

# William H. Natcher Elementary School



## Student Handbook and Discipline Code of Conduct 2017-2018

Approved by the Cloverport Board of Education on July 20, 2017

## Our Vision

All students Life Ready and 21<sup>st</sup> Century prepared.

## Our Mission

To engage all learners and educators by building communities of learning, utilizing effective 21<sup>st</sup> Century strategies with personalized learning.

To The Student and Parent/Guardian:

Welcome to school! Our faculty and staff are looking forward to getting to know you and helping you learn. This handbook will help you get organized and tell you more about our school. You will find all of the necessary information to help you understand our school. We look forward to an exciting and challenging year! This handbook serves as a tool for you to be successful in your studies and school experience and the items included within work in conjunction with the policies and procedures adopted by the Cloverport Board of Education for all the schools in the Cloverport Independent School District. For more information about policies and procedures, please visit our website at: <http://policy.ksba.org/C15/> or visit the principal's or superintendent's office for more information.

Thank you,

Scott Adcock, Principal

## **Nondiscrimination Policy Statement**

### **CLOVERPORT BOARD OF EDUCATION ON NON-DISCRIMINATION ON THE BASIS OF DISABILITY:**

The Cloverport Board of Education does not discriminate on the basis of disability in the admission or access to, or treatment or employment in its programs or activities. Keith Haynes, 214 Main Street, Cloverport, KY has been designated to coordinate with the non-discrimination requirements contained in section 35.107 of the Department of Justice regulations. Information concerning the provisions of the Americans with Disabilities Act, and the rights provided thereunder, are available from the ADA coordinator.

Students, their parents and employees of the Cloverport Board of Education are hereby notified this district does not discriminate on the basis of race, color, national origin, age, religion, marital status, sex, or handicap in employment, its educational programs or other activities as set forth in Title IX, Title VI, and Section 504.

Any persons having inquiries concerning our compliance with Title IX, Title VI, and Section 504 are directed to contact the Superintendent (Keith Haynes), Cloverport Board of Education, 214 Main Street, Cloverport, KY 40111 or by calling 270-788-3910.

<b>William H. Natcher Faculty &amp; Staff 2017-18</b>	
<b>Office Staff</b>	
Scott Adcock, Principal	Alysia Booth, Guidance Counselor
Melissa Brown, Community Education	Lisa Smith, Attendance Clerk
	Sarah Greathouse, Special Education Director
	Pat Fuqua, Family Resource & Youth Services Center
<b>Support Staff</b>	
Amy Simmons, School Nurse	Debbie Lamar, Instructional Assistant (preschool)
Sharon Brown, Instructional Assistant (kindergarten)	
<b>Certified Staff</b>	
Amanda Maynard, Preschool Teacher	Rebecca Smith, Kindergarten Teacher
Britney Adkins, 1st Grade Teacher	Kelly Freeman, 2nd Grade Teacher
Leslie Bishop, 3 <sup>rd</sup> Grade Teacher	Rebecca Embry, 3rd Grade Teacher
Audrey Cox, 4th Grade Teacher	Dianne Tindle, 5th Grade Teacher
Julie Monarch, Special Education Teacher	Catherine Cliburn, Gifted & Talented Coordinator and Librarian
Cinda Weatherholt, Speech Pathologist	Kris Seibert, RTI Teacher/Coordinator

## **BUILDING HOURS / ARRIVAL AND DISMISSAL**

### **Building Hours**

Students should not arrive at school before 7:30am. The doors will stay locked until then. The building will be closed at 3:00pm each day unless there are any after-school activities. No one is allowed on school grounds between the hours of 8:00 PM and 6:00 AM with the exception of school-sponsored events. Law enforcement agencies will respond to anyone on school property during the designated closed campus time.

### **Arrival**

No students should be dropped off prior to 7:30am. Students that are dropped off by parents need to be dropped off at the front door location only. The school day officially begins at 7:50am. *Students that are to eat breakfast at school need to arrive no later than 7:35am to ensure that they are in class and ready to learn by 7:50am each day.*

Students who arrive after 7:50 must be signed in at the front office by a parent/guardian or designee. Students cannot be dismissed to anyone not on the approved list supplied by the parent/guardian.

### **Dismissal**

In the afternoon, school ends at 2:40pm and parents will wait for their child at the front office entrance for pick up. Faculty and staff will be monitoring dismissal of students and traffic control. Students should be picked up no later than 2:55pm.

Students leaving prior to 2:40pm must be signed out at the front office by a parent/guardian.

### **ATTENDANCE POLICIES AND PROCEDURES**

Attendance is essential to a student's success in school. Attendance is a student-parent/guardian responsibility and often times the progress of a student depends upon the punctuality and regularity of attendance. All students must be in compliance with the Kentucky Compulsory Attendance laws and statutes as required by [KRS 159.150](#).

## **CLOVERPORT SCHOOLS ATTENDANCE POLICY**

### **Absences**

- When a student must be absent from school, please contact the school by 10:00am.
- Written excuses must be sent in within 24 hours of the student returning to school.
- Excuses from parents must include the child's name, date of absence, a valid reason for the absence and parent signature. **Students are allowed 6 parent excuses per school year** (including tardies and absences.)

Valid reasons could include:

1. Student's illness
  2. Family emergencies (with prior notification)
  3. Death or severe illness in the student's immediate family
  4. Religious Holidays and practices
  5. Unforeseen circumstances as approved by the principal
- Excuses from doctors must include the child's name, date of absence(s) and a doctor's signature. Please try to schedule routine appointments at the beginning or end of the school day. (i.e.; orthodontics, physicals, therapy, etc.)
  - Students who have any of the following will be sent home by the nurse and it will be recorded as an excused absence: a temperature of 100 or more, lice or nits, pink eye or vomiting. Only 4 excused absences allowed per year for lice and nits.
  - If a student is absent for court, a note from the courthouse must be presented for it to be counted as excused.
  - Some students may have a chronic illness which requires multiple days out of school. Parents may request a Statement of severe illness from their doctor to complete, and this form will remain on file for one (1) year.
  - Educational Enhancement Opportunities can be excused with prior approval from principal. This could 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. This opportunity will not be allowed during the State or District testing periods.
  - Students can have (1) day prior to departure of parent/guardian called to active military duty and one (1) day upon the same persons return excused.

### **Tardies**

Students arriving at school after 7:50 am must secure a tardy slip (excused/unexcused) from the attendance clerk. Students that arrive to school late not only disrupt class, but they also miss part of their instructional time. Prompt arrival at school is expected of all students. Students with excessive tardies will be referred to the Director of Pupil Personnel for follow-up. Missing the bus and oversleeping are not valid excuses for being tardy and will be marked as unexcused.

Perfect Attendance awards will be given only to those students who have been neither absent nor tardy.

### **Home Hospital (Homebound)**

Students with an extended, non-contagious illness are encouraged to apply for homebound services to prevent excessive absences and maintain their schoolwork with a teacher assigned to meet with them twice each week.

### **Truancy**

**A student is considered truant with 3 unexcused absent events and a habitual truant with 6 unexcused absent events.**

1. Each student, may not accumulate more than a total of six (6) unexcused absent events during a school year.
2. On the third (3rd) unexcused absence event, the parent/guardian will be sent a letter of reminder and a copy of the attendance profile.
3. Upon the fifth (5th) unexcused absence event, the parent/guardian will be delivered/sent a Final Notice in accordance with Kentucky truancy laws with a copy of the attendance profile.
4. Upon the 6th) unexcused absence event occurs, a home visit by the Director of Pupil Personnel will take place and charges will be filed with the office of the Breckinridge County Attorney against the parent/guardian.

Once charges are filed, parents/students will not be allowed to sign the student out to home school or transfer to a surrounding system without officially moving. Furthermore, no additional excuses will be accepted.

### **Doctor/Dentist Appointments**

Parents are expected to make every possible effort to arrange for all student appointments after school hours or on Saturdays. When this is not possible, the student will follow standard procedure for dismissal from class and the student must submit a written excuse from the doctor or dentist office when returning to school. Students will only be excused for the duration of the appointment unless otherwise noted by their physician.

### **OUT OF DISTRICT STUDENTS**

Any out of district student who is attending the Cloverport School System must have an out of district application on file with the Pupil Personnel Director. All out of district students must adhere to the attendance policy and the discipline code. Failure to do so may result in the student's being required to attend school in the district where he/she resides.

