

Cloverport Independent School

Elementary Edition



Student Handbook

2021-2022

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 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

Every student will receive a digital copy of this handbook via school email, and it then becomes the responsibility of the student to share it with his or her parents so that both may become familiar with the policies and procedures of Cloverport Independent Schools. This handbook will also be placed on the school's website.

SCHOOL CALENDAR

August 11	Opening Day for Students
August 23	First Day for Preschool
August 27	No School
September 6	Labor Day/No School
September 14	Parent/Teacher Conferences
October 4-8	Fall Break
November 24-26	Thanksgiving Holiday
December 20-31	Winter Break
January 17	No School
February 8	Parent Teacher Conferences
February 21	No School
April 4-8	Spring Break
April 15	No School
April 28	Last Day for Preschool
May 19	Last Day for Students

This calendar is subject to change, without public notice, due to inclement weather, school activities, or any other emergency that may occur.

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 person 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.

William H. Natcher Faculty & Staff 2021-2022	
Office Staff	Keith Haynes - Superintendent
Scott Adcock, Principal	Danielle Akridge, Guidance Counselor
Lisa Smith, Secretary/Attendance Clerk	Pat Fuqua, Family Resource & Youth Services Center
Aimee Kemker, Community Education	Dr. Michael Melton, Special Education Director/Dean of Students
Support Staff	
Amy Simmons, School Nurse	Tim Voyles - Program Assistant
Sharon Brown, Instructional Assistant (kindergarten)	Debbi Lamar, Instructional Assistant (pre-school)
Krystal Sebastian - Program Assistant	Amy Bradley - Program Assistant
Nancy Weedman-RTI	
Certified Staff	
Rebecca Smith, Preschool Teacher	, Kindergarten Teacher
Kelly Freeman, 1st Grade Teacher	Leslie Bishop, 2nd Grade Teacher
Rebecca Embry, 3rd Grade Teacher	Audrey Cox, 4th Grade Teacher
Dianne Tindle, 5th Grade Teacher	Kelly Cumpston - Special Education - LCE
Julie Monarch, Special Education Teacher	Catherine Cliburn, Gifted & Talented Coordinator and Librarian
Kristian Kemker, Music	Michaela Reed, Physical Education
Jie Tang - Chinese	Cinda Weatherholt, Speech Pathologist

BUILDING HOURS / ARRIVAL AND DISMISSAL/SCHOOL CALENDAR INFORMATION

Building Hours

SCHOOL CLOSINGS: Official announcements for school closings due to severe weather may be heard on local radio and TV stations, by accessing www.cloverport.kyschools.us. Additionally, the Board of Education and/or school principal utilizes the One Call System to notify parents and students of closings.

BEFORE AND AFTER SCHOOL ACTIVITIES: Students not involved in extracurricular activities or participating in extended-school services should not arrive at the school campus before 7:30 am. Doors will open at 7:30AM. When school dismisses in the afternoon all students should exit the building by 3:00 pm unless they are involved in extracurricular activities or participating in extended-school services. For safety reasons, students arriving early or staying late must always be under the supervision of a faculty or staff member. When arriving at school, all elementary school students are required to report to their classrooms.

School Calendar Information: The official school calendar for the 2021-2022 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: 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.

DAILY TIME SCHEDULE

7:30 am Doors Open – students prepare for first class

7:50 - 2:40 pm Instructional/Class Time

2:40 pm Dismissal

ATTENDANCE POLICIES AND PROCEDURES

Attendance is essential to a student's success in school. All students must be in compliance with the Kentucky Compulsory Attendance laws and statutes as required by [KRS 159.150](#).

ATTENDANCE POLICY

Research indicates a strong relationship between attendance and school success. All Cloverport Independent Schools students are expected to be in attendance 95% of the time for a school term. To meet this expectation, the total number of unexcused absences shall not exceed six (6) for the school year.

Absence 1-6 The first six (6) absences may be excused with phone call and note from parent/guardian as indicated below.

