

# Frederick Fraize Middle School



## Student Handbook and Discipline Code of Conduct 2018-2019

Approved by the Cloverport Board of Education on

## 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.

### **Student Handbook Cloverport Community Schools**

#### **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.

### **Attendance Policy**

Attendance is a student-parent/guardian responsibility. The progress of a student depends upon the punctuality and regularity of attendance.

\*A student who is absent for 36% to 84% of a day will be recorded absent for .5 of the day and for 85% to 100% of the day will be recorded absent for one day. Students who are absent for 35% or less during the day, will be recorded as tardy.

Any absence or tardy occurring during the school year will be recorded as either "excused" or "unexcused." In the case of an "excused" absence or tardy, the reason for the excuse will also be recorded. After a student has reached a maximum number of unexcused absences or tardies, disciplinary action may be taken as described. However, all students are still expected to use absences and tardies only for legitimate reasons, and this policy is not intended as a license to miss a particular number of days of school per year.

**A student is considered truant with 3 unexcused absent or tardy events and a habitual truant with 6 unexcused absent or tardy events.** Students who have become truant or habitual truants must submit all excuses within 24 hours and parent notes will not be allowed. We do understand that

occasionally a student may have a medical condition or illness that requires him/her to miss more than six (6) days with a parental excuse. If this should happen to your child, please contact the Pupil Personnel Director at 270-788-3910.

### **General Provisions**

1. Each student, regardless of grade level, may not accumulate more than a total of six (6) unexcused absent or tardy events during a school year.
  - a. After three (3) days of accumulated unexcused absences (or first truancy), a contact by phone, letter, or in person by school level staff, (Guidance Counselor, FRYSC, or Principal) may be made with the parents notifying them of the truancy and a copy of the attendance profile. Documentation will be kept in Infinite Campus.
  - b. After four (4) days of accumulated unexcused absences, the school will notify the parent via letter or home visit as a plea to correct the truancy problem. The school will also refer the student to the Family Resource Youth Service Center Coordinator to assist in finding a solution to the attendance issue.
  - c. Parents will receive a final notice of impending legal action from the Director of Pupil Personnel (DPP) via a letter or home visit if the student accumulates five (5) unexcused absences with a copy of the attendance profile. Additional unexcused absences could result in court action for educational neglect against the parents and/or truancy petition being filed against the student.
  - d. When a student exceeds 10 medical statements, the parent/guardian may be requested to attend a health support conference with the school attendance intervention team for the purpose of:
    - i. Determining the need for documentation regarding a chronic health condition.
    - ii. Addressing the student's academic status.
    - iii. Determining the possible students needs.
    - iv. Each case will be reviewed on an individual basis.
2. Perfect Attendance awards will be given only to those students who have been neither absent or tardy.
3. 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.
4. No student shall be dismissed early from school without permission from the principal or his designee. Any student who leaves the school grounds without permission from the principal shall be subject to appropriate disciplinary action. The absence from class will be counted as unexcused. All students must comply with the sign out regulation. \*Refer to the attendance policy for definitions.

5. In accordance with District Board Policy 09.123, the designated person shall report to the Principal's office and sign the entry/exit log for the student's release.

### **Reporting Absences/Tardies**

All students must be in compliance with the Kentucky Compulsory Attendance laws and statutes. When a student must be absent from school, it is the responsibility of the parent/guardian to contact the school before 10:00 A.M. to report the absence and the reasons for the absence.