### **Alcohol/Tobacco/Drug Abuse—per Board Policy 09.423**

No pupil shall purchase, possess, attempt to possess, use, be under the influence of, sell, or transfer any of the following on our about school property, at any location of a school-sponsored activity, or en route to or from school or a school-sponsored activity:

- A. Alcoholic beverages;
- B. Controlled substances, prohibited drugs and substances and drug paraphernalia; and
- C. Substances that “look like” a controlled substance. In instances involving look-alike substances, there must be evidence of the student's intent to pass off the item as a controlled substance.

In addition, students shall not possess prescription drugs for the purpose of sale or distribution.

Violation of this policy shall constitute reason for disciplinary action including suspension or expulsion from school and suspension or dismissal from athletic teams and/or other school-sponsored activities. Violators of this policy may also be required to attend Alcohol, Tobacco, and Other Drug training through our FRYSC outside of school hours.

### *Special Information*

\*THE CLOVERPORT BOARD OF EDUCATION HAS ADOPTED THE FEDERAL REQUIREMENTS FOR A DRUG FREE WORKPLACE AND WILL STRICTLY ENFORCE THOSE REQUIREMENTS.

### **Articles Prohibited At School**

Problems may arise if students have articles that are hazardous to the safety of others or interfere in some way with normal school procedure as determined by school staff. Articles include electronic devices such as MP3 players, iPods, electronic gaming systems, or similar type items. These articles and any others determined to be detrimental to the normal operations of a school day will be confiscated and appropriate disciplinary action taken. Items will be confiscated and held in the office to be picked up by a parent/legal guardian. Items will be disposed of two (2) weeks following the end of the school year. **The school is not responsible for and will not investigate loss of articles prohibited at school.**

**Food Allergies/Special Dietary Needs:**

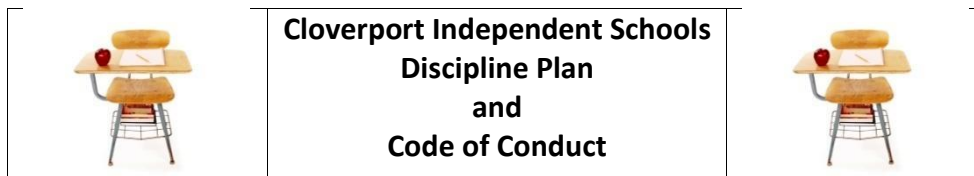
The school district will provide for substitution of food items based on student-specific medical guidance. Please contact the school principal if you need more information.

**LIBRARY**

Our library functions as a school library and a public library. The library is open to students all day and open to the public each day from 12:30-5:30 PM. Elementary aged students must be supervised by an adult after school hours.

**TRANSPORTATION CHANGES**

If your child has a change in their normal transportation, you may send a note in or call the front office. **Please** make sure all transportation changes are made prior to 1pm to ensure that there is sufficient time to notify the teacher and student. Students will not be allowed to ride the bus or exit at a stop other than their own without prior permission from a parent/guardian.



Every student has the right to learn and be safe, and no one has the right to interrupt learning or make others feel unsafe. Therefore, Cloverport Schools will ensure a productive teaching and learning environment for all.

**Classroom environment:** In order to maintain a classroom environment which allows learning, teachers have the responsibility and the flexibility to establish classroom rules and standards they deem necessary.

However, the following standards are for all classes:

- Students must always demonstrate RESPECT toward adults and peers.
- Students will cooperate with adults and peers.
- Students will be ON TIME TO CLASS, with all materials.
- Communication that is disruptive to the teacher and/or classmates is unacceptable.
- Students leaving class for any reason must have their agenda signed by the teacher with the destination and time they left class.
- No gum.
- Complete all assignments.

#### **Progressive Discipline Procedures**

When discipline is imposed, school administrators and teachers will follow a progressive discipline process (refer to the CISD Discipline Tier System). The degree of the discipline to be imposed by each school official will be in proportion to the severity of the behavior of a particular student and will take into account the student's discipline history and other relevant factors.

Listed below is a brief explanation of each level of the CISD Discipline Tier System:

**Interventions:** When misbehavior is occurring in the classroom, teachers will use a variety of interventions in order to reinforce the correct behavior to the student. Interventions may include but are not limited to the following: conferencing with the student, making parent contact (via phone, email or note), changing student's seat, guidance referral, teacher-held detention, or any other intervention the teacher chooses.

At least three interventions should be made before a teacher issues a student a discipline ticket. Discipline tickets are not considered an intervention. Teachers will keep record of all discipline marks and interventions made in order to have documentation if the behavior escalates to discipline ticket level. Teachers will have a Discipline Mark Sheet to document behaviors and interventions. (If a student receives an intervention at the beginning of the year and does not have another discipline issue until after Christmas, then interventions should begin all over.)

At least three interventions should be made before a teacher and entered into Swis. Swis is a behavior tracking tool that teachers use to document positive and negative student behaviors.

#### **Level 1 Behaviors:**

Misbehaviors that **occur in the classroom** and **affect only the disruptive student** are considered Level 1 behaviors. Such behaviors can usually be corrected without disrupting the learning of others, and the teacher may or may not have to stop the learning activity to correct the behaviors.

<p><b><u>Level 1 Behaviors:</u></b></p> <ul style="list-style-type: none"> <li>• Tardy to class,</li> <li>• Not having appropriate equipment, supplies, and/or materials,</li> <li>• Failing to turn in homework/failing to complete assignments,</li> <li>• Minor class disturbance (being off task, but not disrupting others),</li> <li>• Pushing, shoving, roughhousing (minor playing around with no intent to harm),</li> <li>• Sleeping, or</li> <li>• Dress Code violation</li> </ul>	<p><b><u>Consequences:</u></b></p> <p>First Behavior: after at least two interventions and parent contact: Student will meet with Principal and will receive one of the following: morning detention, or 1 class period of ISS (for that class period only.)</p> <p>Second Behavior: Student will meet with Principal and will receive one of the following—3 days of morning detention, or 3 class periods of ISS (for that class period only.)</p> <p>Third Behavior: Student will receive an Office Referral.</p>
<p><b>Office Referral:</b> Office Referrals are given for more serious violations of the discipline code, such as: multiple discipline tickets from one class, disrespect, bullying, obscene language, non-compliance, rough horseplay, computer violations, racial slurs, skipping class, cheating, vandalism, forgery, stealing, arguing, etc....</p>	

**Level 2 Behaviors:**

<p>Level 2 behaviors include any behaviors that occur in the classroom and interfere with another student's opportunity to learn. These behaviors cannot and will not be tolerated. Level 2 behaviors take the highest priority in the classroom. The following are examples of Level 2 misbehaviors followed by the consequence most often associated with the behavior. All consequences are dependent on the student's discipline history and the severity of the offense:</p>	
<p><b><u>Level 2 Behaviors:</u></b></p>	<p><b><u>Consequences:</u></b></p>
<p>Disrespect of adult (rude, mocking, arrogant, and argumentative behavior)</p>	<p>1-3 days of ISS</p>
<p>Pushing/shoving/horseplay (major-perceived as meant to cause harm)</p>	<p>morning detention or one day ISS</p>
<p>Insubordinate/Defiant (refusal to do as directed by the adult or repeated refusal to follow known school and classroom rules)</p>	<p>1-3 days of ISS</p>
<p>Major class misconduct (talking at inappropriate times, blurting/calling out, or any other conduct that delays or completely disrupts classroom activities)</p>	<p>ISS for the remainder of the day</p>
<p>Noncompliance (refusal to follow a reasonable request of the teacher).</p>	<p>morning detention or 1-3 days ISS</p>
<p>Obscene or profane language, notes, gestures</p>	<p>1 day of ISS</p>
<p>Cheating</p>	<p>Receive a zero and 1-3 days of ISS</p>



Minor physical or verbal harassment (continually disturbing another student)	Student will be referred to guidance and consequences will vary based on the severity of the offense
Improper use/destruction of equipment	Student will receive 1-3 days of ISS and must make restitution
Receiving 3 Behavior Interventions from one class	Student will receive 1-3 days of ISS.