Absences over 6 May be considered an excused absence as indicated below. Students will be notified after the 6th day absent about the need for doctor's statements for additional absences.

Excused Absences: Up to six (6) absences for the following valid reasons may be excused (anytime during the year) provided they are verified by phone and/or writing (school preference) by the student's parent or guardian within (5) days of the student returning to school. Any absence after six (6) call-ins and/or written notes (school preference) must have verifiable evidence that the absence was for a valid reason for it to be excused. Examples: written doctor or medical personnel excuse in case of sickness, death notice or funeral home card in case of death in the family, or court excuse in cases of mandatory court appearances, ticket from Kentucky State Fair or military documentation. Excused absences will only be allowed for the time of the appointment, including transportation to and from the appointment.

1. Death or severe illness in the pupil's immediate family
2. Illness of the pupil
3. Mandated court appearance
4. Religious holidays and practices with prior approval of the Principal
5. Documented military leave
6. One (1) day prior to departure of parent/guardian called to active military duty
7. One (1) day upon the return of the parent/guardian from active military duty
8. Visitation for up to ten (10) days, with the student's parent, de facto custodian, or person with legal custody who, while on active military duty stationed outside of the country, is granted rest and recuperation leave
9. One (1) day for attendance at the Kentucky State Fair
10. Extenuating circumstances that are approved by the school principal.

UNEXCUSED ABSENCES: Students with an unexcused absence will receive a zero for schoolwork missed. The grade will be averaged in with other grades for the grading period.

MAKE-UP WORK: Make-up work shall be permitted for excused absences only. All make-up work must be completed and submitted to the assigning teacher.

Truancy

Pupils are required to attend regularly and punctually the school in which they are enrolled. Recording of absences and tardies shall be made in compliance with the requirements of 702 KAR 007:125

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

Any student enrolled in a public school who has attained the age of eighteen (18) years but has not reached his/her twenty-first (21st) birthday, who has been absent from school without valid excuse for three (3) or more days, or tardy without valid excuse on three (3) or more days, is a truant. Any student who has been reported as truant two (2) or more times is a habitual truant.

For the purpose of establishing a student's status as a truant, a student's attendance record is cumulative for an entire school year. When students transfer from one Kentucky district to another, attendance information from the previous district shall become part of their official attendance record for that school year.

Consequences of Truancy: Students who have been reported as a habitual truant (having six [6] or more unexcused tardies or absences) may be referred to the Court Designated Worker.

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.

CHECK-IN/CHECK OUT

1. Students arriving late must check in at the front desk and get a tardy slip. Students arriving during a class change will be counted absent for classes missed and must check-in before going to class.
2. Parents or guardians must talk to the appropriate school official prior to any student checking out early from school.
3. Parents/guardians coming on campus to check out students must check them out at the front desk. No one other than legal guardians or persons on the student's emergency contact list may check out a person, unless a parent/guardian makes prior arrangement with the appropriate official.
4. Unexcused check-ins and unexcused check-outs will be treated as tardies.

TARDINESS: A student is tardy if he/she is not ready to proceed with the designated activity in the classroom when the tardy bell sounds. This includes checking-in late in the morning or checking out early from any class. On the third unexcused tardy (including tardy to class) and every tardy thereafter that semester, an administrator will assign an after-school detention. Administrators may change detentions to more severe penalties (including suspended driving privileges) for those for whom this behavior is habitual.

Educational Enhancement Opportunities: Students shall be granted as present for up to ten (10) school days to pursue an educational enhancement opportunity (EHO) determined by the Principal to be of significant educational value. This opportunity may include, but not be limited to, participation in an educational foreign exchange program or an intensive instructional, experiential, or performance program in one (1) of the core curriculum subjects of English, science,

mathematics, social studies, foreign language, and the arts. Unless the principal determines that extenuating circumstances exist, requests for date(s) falling within state or district testing periods shall not be granted. The principal's determination may be appealed to the Superintendent/designee whose decision may then be appealed to the Board under its grievance policy and procedures. Students who are counted present according to the EHO under this section shall have the opportunity to make up school work missed and shall not have their class grades adversely affected for lack of class attendance or class participation due to the EHO.