It is important to understand that the primary purpose for calling is to make the school aware that the parent/guardian is aware that their child is not in school. **The telephone call alone does not mean the student will receive an excused absence.** Reported absences or tardies will be recorded as "unexcused" by the attendance clerk. These events will only be recorded as excused when a note is presented on the day following the last absence or tardy, that meets one of the criteria listed under the heading "Examples of Excused Absences" and contains the date, student name and reason. **All tardy students must obtain an admittance slip from the office before going to class.**

### **Examples of Excused Absences/Tardies Parent Notes**

Parent Notes (Total of 6 for the year) [Note is required within 24 hours of returning to school]

1. Student's illness not severe enough to require medical attention, but still requiring, in parent's or guardian's judgment, absence from school.
2. Family emergencies (with prior notification) limited to immediate family (Mother, Father, Guardian, Brother, Sister, Grandparent, Aunt, Uncle)
3. Severe illness in the student's immediate family (Mother, Father, Guardian, Brother, Sister, Grandparent, Aunt, Uncle)
4. Death in the family when note is accompanied with Obituary or Funeral home publication.
5. Driver's license exam and Permit exam.
6. Any other event involving the student, or the student's immediate family, of such a serious nature that it, in the student's parent's or guardian's judgment, prevents the student from engaging in routine day to day activities such as school attendance.
7. Unforeseen circumstances as approved by the principal.

School nurse's recommendation that the student be sent home for illness will be excused.

Doctor's note (when accompanied by a signed note from the treating doctor showing the date of treatment, time of treatment and the date they may return to school.) Only 8 excuses from a doctor will be accepted initially.

Following the 8<sup>th</sup> doctor note, parents will need to secure a Medical Excuse Form from the attendance clerk in the school Office and have it completed by the appropriate medical practitioner.

Severe Illness. Some students may have a chronic illness which requires multiple days out of school. Parents may receive a Statement of Severe Illness for the doctor to complete for these, and this form will remain on file for one (1) year.

Court appearance by the student (when accompanied by a note from the student's attorney or a copy of the court document showing the required appearance)

Medical reasons as determined by an emergency room or urgent care document (when accompanied by a signed note from the treating doctor and hospital form). These will count toward the eight doctor notes.

Head Lice (4 days per year) the school nurse will need to approve their return.

Athlete Tournament Attendance (2 days per year) for students competing at regional or state events.

College day (Graduating Seniors only) (2 days with approval of Guidance Counselor and documentation from the College)

Educational Enhancement with prior approval from building principal. This opportunity may include, but not be limited to, participation in an educational foreign exchange program or an intensive instructional, experiential, or performance program in one (1) of the core curriculum subjects of English, Science, Mathematics, Social Studies, Foreign Language, and the Arts. This opportunity will not be allowed during the State or District testing periods.

Armed Forces day - one (1) day prior to departure of parent/guardian called to active military duty and one (1) day upon the same persons return

### **Examples of Unexcused Absences**

- Working
- Missed Ride
- Missed or suspended from bus
- Overslept
- Out-of-town
- Any other reason not noted in Examples of Excused Absences

### **Unexcused Absences Procedures**

1. During the first week of school the principal or DPP will address the student body regarding Attendance, Truancy and the Educational Process.
2. Students who acquire three unexcused absences or tardies will receive a letter from the Board of Education and meet with the DPP. If a student has acquired four unexcused absences or tardies, they will meet with the Family Resource Coordinator for possible help and or services.
3. Should a student obtain their fifth unexcused absence or tardy, they will receive a final notice from the DPP by certified mail or personal delivery and every attempt will be made to make a home visit by the Family Resource Center or DPP to discuss the problem and make them aware of what will happen should they acquire the sixth unexcused absence or tardy.
4. When a student has reached their sixth unexcused absence or tardy, charges will be filed with the Breckinridge County Attorney.

On each day of an absence, the school will attempt to reach the parent by phone. 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.

### **Unexcused Tardy Procedures**

On the third unexcused tardy, a reminder letter will be sent from the Board of Education to the parents to warn of the consequences and will meet with the assistant principal. On the fourth unexcused tardy, the Principal will conduct action that is deemed necessary (detention, loss of driving privilege, etc). On the fifth unexcused absence, the parents will be sent a Final Notice by certified mail, return receipt requested or personal service by the Director of Pupil Personnel. Parent will have the opportunity to meet with the Director of Pupil Personnel to review the consequences. Upon the sixth unexcused tardy, charges will be filed with the Breckinridge County Court System. Once charges are filed, parents/students will not be allowed to sign the student out to home school or to allow them to drop out of school.