**Level 3 Behaviors:**

Level 3 behaviors may occur inside or outside the classroom, are not intended to cause physical or mental harm to another individual, and are not illegal. These behaviors will not be tolerated. The following are examples of Level 3 misbehaviors followed by the consequence most often associated with the behavior. All consequences are dependent on the student's discipline history and the severity of the offense:

<b><u>Level 3 Behaviors:</u></b>	<b><u>Consequence:</u></b>
Computer Violation (refer to Student Policies on Electronic Resources)	1-3 days of ISS
Forgery (signing parents' names to school documents)	3 days ISS
Skipping Class (part or whole)	Morning Detention or 1 day ISS
Vandalism	3 days of ISS and must make restitution
Stealing	3 days of ISS and must make restitution
Promoting a fight (encouraging it, instigating it, etc...)	guidance referral and up to 3 days of ISS
Gang related activities (including clothing)	guidance referral and up to 3 days of ISS
Inappropriate literature	guidance referral and up to 3 days of ISS
Unauthorized cell phone use after arriving at school until you have left school grounds during the school day (school is considered over at 2:40 pm)	<p>First offense: Phone will be confiscated, parent will be required to pick it up from the school office and student will receive 1 intervention marked in Swis.</p> <p>Second offense: 3 days of ISS and/or other disciplinary action as warranted by principal. Parents must pick up phone in the school office.</p> <p>Third offense: Student will lose privilege of having phone in school setting. Possible suspension and/or ISS if student does not comply.</p>

Texting in class (receiving or sending	<p>First offense: Phone will be confiscated and student will receive 1 intervention marked into Swis. Parents will be required to pick up phone from the School Office.</p> <p>Second offense: Student will receive 3 days ISS and/or other disciplinary action as warranted by principal.</p> <p>Third offense: Student will lose privilege of having phone in school setting. Possible suspension and/or In-House Crisis placement if student does not comply.</p>
Electronic devices (including CD player, iPods, MP3 players, digital cameras, etc.) are not permitted to be worn, carried, or brought to school unless directed by a teacher/school administration. These items will be confiscated and turned in to the Principal.	<p>First offense: Device will be confiscated and returned to student at the end of the school day. Student will receive 1 intervention marked into Swis.</p> <p>Second offense: Student will receive 1 day ISS and device will be confiscated and returned to parent.</p> <p>Third offense: Student will receive 3 days of ISS and device will be confiscated and returned to parent. For future offenses refer to the progression of discipline.</p>

Level 4 Behavior:

<p>A level 4 behavior occurs inside or outside the classroom, is intended to or has the potential to cause physical or mental harm to another individual, or is illegal. These behaviors will not be tolerated. The following are examples of Level 4 misbehaviors followed by the consequence most often associated with the behavior. All consequences are dependent on the student's discipline history and the severity of the offense:</p>	
Level 4 Behaviors:	Consequences:
Major obscene or profane language, notes, gestures (including intolerance	1-3 days of ISS

of race, religion, sexual preference, etc...)	
Fighting	Student will receive from 1-3 days of ISS through 1-3 days out of school suspension and possible legal charges filed
Bullying (including teasing, exclusion, hitting, threatening, intimidating, harassing)	<p>First offense: Office referral and parent contact via phone and/or letter. Letter must be returned with signature or there will be an alternative action at administrator's discretion. Students will not return to school without parent signature on "Think About It" sheet.</p> <p>Second offense: 3 days of ISS.</p> <p>Third offense: 3-5 days out of school suspension or alternative action at principal's discretion.</p> <p>Fourth offense: Action at principal's discretion and file beyond control charges with local law enforcement.</p>
Harassment (physical, sexual, verbal)	<p>First offense: Office referral and parent contact via phone and/or letter. Letter must be returned with signature or there will be an alternative action at administrator's discretion. Students will not return to school without parent signature on "Think About It" sheet.</p> <p>Second offense: 3 days of ISS.</p> <p>Third offense: 3-5 days out of school suspension or alternative action at principal's discretion.</p> <p>Fourth offense: Action at principal's discretion and file beyond control charges with local law enforcement</p>
Weapons	ISS, out of school suspension, and/or alternative action at Principal's discretion
Gross disrespect of an adult (threatening, cursing, name-calling)	1-3 days out of school suspension and/or alternative action by Principal
Alcohol/Tobacco/Drugs-including look-alikes	ISS, out of school suspension, and/or alternative action at Principals discretion.

**All law violations will be appropriately reported to local law enforcement/community-based services as required by local board policy.**

**Lunchroom and hallway expectations:**

Students are expected to display appropriate behaviors in the hallways and in the lunchroom at all times. Failure to do so will result in Level 2 or 3 office referrals. The following behaviors are expected for these common areas:

**Lunchroom:**

Follow directions the first time they are given.  
Keep hands, feet, bodies and food to yourself.  
Stay in your seat unless given permission to move.  
Leave other's food/trays/possessions alone.  
Talking needs to be at an appropriate level at all times.  
Clean up after yourself - do not leave a mess.  
School Discipline code is enforced in the lunchroom.

**Hallway:**

Walk on the right side of the hallway at all times  
Avoid congregating in the middle of the hallways  
Talking needs to be at an appropriate level at all times  
Keep hands, feet, and objects to yourself at all times  
Leave other's possessions alone.

**In-School Suspension (ISS):** ISS is an alternative placement within the school which allows students to maintain their current academic process. In other words, students are removed from their regular classes but are allowed to complete all work from each class they are removed. ISS placement is typically 1-3 days. Parents will be notified of ISS placement via letter and/or phone call from either the Principal or the student him/herself. Misbehavior in ISS will result in an extra day being assigned. Continued misbehavior in ISS will result in out of school suspension.

**Out of School Suspension:** Out of school suspension may be assigned for serious violations of school policy such as: multiple Discipline Tickets, multiple office referrals, multiple placements in ISS, fighting, threats of violence to self or others, verbal assaults, continued bullying (refer to the CISD bullying policy). All students suspended from school will be reported to the Director of Pupil Personnel.

**Diversion Agreement:** A Diversion Agreement meeting happens when the school has tried multiple interventions and misbehavior is still exhibited by a student. This meeting may include the Principal, parents, teachers, school administration, guidance counselor(s) and any other representative of an intervention program that has been utilized. This meeting will review all interventions implemented at the school, district and home level and determine if the school, district and home have done everything possible to change the behavior of the student. It will also define for everyone what the student must do in order to be successful as well as future consequences for continued misbehavior.

**Beyond Control of School:** Beyond Control of School is a petition to the court system asking the legal system to help the school change a student's behavior. This petition can happen anywhere along the continuum of interventions used with students, but typically happens after a Diversion Agreement has been conducted.

**Expulsion:** CISD will request a pre-expulsion hearing from the Principal and/or Guidance Counselor when the school administration has exhausted all efforts to change a student's misbehavior, but all efforts have not been effective with a particular student. Expulsion requires action from the Board of Education.

**Bus Behavior**

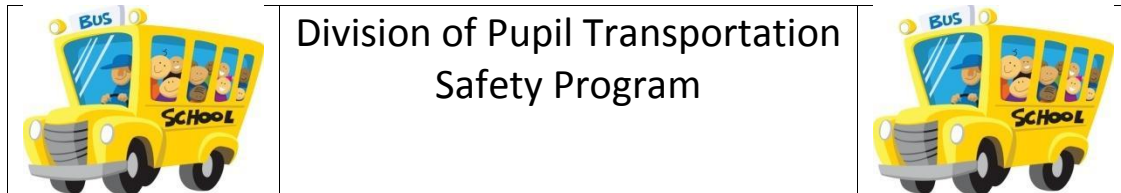
Bus transportation is a privilege. Students are expected to remain in their seats at all times and to follow the regulations as they would on the school grounds or in the school buildings. Bus drivers have the same authority as classroom teachers while students are on the bus.

This policy lists unacceptable behavior and the consequences students face for misbehaving aboard a school bus. At Cloverport Schools, infractions are broken into three categories based on severity: Level I, Level II, and Level III.

<p><b>Level III-</b> (major safety violations) harassment, using a laser pointer, weapons, vulgarity, bullying, fighting, alcohol, drugs, tobacco, vandalism</p>	<p>Students committing Level III offenses face loss of bus privileges for 5, 10, 30, 60, 90 days, or expulsion. The student and parents or guardians are also required to attend a conference prior to returning to the bus.</p>
<p><b>Level II-</b> (minor safety violations) standing, moving from seat to seat, talking on cell phone, failure to obey bus boarding rules</p>	<p>Under the Level II offenses, the school bus driver files a conduct report with the building assistant principal who then applies the student code of conduct and takes appropriate action (detention, ISS). Level II violations also carry the possibility of suspension of bus privileges for 5-10 days.</p>
<p><b>Level I-</b> (conduct violations) talking loudly, disrespect to the driver, teasing/name calling, littering</p>	<p>The punishment for a Level I offense ranges from a verbal warning to the filing of a bus conduct report with the building assistant principal and appropriate disciplinary action being taken by the assistant principal (detention, ISS, parent conference).</p>

Such offenses will be categorized by severity and consequences carried out accordingly.