Early Vacation/Extended Time: The school calendar is published early enough that parents 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.

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.

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. Please contact the Principal or Director of Pupil Personnel for Home Hospital information.

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.

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 they reside. Each student's application will be reviewed every year.

Alcohol/Tobacco/Drug Abuse

No pupil shall purchase, possess, attempt to possess, use, be under the influence of, sell, or transfer any of the following on or 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.

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 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 (must be taken to the nurse's office in correct container).
8. Animals, pets, etc.

These articles and any others determined to be detrimental to the normal operations of a school day may be confiscated and appropriate disciplinary action taken. Items confiscated will be 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, including cell phones. Earbuds/headphones may not be visible in the hallways. Teachers may give permission to use during their class/instructional time. Once a student enters the hallway, earbuds must not be visible.

Student Life

Assemblies: Assembly programs may 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 Roller skates: Skateboards, roller skates/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/school nurse/ food service coordinator if you need more information.

BREAKFAST AND LUNCH POLICIES

The Federal Government has a requirement that a certain percentage of those receiving free or reduced lunches must provide proof of income to the school. The selection process is done by a random selection or by guidelines provided by the Federal Government. Those randomly selected will be notified.

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.

Lunchroom and Hallway expectations:

Students are expected to display appropriate behavior in the hallways and in the lunchroom at all times. Failure to do so will result in Level 1 or 2 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 student possessions alone.

CELL PHONE / TELECOMMUNICATION DEVICES

Purpose: To establish the basic structure for the use of electronic devices owned by students in school. **Policy:** This policy is intended to ensure that personal electronic devices on district and school property do not interfere with the learning, safety, and well-being of students and staff.

Cell phones/Telecommunication Devices are allowed at CISD but are limited to teacher discretion within the classroom. For the purposes of this policy, a personal electronic device is any device that emits an audible signal, vibrates, displays any message or video image, or is otherwise capable of sending, receiving, emitting, photographing, recording, storing or displaying any type of audio or visual communication, files, or data. This includes, but is not limited to, cellular phones, smartphones, earphones, headphones, camera phones, camera devices, video and audio recording devices, digital recording devices, scanning devices, personal digital assistants (PDAs), MP3 players, iPods, iPads, tablets, computers, radios, pagers, over the ear headphones (noise canceling style), any device that allows the possessor to access the Internet, or any similar device or any accessories to such devices such as earphones and Bluetooth devices.

There is no reason that a student should need to use a cell phone during the regular school day outside of an emergency. In any instance requiring an emergency communication with a student, our school will immediately assist the student, a parent, or other responsible adult with that situation by using a school telephone. All classrooms are equipped with a landline.

This policy does not apply to school-issued devices. Students may possess or use personal electronic devices on school property, on school buses, or at school-sponsored events according to the following guidelines: • Before school until the beginning of the school day (7:50 AM).

- During a student's lunch period (Frederick Fraize High School students ONLY).
- After school as signaled by the 2:40 tone ending seventh period class.
- With teacher permission within the classroom setting.

The principal may revoke this policy at any time this policy is being abused or the school has too many violations.

Personal electronic devices may not be used to cause any disruption in the educational process or for unethical or illegal purposes. Prohibited uses include, but are not limited to, cheating on assignments and/or tests, harassing or bullying others, and taking or distributing unauthorized photographs or recordings of other people. Personal electronic devices may not be used to access any obscene, threatening or otherwise inappropriate material via any form of electronic communication. Live Streaming or social media posting during the school day is not allowed and

automatically violates the electronic device policy. Personal electronic devices may not be used for any activity prohibited by the CISD Code of Conduct, to circumvent Cloverport Independent Schools network security or for any unauthorized access to or inappropriate use of the CISD computer network. CISD will not be responsible, or liable for, the theft, loss, data loss, damage, destruction, misuse or vandalism of any student's personal electronic device brought onto CISD property. However, school personnel will have the authority to make exceptions to allow students to use personal electronic devices for instructional purposes within the confines of the classroom.