### **Early Vacation/Extended Time**

The school calendar is published early enough that parent are expected not to remove their children during school or school days preceding school breaks. Parents also need to be aware of the dates which mark the end of each grading period.

### **Interventions**

- 1) Court Designated Worker
- 2) Cabinet for Social Services

- 3) Teacher
- 4) Family Resource Coordinator
- 5) Director of Pupil personnel

#### **Office of Breckinridge County Attorney**

- Parents of students ages 6-16 will be prosecuted by the County Attorney's office to include fines and a probation period of two (2) years. All subsequent violations will result in contempt of court resulting in additional fines and or jail time.
- Students ages 12-16 will be diverted to the Court Designated Worker on the first offense to include diversion a probation period of two (2) years. All subsequent violations will result in contempt of court with juvenile charges of detention, and parental charges of fines and or jail time.
- Students age 17 thru 21 will be prosecuted by the County Attorney as adults with charges including fines and/or detention time. Parents of these students may be prosecuted if reasons dictate.

#### **Make-up Work**

Students who are absent for a percentage of a school day or for a particular class and who are for any reason required to do makeup work for the missed time must do so in accordance with the provisions of this Policy.

- (1) All make-up work for excused absences or tardies will be arranged through the teacher of the missed class (es), and the work made up at any time other than normal class time. Credit will be given for this work.
- (2) All make-up work for unexcused absences or tardies may be completed, with no credit given for the work.
- (3) In each instance, students will be given one (1) day for each day's or class period's work missed. This includes tests. For example, if a student misses three (3) consecutive days of school, he/she will be given three (3) school days to make up the work, with the work due on the fourth (4<sup>th</sup>) day. If a student misses three consecutive class periods in one class, he/she will be given three (3) meetings of that missed class to make up the work, with the work due on the fourth (4<sup>th</sup>) class meeting.
- (4) If a student is absent from school for disciplinary reasons, he/she will be allowed to make up the work missed but will not be given credit for it.

#### **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.

#### **Appeals Procedures**

Once a student has exceeded the allowed number of absences and been notified of disciplinary action, the student and/or parent may appeal to the Director of Pupil Personnel within three days. A committee will be formed to review, in an informal hearing, if the absences are satisfactorily justified. If the student and/or parent are not satisfied with the results of the hearing, they may request to present their case to the superintendent for a final decision. It is suggested that the student/parent first meet with the school principal to resolve the attendance issue.

Notwithstanding any other provision of this Policy, students whose absence is determined to actually have "skipped" class or classes, with or without permission of their parent(s) or legal guardian, will be dealt with in accordance with the student discipline code.



#### **2. Accidents**

All accidents occurring at school or on the way to and from school shall be reported to the office at once. First aid may be provided at school. An attempt will be made to notify parent(s) or guardian(s) if the injury appears serious.

#### **3. Accident Insurance**

The Cloverport Board of Education will provide insurance coverage for each child in the Cloverport School system. This insurance covers injuries that occur at school or in traveling to and from school. It also covers students while on their way to and from or while participating in a school-sponsored extra-curricular activity.

#### **4. Admittance to Class After Being Absent**

All absences must be checked through the attendance clerk. No student who has been absent is to be admitted to class without a signed excuse from the attendance clerk. The student is to obtain this signed excuse and be in class before the bell rings at 7:50 AM; otherwise, the student will be considered tardy.

### **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.

#### **Arrival, School Start and End Times, School Calendar Information**

In the morning, parents will enter the Cloverport School grounds and proceed to the front entrance of the school for drop off. Students will be carefully monitored on their path from the vehicle into the building. The school building will open at 7:30 am. No students should be dropped off before that time, nor should any student be in the hallways or classrooms before 7:30 a.m. The school day officially begins (classes start) at 7:50am and the school day officially ends at 2:40pm. The official school calendar for the 2016-2017 school year is posted on the district website and copies are available at the school office. The calendar is subject to change due to severe weather or unexpected events.