Good conduct is expected of all bus-riding students while waiting for the bus and traveling to and from school or on school related activities. Riding the bus is a privilege and student safety is our number one concern. Parents are responsible for transporting students when privileges are revoked. Absences during a suspension are not excused.



**STUDENTS**

**Walking to the Bus Stop:**

- A. Be on time for the bus.
- B. Learn the colors and meaning of traffic signs. Obey signals and cross streets at crosswalks. Never cross the road on curves or hills where the driver cannot see you in time to stop.
- C. Always look in both directions before crossing.
- D. Always use sidewalks when available. If there are no sidewalks, walk on the left side of the road facing traffic, stay as far off the road as possible and in groups, go single file.
- E. Choose the safest and most direct route along the less traveled streets when possible.
- F. Don't talk to strangers.

**Waiting for the Bus:**

- A. Stand on the sidewalk or along the edges of the road while waiting for the bus.
- B. Wait quietly.
- C. When you see the bus coming, form a line a safe distance from the curb or edge of the road. Line up according to the driver's instructions. Small children should be first.

- D. Wait until the bus has stopped completely before moving toward the bus and attempting to load.
- E. Students who live across the road from the bus stop should not attempt to cross the road until the bus arrives, comes to a complete stop and the driver signals that it is safe to cross.
- F. If you miss the bus, go straight home—do not try to walk to school.

### **Boarding the Bus:**

- A. Form a single file line.
- B. Help small children; let them go first when you line up. Leave a space between you and the person ahead so that they will not miss a step and fall.
- C. Use the handrail—keep one hand free of books or other items. Go up one step at a time.
- D. Greet the bus driver and go directly to your seat.

### **Riding the Bus:**

- A. Stay quietly in your seat while the bus is in motion.
- B. Be especially quiet at railroad crossings and busy intersections. When the bus stops at railroad crossings; you should look and listen too.
- C. Keep hands, heads and other objects inside the bus.
- D. Keep the bus aisles clear at all times. Put books, bundles and musical instruments in your lap, not in the aisle or stepwell.
- E. Help keep the bus neat and clean. Put paper in your pocket until you reach a trash can.
- F. Follow all school rules while riding the bus.

### **Leaving the Bus at School:**

- A. Keep your seat until the bus comes to a complete stop.
- B. Take everything with you that you brought into the bus.
- C. Watch your step—use the handrail.
- D. After exiting the bus, leave the loading area immediately.

### **Leaving the Bus at Home:**

- A. Get off promptly—as soon as the bus comes to a stop.
- B. Leave the bus only at your designated stop unless you have permission from your parents and the principal.
- C. After exiting the bus, leave the loading area immediately.
- D. If you must cross the road after leaving the bus, wait for the driver's signal.

Note: Parents, read over these rules with your child(ren). The above listed rules exist for the common good of all. None are listed for discrimination for any other reason than simply getting all students to school and back home safely. Safety should be the concern and responsibility of all, not only a few.

### **Care of Property and Grounds**

It is the responsibility of each student to take the best possible care of books, school equipment and school property. Defacement of school property may result in immediate suspension and/or expulsion. Students and/or parents will be expected to pay for lost books and excessively abused books and school property. Payment must be made before final grades are given out. It is imperative that we keep our restrooms clean throughout the day and be respectful of others who use them. Violation (conduct and/or vandalism) will be handled in an extremely strict manner. This is for the welfare and safety of all students.

### **Complaint Procedure for Students and Parents**

Any complaint should first be discussed with the teacher or individual involved. If a solution cannot be reached, the complaint should be brought to the attention of the principal. The principal will consult with the teacher or individual involved and, if necessary, arrange for a conference with all three present. If no solution is reached, the

superintendent will review the complaint. Finally, if no solution can be reached, the complaint will be written up and presented to the Board of Education.

#### **Corporal Punishment Policy – 704 KAR 7:55**

Corporal punishment is not allowed. School personnel, within the scope of their employment, may use and apply such amounts of physical restraint as may be reasonable and necessary to protect oneself, the pupil or others from physical injury, to obtain possession of a weapon or other dangerous objects within control of the pupil, or to protect property from harm.

#### **Changes in Transportation**

Calls to the office concerning changes in transportation must be placed no later than 1:00 PM each day. Messages may not be relayed when calls come in later than 1:00 PM.

#### **Emergency Dismissal**

Announcements of school closing will be delivered through the One Call Now phone system. It is critical that you maintain up-to-date phone records to receive these important messages. Please notify the school each time contact information changes. In addition, announcements of school closing given over WXBC-104.3 FM in Hardinsburg and 92.5 WBKR in Owensboro. **Listen for Cloverport Independent Schools, not Breckinridge County.**

#### **Co-Curricular Activities**

If students are participating in co-curricular activities they are expected to behave in a manner that shows pride in their school and community. If a student participates in a co-curricular activity, the parent and student should be prepared to sign a contract. Grades (including conduct) and attendance will be contributing factors in determining whether the student will be allowed to participate in co-curricular activities such as Saturday morning basketball, academic team, Ace Academy, etc....

#### **Fire, Earthquake and Tornado Drills**

Fire, earthquake and tornado drills are run regularly to prepare for possible emergency situations. When a Fire Alarm is sounded, all are to evacuate the building immediately in an orderly fashion by the exit indicated for that particular part of the building. Once outside, students are to move at least 150 feet away from the building, and remain there until the signal is given to return to the building. When a tornado or earthquake alarm is given, all students will move to the "Designated Safety Areas" within the school until an **ALL CLEAR** is announced.

#### **Kindergarten-3<sup>rd</sup> Grade Grading Scale—per Board Policy 08.221:**

Nine weeks shall constitute a grading period. The grade scale shall be:

SP Steady Progress    PH Progressing with Help  
LP Little Progress    NA Not Assessed

#### **4<sup>th</sup> & 5<sup>th</sup> Grade Grading Scale—per Board Policy 08.221:**

Nine weeks shall constitute a grading period. The grading scale shall be:

A = 90-100 (4.0)    C = 70-79 (2.0)    F = 0-59 (0.0)  
B = 80-89 (3.0)    D = 60-69 (1.0)

#### **Gum**

Chewing gum is NOT permitted at Cloverport schools.

#### **Harassment/Discrimination—per board policy 09.42811**

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

**B. Prohibition:** Harassment/Discrimination is prohibited at all times on school property and off school grounds during school-sponsored activities. This prohibition also applies to visitors to the school who may come into contact with employees and students. (Acts of harassment/discrimination based on sex may be committed by persons of the same or the opposite sex.)

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

**D. Reporting:** Students who believe they or any other student, employee or visitor is being or has been subjected to harassment/discrimination shall, as soon as reasonably practicable, report it. In each school building, the Principal is the person responsible for receiving reports of harassment/discrimination at the building level.

**E. Prohibited Conduct:** Examples of conduct and/or actions that could be considered a violation of this policy include, but are not limited to:

1. Any nicknames, slurs, stories, jokes, written materials or pictures that are lewd, vulgar, or profane and relate to any of the protected categories listed in the definition of harassment/discrimination contained in this policy;
2. Unwanted touching, sexual advances, requests for sexual favors, and spreading sexual rumors;
3. Instances involving sexual violence;
4. Causing a student to believe that he or she must submit to unwelcome sexual conduct in order to participate in a school program or activity or that an educational decision will be based on whether or not the student submits to unwelcome sexual conduct;
5. Implied or overt threats of physical violence or acts of aggression or assault based on any of the protected categories;
6. Seeking to involve students with disabilities in antisocial, dangerous or criminal activity where the students, because of disability, are unable to comprehend fully or consent to the activity; and
7. Destroying or damaging an individual's property based on any of the protected categories.



#### **What is bullying? Definitions/Offenses**

**Bullying:** A pattern of aggressive, repetitive, deliberate, conscious and/or premeditated behavior by an individual or group to inflict physical, verbal, emotional, racial and/or sexual suffering on another individual or group. Any behavior which displays improper use of power to intimidate, threaten, humiliate, distress, or hurt others is bullying behavior.

**Teasing:** Name calling, insulting, or other behavior intended to hurt another's feelings or make them feel badly about themselves.

**Exclusion:** Causing someone to be isolated by ganging up on them, starting rumors, telling others not to be friends with someone, or other actions designed to cause someone to be without friends.

**Hitting:** The violation of someone's personal space with the intent to harm, including pushing, slapping, grabbing, punching, kicking, biting, or similar behavior that might hurt others.

