after leaving. All walkers/bike

riders should have a written note on file in the main office from parent or guardian giving them permission to walk or ride their bike. **Forms are available in the main office and must be submitted year to year.** A 2016/2017 permission form does **not carry over** for the 2017/2018 school year.

Withdrawal from School

In order for all necessary records to be completed, parents are requested to notify the office at least one day before the student expects to be withdrawn. Withdrawal forms are to be obtained from the Main Office. It is necessary that a parent sign a withdrawal form. The withdrawal must also be signed by all the student's teachers. At the time of withdrawal all fees owed must be paid and materials turned in.

Camp Ernst Middle School Discipline

All Camp Ernst Middle School students are expected to follow school rules and abide by the Student Code of Conduct as set by the CEMS Site Base Council. At times students make misjudgments and their behavior must be addressed by the classroom teacher and administration. In most cases the attempt is made to address the problem through a counseling mode and explain to the student that the behavior must discontinue. For some offenses, due to severity or repetitiveness, it becomes necessary to apply more stringent consequences. Individual cases will be reviewed and responded to based on all information including extenuating circumstances. Any questions or concerns please contact a school administrator.

1. Teachers and administration will have the option to assign after school detention, Friday School, or alternative assignment to correct behavior that is inappropriate. If a student misses any assigned detention the student will be reassigned an additional detention. Failure to attend a re-assignment will result in Friday School. A missed Friday School will result in additional discipline

2. Administrators are the only persons who can suspend a student from school. It should be clear that a suspension is the harshest form of discipline the school can administer. Each day a student is removed from school he/she receives zeros for all daily work missed. On a first suspension students have the opportunity to make-up their work in Friday School. Subsequent suspensions may result in zeroes for work missed.
3. Due process will be given to all students who are referred to the principal(s) for discipline infractions. A complete and thorough investigation will be the standard procedure.
4. Friday School is an option to be used by the principals or teachers in lieu of suspension. It is the process that can be used to help the student avoid suspension days but the principal will decide whether it is appropriate.
5. Alternative Education Program can be used at the discretion of the principal or teacher as an in-school placement in lieu of the regular school setting.

**Camp Ernst Middle School
School Rules and Behavioral Expectations**

Area	Be Safe	Be Tolerant	Be Accountable	Be Respectful
Arrival/ Dismissal Zone	<ul style="list-style-type: none"> * Walk * Stay on concreted area. * Keep hands, feet and objects to self. * Report to Gym/Café. 	<ul style="list-style-type: none"> * Tolerant of personal space. * Patient with others. 	<ul style="list-style-type: none"> * Be present * Know where to go * Listen to adults * Be on time * Be seated in homeroom by Bell ring. 	<ul style="list-style-type: none"> * Respect property * Walk to destination. * Keep hands to self.
Assemblies/ Special Events	<ul style="list-style-type: none"> * Sit in assigned area. * Sit quietly during program. * Keep hands, feet and objects to self. * Wait for dismissal. 	<ul style="list-style-type: none"> * Kind to other despite differences. 	<ul style="list-style-type: none"> * Set a good example. * Keep hands, feet and object To yourself. 	<ul style="list-style-type: none"> * Respect property * Be Attentive.
Bathrooms	<ul style="list-style-type: none"> * No horseplay. * Keep water in sink. * Wash hands. 	<ul style="list-style-type: none"> * Wait your turn. * No harassment. 	<ul style="list-style-type: none"> * Flush toilet. * Return to room promptly. * Use bathroom pass if required. * Use agenda. * Must receive verbal permission. 	<ul style="list-style-type: none"> * Respect property * No graffiti.
Cafeteria	<ul style="list-style-type: none"> * Walk from place to place. * Keep hands, feet and objects to self. * Keep all food on trays and To self. * Report spills. 	<ul style="list-style-type: none"> * Allow anyone to sit next you. 	<ul style="list-style-type: none"> * Bring money * Don't steal food. * Follow adult directions. * Use quiet voices and appropriate language. 	<ul style="list-style-type: none"> * Respect property * No food fights.

Area	Be Safe	Be Tolerant	Be Accountable	Be Respectful
Campus Grounds/ Playground	<ul style="list-style-type: none"> * Stay within boundaries. * Be aware of activities and Games around you. * No rough play or fighting. * Use equipment appropriately. 	<ul style="list-style-type: none"> * Play fairly * Allow all to participate. * Be Patient. 	<ul style="list-style-type: none"> * Receive permission before leaving the area. * Play fairly. * Listen and follow directions. * Clean up after self. 	<ul style="list-style-type: none"> * Respect property * Don't spit or spit gum.
Classroom	<ul style="list-style-type: none"> * Keep hands, feet and objects to self. * Use materials appropriately. * Walk from place to place. * Keep isles clear. * No leaning in desk. 	<ul style="list-style-type: none"> * Appreciate others differences. * Don't complain. 	<ul style="list-style-type: none"> * Use agenda. * Have necessary materials. * Complete all assignments. * Take ownership of self. * Be prompt with self and homework. * Ask question when you need to. * Leave class with permission. 	<ul style="list-style-type: none"> * Respect property * Golden Rule * Wait to be recognized.