#### **Dismissal**

Parents should proceed to the front entrance of the school 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.

Car riders and student drivers will be dismissed at the 2:40 p.m. bell. All car riders must be picked up at the front entrance of the school. Bus riders and walkers will be dismissed after all elementary bus riders have loaded the buses.

### **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.

### **PROHIBITED ITEMS**

Students may not possess the following items on school property without the explicit permission of a teacher or administrator.

1. CD Players, iPods, MP3 players, earphones, or any other electronic personal entertainment device. (Excluding school chromebooks)
2. Gambling devices: dice, playing cards, poker chips, etc.
3. Drugs, alcoholic beverages, cigarettes, inhalants, cigarette lighters, e-cig devices, matches, tobacco products, and look-alikes.
4. Explosive devices including firecrackers, fireballs, stink bombs, etc.
5. Gang paraphernalia, such as rags/bandanas/etc.
6. Weapons, look alike weapons, knives (of ANY length), screwdrivers, and/or other items designed to easily cause physical harm.
7. Medication or pills.
8. Animals, pets, etc.

### **Assemblies**

Assembly programs will be conducted periodically. Students will go to assembly programs under the supervision of the teacher for that respective class period. Students and teachers will sit together as a class during the program. All students are required to maintain a courteous and respectful attitude during assemblies.

### **Bicycles, Skateboards and Rollerskates**

Bicycle racks are not provided at school. Skateboards, rollerskates/blades, wheeled backpacks and wheeled shoes are not permitted on campus.

### **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.

### **Building Hours**

Students should not arrive at school before 7:30 AM. The doors will stay locked until then. The building will be closed at 3:00 PM 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.

### **Public Library**

The public library is open each day from 12:30-5:30 PM. The library is open to **students only** prior to that time.

### **Buses**

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. Emergency Evacuation drills will be held throughout the year. Students should have a note from home and take it by the office on the morning they need to be picked up/dropped off at a different location. Required

information is as follows: student's name, date, your signature as parent/guardian, location to be picked up/dropped off and phone number to verify note.

This policy lists unacceptable behavior and the consequences students face for misbehaving aboard a school bus. The purpose behind this policy is that the school bus is an extension of the classroom, and the district is responsible for establishing policies to deal with reporting and follow up on behavioral and disciplinary issues. 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.

**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.

### **Dismissal From Class**

The following procedures must be followed if a student leaves school early because of illness or some valid reason:

- A. The student must be dismissed through the attendance clerk.
- B. The student must arrange to be picked up in the office by a parent or guardian.
- C. The student may leave only with parents or those persons whose names are on the student's emergency procedure list. Valid identification may be required.

### **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.

### **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.

### **Middle School 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.

### **Hall Pass**

Students are not permitted in the halls during class periods unless they are accompanied by a teacher or have a hall pass from an authorized staff member.

### **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.

### **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 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 obtaining and 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.

#### **Notes from Parents**

All notes from parents to school personnel are to be turned in to the office by 8:00 AM. Students are not permitted to bring notes to the office at any other time during the day.

### **FFHS Personal Appearance/Dress Code/Standard of Dress**

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.

#### **Enforcement**

Principals and teachers shall enforce the dress code. In any instance involving clothing not specifically included in the regulations or involving variations of clothing covered in the regulations, the administration shall interpret this policy.

Expectations of the "Standard of Dress" not met will have the following consequences:

Any student not meeting the standard will be sent to the office for an administrative conference. Possible consequences are the following:

- A. Discipline procedure/Student Conference
- B. Parent Conference
- C. In-school Suspension
- D. Out of School Suspension

#### **General Statements**

Modesty and the avoidance of distracting influences are to be the key to dress. The wearing of any attire, jewelry, cosmetics, or any unsanitary body condition, which in the judgment of the principal significantly disrupts schoolwork, interrupts scholastic endeavors, or threatens the health of other pupils and/or staff members, is prohibited.