**Threats:** Verbal, non-verbal and/or written actions intended to intimidate or announce intent to harm someone else or property.



**Harassment:** Making unwanted and offensive advances or remarks or acts toward someone.

**Hazing:** Any activity expected of someone joining a group that humiliates, degrades, abuses or endangers, regardless of the person's willingness to participate.

### Identifying the Problem

Any of the aforementioned behaviors will not be tolerated and will be addressed consistently by staff so that the offenders understand that the behavior is unacceptable and that the victims understand that they will be supported. Any student found practicing in one of these behaviors will be referred to the principal and a student *Think About It* sheet will be filled out.

### Who should you tell?

Students and/or employees must report bullying/hazing/harassment of any kind to the principal.

### Who will HELP?

CIDS students will receive instruction on bullying in the classroom through Guidance lessons.

### CONSEQUENCES

**1<sup>st</sup> Offense:** Referral to meet with principal or guidance counselor. Parental contact will be made either by phone or note sent home and returned with parent signature or alternative action at Administration's discretion.

Students will not return to school without parent signature on "Think About It" sheet.

**2<sup>nd</sup> Offense:** Two days in ASD (After School Detention) or alternative action at the principal's discretion. Reflection Lesson completed in ASD.

**3<sup>rd</sup> Offense:** Three days in ISS (In School Suspension) & Diversion Agreement with principal or alternative action at the principal's discretion.

**4<sup>th</sup> Offense:** File Beyond Control or alternative action at the principal's discretion.

**\*\*For more information, please see Board Policy 09.422 Bullying/Hazing.**

### Elementary School Homework Policy

Homework should never be more than one hour per night for any child. It is the belief of the teachers that a student that works diligently will have sufficient time to complete homework. Homework is not for instruction; it is given for practice and developing responsibility. If a student is having difficulty with an assignment, the parent or child should bring this to the attention of the teacher. Parents should limit their involvement with homework to a supportive role. They should answer questions and provide an environment conducive to learning. All work should be completed by the student.

Homework Responsibilities		
Teachers	Students	Parents
<ul style="list-style-type: none"><li>• Provide appropriate and meaningful assignments</li><li>• Explain the homework policy</li><li>• Place value on completed homework</li></ul>	<ul style="list-style-type: none"><li>• Take home assignments and materials</li><li>• Return completed assignments on time</li></ul>	<ul style="list-style-type: none"><li>• Check if your child has homework and make sure it is completed correctly</li><li>• Set aside a time and place for completing assignments without distractions</li><li>• Provide necessary materials for completing assignments</li></ul>

### HONOR ROLL

An honor roll will be published at the end of each nine-week grading period for grades 4-12. This is not an average or point system, it will be an all "A" or "B" honor roll. One grade lower than a "B" will eliminate a student from the honor roll. Conduct grades will be used.

### LOCKERS

Lockers will be assigned to students in grades 1-5 for their use during the school year. Because the lockers are the property of the school, they may be inspected at any time. Any misuse of lockers will result in the appropriate disciplinary action.

### **Make-Up Work**

Excused absences/tardies: Students are responsible for making up any assignments missed during their absence(s) as soon as they return to school.

### **Medication**

**Prescription Medication Policy:** Prescription medication can be dispensed by the School Health Nurse as prescribed by a physician if the following protocol is followed: **All prescription medication must be sent in its original container. Medication will not be accepted any other way. Parents or guardians must write a note giving consent to dispense medication. Medication will not be dispensed without parent or guardian consent.** A note must have the name of the drug, dosage and time to be given as well as be signed and dated by the parent or guardian. This helps to prevent any errors. A note is only required once for each new medication. Prescription medication consents are also kept in the school nurse's office for your convenience. You can reach the school nurse at 788-3388, ext. 223 if you have any questions or concerns.

**Over the Counter Medication Policy:** Over the counter medication can be provided to your child by the school nurse as needed throughout the school year. Parents or guardians need to complete the Health Consent form and provide medication to the school nurse.

**Emergency Medication Policy:** If your child needs to possess emergency medication such as a rescue inhaler and/or an epi-pen, please contact the school nurse to complete the necessary paperwork.

### **Personal Appearance/Dress Code:**

Students are expected to dress in a manner so as not to be disruptive to the school atmosphere. Any student who is sent to the office or home to have their clothes changed; or has to wait for clothes to be brought to school will be considered tardy to class. Repeated violations of the dress code will result in appropriate disciplinary action.

- A. Students will not be allowed in the building barefooted or in house shoes.
- B. Shorts, skirts and dresses must be fingertip length. Low cut pants, pajama pants or pants worn below the pelvic bones are not allowed.
- C. Shirts must be buttoned at all times. No belly shirts. All shirts must be tucked in or cover the waistband and belt area (no undergarments should ever be exposed). When you raise your arms above your head, skin should not show around the waist area.
- D. Fishnet shirts, tank tops, manipulated shirts or trousers, sleeveless undershirts and/or basketball jerseys are not to be worn as an outer garment unless there is a sleeved shirt underneath. No half-length shirts.
- E. Visible markings (graphic art/written, etc...) displaying any degree of vulgarity or profanity, or of a derogatory nature are prohibited. Advertisements for tobacco products, illegal drugs or alcoholic beverages are prohibited. Cuss words or words that cause someone to think of a cuss word or inappropriate act are prohibited.
- F. Clothing with symbols of darkness or death is not permitted.
- G. Chains, collars, excessive piercings (other than the ear) are not permitted.
- H. Hats, hoods and other head coverings are not permitted.
- I. Clothing with holes or revealing cuts are not permitted.
- J. Skin tight shirts are not permitted. Skin tight pants may only be worn when the student's top is fingertip length.
- K. Any garment deemed to be detrimental to everyday operation of the school is prohibited.

\*\*\*Students who wear an inappropriate garment will call their parents to bring them an appropriate garment or wear those supplied by the school (oversized T-shirts will be provided). Parents will be notified if the student needs different pants/shorts/skirts. Refusal to comply or follow the above stated

items will result in assignment to before school detention, ISS, or further disciplinary action (including, but not limited to suspension).

### **Student Searches**

School officials have the right to search students or their property if the officials have reasonable suspicion that a student may be in possession of something that violates school rules or endangers others. The purpose of searching students, their belongings, lockers, desks or automobiles is to protect the property and safety of others and/or to maintain the ongoing educational process of the school. Students have the protection, as do all citizens, against unreasonable search and seizure of their property. Searches will be used when other techniques to remedy the situation have been exhausted or when there is an immediate danger to life or safety.

### **Suspension and Expulsion**

Students who disregard the regulations of the school shall face suspension or possible expulsion. A suspended or expelled student shall receive a grade of "F" for all classes during their time away from school unless authorized by the principal/administration. All students will be afforded their Due Process rights.

### **Telephone**

Students are not allowed to use the telephone except in emergencies. Neither staff members, nor students will be called to the phone except in an emergency. Parents are asked to call the school only in emergencies. Parents wishing to talk to teachers must leave their number so that the teacher may return the call when class is over. **Parents wishing to leave messages for their children should call the school prior to 1:00 pm to allow sufficient time for messages to be delivered.**

Students are not to send or receive calls or text messages on their personal cell phones during the school day, except at designated times.

### **Textbooks**

All textbooks are provided free to students. There is no rental fee. When the textbooks are returned at the end of the school year, they shall be inspected for damage and if damage to the books exceeds that of normal usage, a misuse fee equaling that of the damage incurred will be required from the student. Payment for the total value of the book will be required in cases where books are not returned (lost, misplaced, stolen, etc...) at the end of the school year. It is clearly the total responsibility of the student to care for books and assure their return in the best condition possible.

### **Visitation**

Visitors are always welcome to the school. However, **each** visitor is required to come by the main office to sign in and obtain a visitor's pass before entering **any** school facility. This applies to parents and patrons of the school district, as well as students and teachers from other schools. Visitors will not be permitted to interrupt classrooms. Once again, visitors **must always** go through the main office first.

### **Volunteers**

Volunteers are also welcome in the school. Any parent or community member wishing to volunteer in the school should contact the Community Education Director (270-788-3910) to indicate their interest. All volunteers must participate in an orientation session to familiarize them with school rules and procedures. Additional information regarding requirements for volunteers will be provided at Volunteer Orientation.

### **Extended School Services (ESS):**

Extended School Services are offered free-of-charge to students who are struggling with classroom work/ academic performance. Students will receive written invitations to participate in ESS services. Requests for ESS may be made by contacting your child's teacher at 270-788-3388

### **Gifted and Talented Education (GT):**

Cloverport schools offer services to students who have been formally identified as gifted and talented. Services are identified in gifted student service plans (GSSPs). If you have any questions about gifted and talented education, please contact the school at 270-788-3388.