If a student is found to be in violation of the Cell Phone Policy, the personal electronic device (cell phone, etc.) will be confiscated by school personnel. Refusal by a student to surrender the device is not an option. In accordance to Cloverport Independent Schools Policy Cell violations are:

- First violation - may be returned to a parent before/after school or if time permits during the school day- will be documented in the google minor form
- Second violation - loss of electronic privileges for 5 school days and lunch detention – will be documented in the google minor form
- Third violation - will not be returned until the end of the semester regardless of contracts, monthly payments, difficulty of circumstances, etc. Will be documented in the google major form and will follow discipline grid.

* It is advised that parents make arrangements with administrators to pick up their child's electronic device.

Discipline:

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 action 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.

ELEMENTARY SCHOOL LEVELS OF STUDENT MISCONDUCT

Level 1: Minor misbehavior that impedes orderly classroom procedures or interferes with the orderly operation of the school. (Examples may include but are not limited to: excessive talking, out of seat, failure to complete assignments, refusal to carry out staff directions).

Level 2: Misbehavior that occurs frequently or the seriousness tends to disrupt the learning climate of the school. (Examples may include but are not limited to: continuation of Level I misconduct, inappropriate notes/messages, pinching, insulting remarks, bus misconduct, abusive language, failure to keep hands and feet to self).

Level 3: Acts directed against persons or property, but the consequences do not seriously endanger the health or safety of

others in the school. (Examples may include but are not limited to: continuation of Level II misconduct, stealing, threats to others).

Level 4: Acts which result in violence to another person or property or which pose a direct threat to the safety of others in the school. (Examples may include but are not limited to: continuation of Level III misconduct, bullying/harassment, assault/battery, possession of dangerous weapon, possession of unauthorized substances).

Documentation procedures: Each early primary classroom (k-2) will have a behavior clip chart consisting of 7 colors, each late primary classroom (3-5) will have the same color chart minus Orange:

- Purple – Lead by example, going above and beyond expectations
- Blue – Excellent job completing work and helping others
- Pink - Great job doing everything that is asked
- Green – Ready to learn
- Yellow – Think about it
- Orange - Refocus and Regroup
- Red – Office

Every student will start out on green at the beginning of every day, and will have the opportunity, based on their actions and choices to clip up or down. Even if a child clips down throughout the day, they can always clip up based on their actions and choices. If a child clips down to red, the teacher will document that in the google minor form –a clip down to red will result in a visit to the office to complete a refocus form and parent/guardian contact. Any student having to complete 5 refocus forms within the same month will result in a write up documented in Infinite Campus along with parent contact and appropriate disciplinary action. Parents will be notified of clip progress daily via the student folder with a clip chart, the student will be responsible for coloring where they completed the day on the clip chart. Classroom teachers will determine rewards and discipline based on clip progress and notify parents.

See discipline grid for further explanation.

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

In-School Detention (ISD): ISD 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. ISD placement is typically 1-3 days. Parents will be notified of ISD 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 ISD 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 ISD, 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 administration 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.

Level III- (major safety violations) harassment, using a laser pointer, weapons, vulgarity, bullying, fighting, alcohol, drugs, tobacco, vandalism	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.
Level II- (minor safety violations) standing, moving from seat to seat, talking on cell phone, failure to obey bus boarding rules	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.
Level I- (conduct violations) talking loudly, disrespect to the driver, teasing/name calling, littering	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).

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.

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.

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 the 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 Procedures

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.

Grading Scales

Kindergarten-3rd 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

4th & 5th 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)	

Harassment/Discrimination

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

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.)

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.

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.

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.

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 student'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 *Refocus Form* 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

1st 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 "Refocus" sheet. Two days ISD or alternative action at administration's discretion. Reflection lesson completed in ISD.