#### **Head Dresses**

Hats, caps, combs, earmuffs, and bandanas shall not be visible, carried, or worn in school unless they are necessary for health or safety purposes. Hoods cannot be worn over the head while inside the building. A doctor's note must be presented before these items can

be worn.

### **Eye Wear**

Sunglasses shall not be worn inside the school building without a medical excuse. A doctor's note must be presented beforehand.

### **Shirts and Tops**

Shirts must be buttoned at all times. No belly shirts. When you raise your arms above your head, skin should not show around the waist area. All shirts/tops must have sleeves. No sleeveless garments can be worn to school, including dresses as an outer garment. It is permissible to wear a sleeveless garment if it is worn over a shirt with sleeves (for example: a sleeveless vest or basketball jersey may be worn as long as a shirt with sleeves is worn underneath). Shirts/tops shall be worn at an appropriate length, no midriff or undergarments should be revealed at any time during the regular movements of the school day (for example: standing, sitting in class or the cafeteria, etc.). Low cut tops exposing too much of the chest are not permitted. Lace shirts, see-through shirts, tank tops, low-cut shirts, and other sleeveless shirts are not allowed. This includes open back, lace back, and other revealing garments.

### **Shorts and Skirts**

Length of shorts, skirts and dresses (including top of slit) must reach mid-thigh

### **Pants**

Leggings/ Cropped Leggings/ Jeggings/ Yoga Pants/ Compression Pants are permitted, but top garment MUST completely cover student's entire bottom and be at least the same length or longer around entire garment.

Tights may be worn with appropriate length skirt, dress or shorts (see above).

Pants must be worn at waist level.

Clothing with holes above the knee is permissible only when the skin cannot be seen.

### **Sleepwear and Swimwear**

Students shall not wear swimwear or sleep wear. Pajamas (shirt, pants, or entire outfit) are not to be worn to school as clothes.

### **Jewelry and other accessories**

No accessory may be worn that has spikes or sharp points (spiked dog collars, bracelets, etc.) or deemed inappropriate by the administration (chains, straps, etc.)

### **Shoes**

All students shall wear shoes at all times. House shoes may not be worn.

### **Offensive clothing**

Patches, emblems, and clothing suggesting or depicting vulgarity, sexually explicit materials, profanity, gang signs, violence, alcoholic beverages, tobacco products, or illegal substances shall not be permitted.

The wearing and displaying of clothing and/or accessories that are deemed by the administration to be a "put down" to other races/groups is prohibited.

Any garment deemed to be detrimental to everyday operation of the school is prohibited.

***ALL DRESS CODE ISSUES WILL BE HANDLED BY ADMINISTRATION.***

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).

**Posters**

No posters, placards or notices are to be posted anywhere in the building without prior approval of the principal.

**Promotion and Retention**

Middle school students failing to make adequate progress may be retained in their current grade level.

**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.

**Tardies**

Students arriving at school after 7:50 am must secure a tardy slip (excused/unexcused) from the attendance clerk. Every three (3) unexcused tardies will result in an ISS/morning detention referral.

**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.

Middle school students may not have guests at lunch.

### **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 (270-788-3388) 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.

### **Public Display of Affection**

Students are prohibited from engaging in public displays of affection (kissing, hugging, holding hands, improperly touching other students, sitting on laps, etc...) at any time while on school property or while attending a school activity at another location. Students observed conducting this type of behavior will be reminded of the school policy. Any further behavior will result in appropriate disciplinary action.

### **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 or the principal 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.

**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.

**Morning Detention:** Morning Detention begins at 7 am and is located in the Ace Academy Area.

**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.



# Cloverport Independent School District Bullying Policy



## 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 before mentioned 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 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.**



## **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. Charles Proffitt, 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 (Charles Proffitt), Cloverport Board of Education, 214 Main Street, Cloverport, KY 40111 or by calling 270-788-3910.