## **Annual Notification of Parents Rights and Privacy Act**

In accordance with the Family Education Rights and Privacy Act, parents shall have the right to inspect and review all education records relating to their child by making request to the principal. This right shall be passed on to the student at age 18. In accordance with federal regulations concerning the release or transfer of educational records, it is the policy of this school district to forward educational records on request to a school in which a student seeks or intends to enroll. Parents may obtain upon request copies of the records transferred and an opportunity for a hearing. Directory information may be released by the schools on individual students unless specific instructions not to do so are presented to the principal or superintendent in writing by the parents of a student on or before September 15<sup>th</sup> each year. Directory information shall include the student's name, address, telephone number, date and place of birth, major field of study, participation in officially recognized activities and attendance, degrees and awards received and the most recent educational institute attended by the student. Parents shall have the right to file a complaint to the Family Educational Rights and Privacy Act concerning any alleged failure of the district to comply with this act. Parents of a child who has graduated or otherwise left the district and who was formerly enrolled in a program for exceptional children may request the destruction of any personally identifiable information in the educational record of their child which was collected, maintained or used for identification, evaluation or placement of the exceptional child. Such requests should be addressed in writing to the Principal or Superintendent.

### **PUBLIC NOTICE**

In accordance with the Family Education Rights and Privacy Act, written policies and procedures have been developed which describe the Cloverport Independent School District's requirements regarding the confidentiality of personally identifiable information. Stated in this notice is a summary of your rights under the Act. These rights are passed on to the student at age eighteen. For the purpose of this notice, the student 18 years or older, and the students who are married, will be referred to as the "emancipated" or "eligible" student. Parents, guardians and eligible students may review and inspect all education records relating to that student by making a request to the Principal of the school where that student attends.

The CISD will presume that the parent has the authority to review and inspect records relating to their children unless the district has been advised in writing that the parent does not have legal authority under applicable state law governing such matters as guardianship, separation and divorce.

Personally identifiable information is not released to another party unless there is written authorization from the parent or eligible student, or there is a "Legitimate Education Interest" as defined in the policies and procedures for confidentiality. A current list of employees' names and positions that have access to personally identifiable information is on file in each school. The CISD has described in its policies and procedures the conditions under which personally identifiable information is released to another person without written parental consent.

“Directory Information” is information contained in an educational record which would not generally be considered harmful or an invasion of privacy if disclosed. This information may be released to news media, athletic organizations, scholarship or college entrance committees, or official organizations whose need for data is connected with student help activities. “Directory Information” includes, but is not limited to the student’s name, address, telephone listing, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and the most recent previous educational agency or institution attended. The parent, guardian or eligible student currently enrolled may request all or part of the directory information be withheld. The request must be in writing to the Principal of your child’s school, within 30 calendar days after this notification has been distributed. The written request must specifically state what information may not be classified as directory information.

In accordance with federal regulations concerning the release or transfer of educational records, it is the policy of this school district to forward education records on request to a school in which a student seeks or intends to enroll. Parents may obtain a copy of the records transferred upon request.

The Cloverport Independent Schools keep child and youth records in a secure computer system and in locked files in each school and central office.

Any parent or guardian of a student, or any eligible student, may challenge the content or accuracy of any material or entries in the student’s educational records on the ground that it is inaccurate, misleading or otherwise in violation of the privacy or other rights of the student. Requests to amend the records are submitted to the principal of your child’s school.

For students who have been determined eligible for programs for children and youth with disabilities, educational records will be destroyed at the request of the parent when they are no longer needed to provide educational programs and services. The CISD will destroy the educational records of a child or youth without a parent’s request after the records have been maintained for a minimum period of seven years and are no longer needed to provide educational programs and services. Parents are advised that data contained in the records may be later needed for Social Security purposes. The CISD retains for an indefinite period of time, a record of the student’s name, address, telephone number, grades, attendance record, classes attended, grades completed and year completed.

Children and youth determined eligible for special education include those children and youth with disabilities who have hearing impairments, vision impairments, emotional and behavior disorders, both deafness and blindness, health impairment, specific learning disabilities, autism, or traumatic brain injuries, and who because of these impairments need specially designed instruction and related services.

The CISD has an ongoing Child Find system, which is designed to find any child or youth, age birth up to 22 years, who may have a disability and need special education. This includes children and youth who are not in school or those who are in school but are not receiving the special education they need to have an appropriate public education.

The CISD will make sure any child or youth who has a disability, regardless of how severe the disability, is provided an appropriate public education at no cost to the parents of the child or youth.

Parents, relatives, public and private agency employees and concerned citizens are urged to help the CISD find any infant, toddler or youth who may have a disability and need special education and related services. The district needs to know the name and age, or date of birth of the child or youth, the name, address and phone

of the parent or guardian; the possible disability; and other information to determine if special education is needed.

Letters and phone calls are some of the ways the Cloverport Independent Schools collect the information needed. The information the school district collects will be used to contact the parents of the child or youth and find out if the child or youth needs to be evaluated or referred for special education services.

If you know of a child or youth who lives in CISD who may have a disability and is not receiving needed services, please telephone or send the information to:

Michael Melton, Director of Special Education  
Cloverport Independent Schools  
301 Poplar Street  
PO Box 37  
Cloverport, KY 40111  
270-788-3388

Child Find activities will continue throughout the school year. As part of those efforts, the CISD will use screening information, student records and basic assessment information it collects on all children and youth in the district to help locate those children and youth who have a disability and need special education.

Any information the district collects through Child Find is maintained confidentially.

Parents, guardians or eligible students have the right to file a complaint with the US Department of Education related to perceived failures by the district to comply with confidentiality requirements. The address is Family Policy and Regulations Office, US Department of Education, Washington DC 20202.

Written policies and procedures have been developed which describes the district's requirements regarding the confidentiality of personally identifiable information and Child Find activities. There are copies in the Principal's office of each school and at the Board of Education office. Copies describing these policies and procedures may be obtained by contacting:

Scott Adcock, Director of Pupil Personnel  
Cloverport Independent Schools  
301 Poplar Street  
PO Box 37  
Cloverport, KY 40111  
270-788-3910

The district office is open Monday through Friday from 8:00 a.m. to 4:00 p.m.

If you know of someone who may need this notice translated to another language, given orally or delivered in some other manner, please contact the Director of Pupil Personnel or the Director of Special Education at the address or phone number listed above.

**The Cloverport Independent School District must obtain written, informed parental consent to access public benefits (Medicaid) or insurance. Parental refusal to allow access to their public benefits or insurance does not relieve CISD of its responsibility to ensure that all required services are provided at no cost to the parents.**

**Cloverport Independent Schools**

**Integrated Pest Management Initial Notification Form**  
**2017-2018** School Year

First Semester                      Second Semester

**SPECIAL NOTICE**

Dear Parent/Guardian, District Employee or Health Professional:

The Cloverport Independent School District's Board of Education has implemented a special Program of Integrated Pest Management (IPM) in order to control pests in a way that minimizes economic, health and environmental risks via a monitoring and inspection program and the judicious use of pesticides. Those individuals applying pesticides will be properly certified in keeping with applicable requirements for the IPM program.

If you want to be notified twenty-four (24) hours in advance of a planned pesticide application, other than when bait is used, or as soon as possible when an emergency pesticide application is necessary, please register at the front office of the school. You may also register by phone by calling your school office at (270) 788-3388.

Sincerely,  
Joey Harness  
District IPM Coordinator  
(270)788-3388

	<b>Cloverport Independent School District Student Policies on Electronic Resources</b>	
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**1. Access to Electronic Resources**

- A. Access to electronic resources for students of the Cloverport Independent School District is provided in direct support of the educational process. As shared resources, use not in support of the educational process is prohibited to maintain maximum availability of resources for educational use.
- B. Access to electronic resources may be monitored by electronic means. Screens can be viewed remotely, files may be checked and e-mail may be monitored to make sure that this Acceptable Use Policy is enforced.

**2. Internet Access**

- A. The Internet is a large collection of materials all over the world. They provide a massive resource of educational information and material. However, the Internet also contains material that may be illegal, obscene or express radical political or religious views. On the whole, the wide variety of good resources available have a much greater educational value and we therefore feel it is appropriate to provide supervised access to the Internet to our students.