2nd Offense: One – Three day OUT OF SCHOOL SUSPENSION (OSS) and Three days ISD or alternative action at administration's discretion.

3rd Offense: Up to Five days OSS, Saturday School, and Three days in ISD & Diversion Agreement with administration or alternative action at administration's discretion.

4th Offense: File Beyond Control and alternative action at administration'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"> ● Provide appropriate and meaningful assignments ● Explain the homework policy ● Place value on completed homework 	<ul style="list-style-type: none"> ● Take home assignments and materials ● Return completed assignments on time 	<ul style="list-style-type: none"> ● Check if your child has homework and make sure it is completed correctly ● Set aside a time and place for completing assignments without distractions ● Provide necessary materials for completing assignments

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 may be assigned to students in grades 3-5 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. 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. Chains, collars, excessive piercings (other than the ear) are not permitted.
- G. Hoods, bandanas, and other head coverings are not permitted - except for spirit days. .
- H. Any garment deemed to be detrimental to everyday operation of the school is prohibited.

General Appearance

1. Face painting is **ONLY** allowed on specified school spirit days, with **prior administrative approval.**
2. Students are not allowed to darken around eyes significantly or create unnatural appearances with makeup.

Note: Dress code protocol will be monitored during other activities such as: dances, field trips, etc....and corrected at administration’s discretion.

****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 will result in disciplinary action with administrative discretion.**

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.

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 15th 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 the 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 the 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. 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 grounds 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 three years from graduation/enrollment and/or 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.

CHILD FIND

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 impairments, specific learning disabilities, mental disabilities, multiple disabilities, speech and language impairments, physical disabilities, autism, or traumatic brain injuries, and who because of these impairments need specially designed instruction and related services. The district has an ongoing Child Find system, which is designed to find any child or youth, age three through twenty-one 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 Cloverport Independent School District 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 Cloverport Independent Schools find any toddler, child, or youth who may have a disability and need special education and/or related services. The district needs to know the name and date of birth of the child or youth; the name, address and phone number 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 CISD collects the information needed. The information the school district collects will be used to contact parents to determine if referral and evaluation are needed. If you know of a child or youth who live in the district who may have a disability and is not receiving needed services please contact:

Michael Melton, Director of Special Education
Cloverport Independent Schools
301 Poplar Street
PO Box 37
Cloverport, KY 40111
270-788-3388 ext. 224

Child Find activities will continue throughout the school year. As part of these efforts, Cloverport Independent Schools 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.

Integrated Pest Management Initial Notification Form

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

STUDENT POLICIES ON ELECTRONIC RESOURCES

Access to Electronic Resources

1. 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.
2. 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.

Internet Access

1. 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. Overall, 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.
2. 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.
3. 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.
4. 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.

Webmail Access

1. 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.
2. 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.

Email Accounts

1. All teachers have individual email accounts to provide communication among teachers, staff, administration, state officials and parents.
2. 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.

Network Security

1. Students may be assigned a username and password to access certain electronic resources.
2. Students may not share usernames and passwords with unauthorized persons.
3. Students who share usernames and passwords may be held responsible for the actions of those other persons using that username and password.
4. 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.
5. 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.

Vandalism

1. The intentional destruction, damage or defacing of school property is vandalism.
2. The destruction or damage of data, software or other information is also considered vandalism.
3. 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.

Computer Viruses

1. Computer viruses are the most potentially damaging of problems to our electronic resources.
2. 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.
3. 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.

Student Information on the School Website

1. The Cloverport Independent School District maintains a website at www.cloverport.kyschools.us
2. The purpose of the district and school websites is to promote the educational process and communicate information to students, faculty, parents and the community.
3. 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.