## **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.



## Division of Pupil Transportation Safety Program



### 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.

## **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 Educational 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:

Mike 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:

Keith Haynes, Director of Pupil Personnel  
Cloverport Independent Schools  
301 Poplar Street  
PO Box 37  
Cloverport, KY 40111  
270-788-3388

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** **2014-2015 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,

Nathan Moore  
District IPM Coordinator

(270)788-3388



## Cloverport Independent School District Student Policies on Electronic Resources



### 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. All classrooms have a teacher workstation and many have a student workstation with 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 email 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. Email Accounts

- A. All teachers have individual email 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.cloverport.kyschools.us](http://www.cloverport.kyschools.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.



## Cloverport Independent School District Technology User Agreement



The Cloverport Independent School District has initiated a 1:1 Technology initiative, 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 6-12 will be allowed to take their designated Chromebook home to continue school work. Use of the Chromebook will be monitored by administration to gauge effectiveness of use in the classroom. **Please remember that Chromebooks 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 Chromebook falls under the district's Acceptable Use Policy for technology. Internet and Chromebook 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 Chromebook in any way other than instructed by administration or school personnel.
- Apply marks, stickers or other decoration to the supplied cover.
- Exchange Chromebooks with another student.
- Clear or disable browsing history on the device.
- Disable the Chromebook 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 Chromebook:**

- Use a soft, lint-free towel to clean the screen—do not use spray or liquid cleaners.
- Make sure hands are clean before using Chromebook.
- Keep Chromebook away from food and drink.
- Use only the included charger and a standard outlet to charge your Chromebook. Charge daily.
- Report software/hardware issues as soon as possible.
- Keep the Chromebook 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 Chromebook using cloud storage. Every Student has a Google account with access to google drive. 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 email address [firstname.lastname@stu.cloverport.kyschools.us](mailto:firstname.lastname@stu.cloverport.kyschools.us)

Password: Cisd + Lunch Code

**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 Chromebook. Students taking the Chromebook from school property must sign and submit the User Agreement Application as well as the program fee. Student use of the Chromebook off school grounds may be revoked at anytime by administration. If the privilege of using the Chromebook is revoked, no refunds will be given.



**Cloverport Independent School District**  
**Technology Discipline 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 Chromebook unless otherwise directed by administration
- Not have the Chromebook out around food/drink (breakfast, lunch, snacking)
- Not leave the Chromebook 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 a 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 Chromebook 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 a Chromebook at any time.
- Teachers reserve the right to limit Chromebook use during class.
- The Chromebook is the property of the school district.

**Related Costs:**

- Program Fee: \$20
- Loss or Destruction: \$195
- Damaged/Lost Charger: \$20
- Damaged Battery: \$70
- Damaged Camera: \$50
- LCD screen: \$35
- Back Cover: \$30
- Bottom Cover: \$30

**Reminder of No Privacy Guarantee:**

School district personnel have the right to access information stored in any user directory, on the district owned device or district email on any device. 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 Schools**  
**Technology Initiative**  
 School Provided Device

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 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 Current School Year or date of un-enrollment (See School Calendar)</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 Device Replacement:</b></p> <p>Lost or beyond repair: \$195.00          LCD Replacement: \$35.00          Damaged/Lost Charger: \$20.00          Battery: \$70.00          Camera: \$30.00          Keyboard: \$45.00          Back Cover: \$30.00          Bottom Cover: \$30.00</p>	<p style="text-align: center;"><b>Notice:</b></p> <p>**If a student is unenrolled with the Cloverport Independent School, this technology agreement becomes null and void on that date.  <b>**There are no refunds once this agreement becomes active on the date the Technology is issued to the student.</b>  <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 K-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:_____)

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 (Elementary Only K-3) \_\_\_\_\_ 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.