B. Students are not given unsupervised access to the Internet. Students may not access the Internet in a classroom without the permission of the classroom teacher or the computer lab supervisor. Students must follow the rules set by the responsible teacher. Students must sign a log-in sheet when accessing the Internet. Students may not access computer lab workstations without teacher supervision.

C. All access to the Internet through the Cloverport Independent School District Wide Area Network is tracked and logged through a proxy server. The logs showing user, time and address visited are monitored on a regular basis.

D. Inappropriate access to the Internet may be cause to suspend access to Electronic Resources and/or further consequences determined by the Principal, Superintendent and School Board.

### **3. Webmail Access**

A. Many Internet Service Providers and websites provide free e-mail service (Webmail). We are prohibited by state law from allowing students access to webmail services. Webmail sites will be blocked from access by CISD workstations whenever found.

B. Access of Webmail accounts may be cause to suspend access to electronic resources and/or further consequences determined by the principal, superintendent and school board.

### **4. E-mail Accounts**

A. All teachers have individual e-mail accounts to provide communication among teachers, staff, administration, state officials and parents.

B. Inappropriate use of student e-mail accounts may be cause to suspend account privileges and/or further consequences determined by the principal, superintendent and school board.

### **5. Network Security**

A. Students may be assigned a username and password to access certain electronic resources.

B. Students may not share usernames and passwords with unauthorized persons.

C. Students who share usernames and passwords may be held responsible for the actions of those other persons using that username and password.

D. If a student believes their username and password has been stolen or compromised, they must report this to the District Technology Coordinator as soon as possible.

E. Sharing assigned usernames and passwords or otherwise tampering with the security of electronic resources may be cause to suspend access to electronic resources and/or further consequences determined by the principal, superintendent and school board.

### **6. Vandalism**

A. The intentional destruction, damage or defacing of school property is vandalism.

B. The destruction or damage of data, software or other information is also considered vandalism.

C. Vandalism of computer hardware or the destruction/damage of electronic resources may be cause to suspend access to electronic resources and/or further consequences determined by the principal, superintendent and school board.

### **7. Computer Viruses**

A. Computer viruses are the most potentially damaging of problems to our electronic resources.

B. The intentional creation and/or spreading of computer viruses is dangerous, inappropriate and illegal. Violations of this type will be dealt with in the strongest manner possible, including legal action.

C. The intentional creation and/or spreading of a computer virus will be cause to deny all further access to electronic resources and/or further consequences determined by the principal, superintendent, school board and legal authorities.

### **8. Student Information on the School Website**

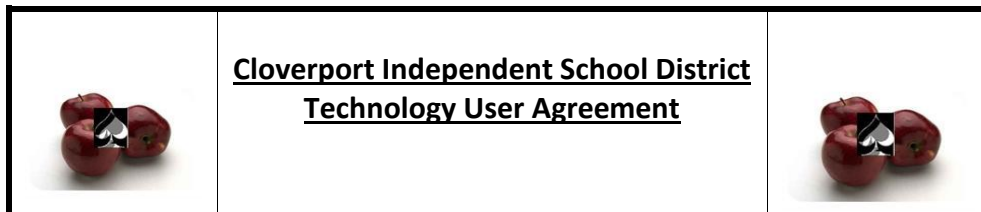
A. The Cloverport Independent School District maintains a website at [www.cport.k12.ky.us](http://www.cport.k12.ky.us)

B. The purpose of the district and school websites is to promote the educational process and communicate information to students, faculty, parents and the community.

C. The names and/or pictures of individual students will not be published electronically without the permission of the parent or legal guardian of that student. Agreement to the Student Disciplinary policy will constitute permission to publish the name and/or picture of the student to the school website, unless the parent submits a letter to the school stating otherwise. Information about students obtained from public events,



contained in public reports or from official school publications is exempt from this policy and may be used on the website.



The Cloverport Independent School District has initiated a 1:1 iPad initiative, **Apples for Aces**, for students and teachers in grades K-12 in an effort to embrace 21<sup>st</sup> Century Learning. Students will be using iPads in the classroom as a part of routine instruction each day. After reading and returning the required agreement and paying the program fee, students in grades 5-12 will be allowed to take their designated iPad home to continue school work. Use of the iPads will be monitored by administration to gauge effectiveness of use in the classroom. **Please remember that iPads are the property of the school district and their contents may be viewed at any time. Students are expected to have their iPad with them each day, fully charged and ready for use.**

**Goals for Student Users:**

- Increase 21<sup>st</sup> Century Learning Skills
- Increase productivity and organization
- Increase student ownership of their learning and the learning process
- Utilize a wide array of digital educational materials

**Guidelines:**

Student use of the iPad falls under the district's Acceptable Use Policy for technology. Internet and iPad use will be monitored through district level management software. Anyone found to be violating acceptable use will be disciplined. All software, applications and documents stored on the iPad are the property of the school district and subject to review/monitoring.

**Students should NOT:**

- Modify the iPad in any way other than instructed by administration or school personnel.
- Apply marks, stickers or other decoration to the supplied cover.
- Exchange iPads with another student.
- Remove the supplied cover from the iPad.
- Sync the iPad with any computer.
- Clear or disable browsing history on the device.
- Disable the iPad or its application.
- "Jailbreak" or otherwise void the manufacturer's warranty by altering the software.

Failure to comply with these guidelines will be treated as a violation of the district acceptable use policy and will be handled according to the school discipline code.

**Care and Use of iPad:**

- Use a soft, lint-free towel to clean the screen—do not use spray or liquid cleaners.
- Make sure hands are clean before using iPad.
- Keep iPad away from food and drink.
- Use only the included charger and a standard outlet to charge your iPad. Charge daily.
- Report software/hardware issues as soon as possible.
- Keep the iPad in a climate controlled environment—do not expose to heat or cold.

**Applications:**

Key applications will be installed prior to student distribution. Applications should not be installed or uninstalled by the student. If there is an application a student would like to have installed, he/she will need to discuss the educational merits of the application with their teacher. If deemed appropriate, authorization may be given for installation of the application.

**Saving Documents:**

Documents are saved with your iPad using cloud storage. This will require you to have a Google Docs account, Dropbox account or SkyDrive account. Using this account, you can save, export and import documents. This allows you to access your documents from other computers via the Internet. You can also share your documents with other students or your teacher. Students should use the following format when creating usernames/passwords in order to ensure he/she doesn't forget this vital information:

Username: school e-mail address [firstname.lastname@stu.cloverport.kyschools.us](mailto:firstname.lastname@stu.cloverport.kyschools.us)

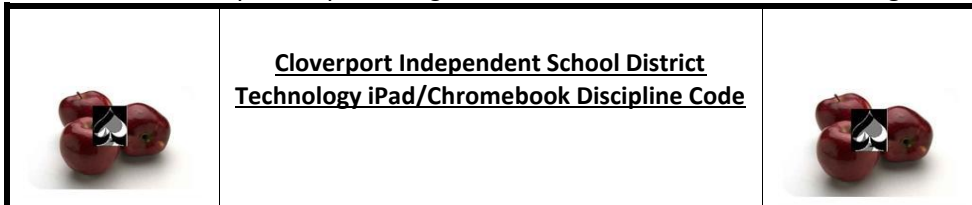
Password: First Initial Last Name Lunch Code (jdoe00007)

**Reporting Technical Issues:**

Errors or problems should be reported as soon as is practical. This can be done by informing school personnel so the issue can be addressed in a timely manner. All syncing of the device will be handled by the school to ensure like applications and configurations are found on every device to maximize the potential of the device. Damage due to a determined accidental cause will be addressed by the school through normal procedures. Damage due to negligence or carelessness will result in the student assuming the financial responsibility of the replacement of the iPad. Students taking the iPad from school property must sign and submit the User Agreement Application as well as the program fee. Student use of the iPad off school grounds may be revoked at anytime by administration. If the privilege of using the iPad is revoked, no refunds will be given.

**Security:**

Students should set a security passcode on their iPad. This passcode should be known only by the student to ensure the iPad is only used by the designated user. **The school district has the right to bypass the security code.**



Students are responsible for following the guidelines and rules set forth in the district Acceptable Use Policy.

Violations of these policies may result in one of the following disciplinary actions:

- Restitution (money paid in compensation for theft, loss or damage)
- Student/Parent Conference
- Removal of Unauthorized Files and Folders
- Restriction or limitation of district access privileges
- Restriction or limitation of iPad use
- Short Term Suspension, in school or out of school
- Court Referral/Criminal Charges
- Expulsion

If a violation of the Acceptable Use Policy or discipline code occurs, appropriate consequences will be imposed.

It is expected that students will:

- Maintain control of their assigned iPad unless otherwise directed by administration
- Maintain the school issued cover
- Not have the iPad out around food/drink (breakfast, lunch, snacking)
- Not leave the iPad unattended

- Not play games during instructional time
- Not clear or disable browsing history
- Maintain adequate battery charge for school use
- Maintain adequate storage space for educational purposes

**Loss or Damage:**

If an iPad/Chromebook is damaged or lost, please report to administration as soon as possible. If theft is suspected, a police report must be filed. If an incident happens in the evening, please inform administration by 8:00 AM the following school day.

**General Rules:**

- After 5 absences in a semester, students will become day users until regular attendance is established.
- General misconduct or failing to have the iPad at school/charged may result in student being assigned to day user status for a length of time determined by administration.

**Please Remember:**

- Devices may be monitored by administration at any time.
- Administration reserved the right to take an iPad at any time.
- Teachers reserve the right to limit iPad use during class.
- The iPad is the property of the school district.

**Related Costs:**

- Program Fee: \$40
- Loss or Destruction: \$500
- Damaged/Lost Charger: \$30
- Damaged/Lost Cover: \$50
- Damaged Battery: \$70
- Damaged Home Button: \$10
- Damaged Camera: \$30

**Reminder of No Privacy Guarantee:**

School district personnel have the right to access information stored in any user directory, on the current user screen or in electronic mail. They may review files and communications to maintain system integrity and ensure that individuals are using the system in accordance with district policies and guidelines. Students should not expect files stored on district servers or through district provided technology services to be private. By accepting these terms and conditions, students waive any right to privacy or confidentiality to material that was created, sent, accessed or stored using a district computing device or district provided account.

## Cloverport Independent School District School-provided Device User Agreement

The Cloverport Independent School District is providing and administering a plan for students and parents as a part of our 1:1 Technology Initiative. Enrollment in this program is required for ALL students, regardless of if the device will be taken home or not. Students who are not enrolled in the program will not be issued a device. This plan entails prices for damages that occur to the device, as well as an optional insurance plan.

<p style="text-align: center;"><b>Program Fee</b> (only for grades 6-12)</p> <ul style="list-style-type: none"> <li>• \$20 non-refundable rental fee per school year per device</li> </ul>	<p style="text-align: center;"><b>Effective Coverage/Expiration Dates</b></p> <ul style="list-style-type: none"> <li>• <b>Effective Date:</b> Based on the receipt of signed agreement</li> <li>• <b>Expiration Date:</b> Last Day of School for the 2017-2018 School Year or date of un-enrollment</li> </ul>
<p><b>The following incidents will NOT be covered by the school:</b></p> <ul style="list-style-type: none"> <li>• Damage to device and/or its case caused by liquid spills, drops, or other careless events</li> <li>• Theft</li> <li>• Fire Damage</li> <li>• Electrical Surge</li> <li>• Natural Disasters</li> <li>• Dishonest, fraudulent, intentional, negligent, or criminal acts: The student/parent will be responsible for the full amount of repair/replacement</li> <li>• Consumables: Including but not limited to the case, charger, and software</li> <li>• Cosmetic Damage that does not affect the functionality of the device. Includes, but not limited to, scratches, dents, and broken plastic ports or port covers</li> <li>• "Jailbreaking" or otherwise voiding the manufacturer's warranty by altering the software.</li> <li>• Any other action detailed in the Discipline Code</li> <li>• CISD is not liable for any loss, damage (including incidental, consequential, or punitive damages) for expense caused directly or indirectly to the equipment.</li> </ul>	
<p><b>Cost of Replacement:</b></p> <p>Lost or beyond repair iPad: \$500.00</p> <p>iPad Screen 2: \$89.00-\$99.00</p> <p>iPad Mini Screen: \$125.00</p> <p>Damaged/Lost Charger: \$20.00</p> <p>Damaged/Lost Case: \$50.00</p> <p>Battery: \$70.00</p> <p>Home Button: \$50.00</p> <p>Camera: \$30.00</p> <p>Lost or beyond repair Chromebook: \$250.00</p> <p>Chromebook Screen: \$90.00</p> <p>Chromebook LCD: \$190.00</p> <p>Charging port: \$50.00</p>	<p style="text-align: center;"><b>Notice:</b></p> <p>**If a student is unenrolled with the Cloverport Independent School, this iPad agreement becomes null and void on that date.</p> <p><b>**There are no refunds once this agreement becomes active on the date the iPad is issued to the student.</b></p> <p><b>** YOU MUST COMPLETE THE INFORMATION ON THE BACK OF THIS FORM AND RETURN TO THE CLOVERPORT INDEPENDENT SCHOOLS' OFFICE.</b></p>

## Cloverport Independent School District School-provided Device User Agreement Application

(One Application PER Student in grades 1-12 MUST be filled out)

<b>Name of Student:</b>	
<b>Grade:</b>	
<b>Parent Name:</b>	
<b>Mailing Address:</b>	
<b>City, State, Zip:</b>	
<b>Phone Number:</b>	
<b>Do you have Wi-Fi access at home?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>If yes, what type? (Check ONE)</b>	<input type="checkbox"/> Cable/Satellite <input type="checkbox"/> DSL <input type="checkbox"/> Dial-up <input type="checkbox"/> Broadband  <input type="checkbox"/> Other (Explain: _____)

### General Information

By signing this application to participate in the Cloverport Independent School District's Technology 1:1 Initiative, I agree to the provisions outlined in the policy terms and understand that:

- Enrollment in this program is **REQUIRED** to use a school-issued device.
- The policy only covers the school issued device.
- Any part of the device or case that needs to be repaired is the financial responsibility of the student/parent.
- Liability is limited to the replacement/repair of the device; no additional liability is implied or assumed.
- "Jailbreaking" the device voids all warranties and will result in paying for a replacement device. "Jailbreaking: is the act of hacking an operating system and removing manufacturer protections in an attempt to modify a device.
- Device must remain in the provided case. Damage that occurs when the device is not housed in the given case is the full responsibility of the student/parent.
- Syncing the device to any computer is not permitted.
- Device must be brought to school fully charged each day.
- After 5 absences in a semester, student becomes a day user until regular daily attendance is achieved.
- The enrollment rental fee is non-refundable.
- I must purchase a replacement charger for \$20 from the school if the issued charger is lost, stolen, or broken.
- The student will not be given a device until the debt is paid in full.

**\*\*Failure to comply with any of the above can result in loss of privileges at any time**

**Student Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
 \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

**Printed**

**Signature**

**Guardian Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
 \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

**Printed**

**Signature**

**(Check ONE)**

Type of Device Issued: \_\_\_\_\_ iPad Mini      \_\_\_\_\_ iPad 2      \_\_\_\_\_ Chromebook

Payment Information: (Check only if applicable—grades 6-12 ONLY)

\_\_\_\_\_ My payment of \$20.00 (per student) is enclosed.

(Make check or money order payable to CISD)

\*\*Please see details sheet for a complete description of an insurance policy you may also purchase.

**CLOVERPORT SCHOOLS**  
**BUS PERMISSION FORM**

We, the undersigned, have read and agree to follow the bus safety policy rules as required by the Cloverport Board of Education. We understand that by not following these rules, the individual at fault will be suspended from riding the bus for a set number of days. If suspension does not solve the problem; then permanent removal from riding the bus will result. This involves all riding of all buses such as the following: riding to school, riding from school, field trips, sporting events whether a player or supporter, etc.

Parents: \_\_\_\_\_ Date: \_\_\_\_\_

Student: \_\_\_\_\_ Date: \_\_\_\_\_



**CLOVERPORT SCHOOLS**  
**STUDENT/PARENT (Guardian) STATEMENT**  
**HANDBOOK/ELECTRONIC POLICIES/BOARD POLICY**  
**SIGNATURE FORM**

By signing below, I am verifying that I have received, read and am familiar with the contents of the Student Handbook and Discipline Code of Conduct—which also includes rules/regulations concerning the acceptable use of electronic resources. I also acknowledge that I have been informed that all school board policies and procedures are available for me to view at either the school or district office as well as on the district website: <http://policy.ksba.org/C15/>. My signature verifies that I will follow these regulations to assist in ensuring the safe and smooth operation of the school. I understand that I am welcome to come to school at any time to discuss concerns regarding my student or concerns I may have with school policies.

Parents: \_\_\_\_\_ Date: \_\_\_\_\_

Student: \_\_\_\_\_ Date: \_\_\_\_\_

If you have any questions or for further information, you may call the Cloverport Schools at: 270-788-3388.