ELECTRONIC DEVICE ACCEPTABLE USE POLICY

RIGHTS AND RESPONSIBILITIES: Cloverport Independent Schools provide computer and other internet resources to help support its primary objective to enhance teaching and learning. As a responsible member of the Cloverport community, all students are expected to follow and adhere to the guidelines established below based on common sense, common decency, rules established in the schools of Cloverport Independent, rules established by the Cloverport Independent School Board of Education, and laws of the city, county of Breckenridge, state of Kentucky and the United States of America. Strict adherence to the following guidelines will help insure a positive and productive environment for all students. All students using electronic devices in Cloverport Independent Schools will:

1. Respect others' rights to freedom from harassment and intimidation.
2. Respect and adhere to laws concerning copyright and other intellectual property rights.
3. Follow security restrictions for all systems and information.
4. Use and share computer resources courteously and efficiently.
5. Recognize limitations to the privacy of electronic documents.

USAGE GUIDELINES: The student is held responsible for their actions. Unacceptable uses of the network will result in disciplinary actions set forth by the individual school's administration. Some examples of unacceptable uses are: 1. Using the network for any illegal activity, including violation of copyright or other contacts. 2. Using the network for financial or commercial gain.

3. Degrading or disrupting equipment, software or system performance.
4. Vandalizing the data of another user.
5. Wastefully using finite resources – i. e., downloading software and files not related to educational purposes.
6. Gaining unauthorized access to resources or entities.
7. Invading the privacy of individuals.
8. Using an account owned by another user or destroying or altering material therein.
9. Posting personal communications without the original author's consent.
10. Posting anonymous messages.
11. Downloading, storing or printing files or messages that are profane, obscene, or that use language that offends or tends to degrade others.
12. Creating/editing personal web page using school network.
13. Sending unauthorized email, messaging, or chatting.
14. Gaining access to, viewing or visiting pornographic websites.

INTERNET POLICY: Cloverport Independent School students will be connected to the Internet, providing access to local, national and international sources of information. In return for this access, students have the responsibility to respect and protect the rights of every other user in our community and the Internet. Students are expected to act in a responsible, ethical and legal manner, in accordance with the Cloverport Independent Schools Acceptable Use Policy and the laws of the community and the United States.

ELECTRONIC MAIL POLICY

1. Do not send or attach pornographic, obscene, or sexually explicit messages or pictures.
2. Do not use or transmit inappropriate vulgar, obscene, abusive, or sexually explicit language.
3. Do not reveal your name or any personal information to anyone.
4. Do not establish relationships with “strangers” on the network, unless a parent or teacher has coordinated communication.
5. Do not harass, insult or attack others.
6. Do not access, copy or transmit another’s message without permission.

Note that electronic mail is not guaranteed to be private. People who operate the system do have access to all mail. Messages relating to or of illegal activities may be reported to school and/or civil authorities. Use of electronic mail system other than approved and implemented by the Kentucky Department of Education is prohibited.

VIOLATION CONSEQUENCES: Students violating the acceptable use policies subject themselves to disciplinary measures that may include after school detention, In School Detention, and/or suspension. Additionally, students may be responsible for restitution and may lose their computer privileges for a time determined by the administration.

CHANGE OF ADDRESS OR PHONE NUMBER: It is mandatory for a student or parent to notify the office if a change of address or phone number has occurred. It is very important to keep all records up to date in the school’s files.

LIBRARY MEDIA SERVICES: If a parent/guardian has a concern about how many or which type of library materials may be checked out to their student, they may ask the librarian at each campus to flag that student’s account. A short note will pop up on the computer each time a student checks out materials as a reminder of the parent’s request.

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 21st Century Learning. Students will be using iPads/Chromebooks 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 21st 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

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 any time by administration. If the privilege of using the Chromebook is revoked, no refunds will be given.

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 reserves 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.

Program Fee

(only for grades 6-12)

- \$20 non-refundable fee per school year per device

Effective Coverage/Expiration Dates

- **Effective Date:** Based on the receipt of signed agreement ●
- Expiration Date:** Last Day of School for the current school year or date of un-enrollment

The following incidents will NOT be covered by the school:

- Damage to device and/or its case caused by liquid spills, drops, or other careless events
- Theft
- Fire Damage
- Electrical Surge
- Natural Disasters
- Dishonest, fraudulent, intentional, negligent, or criminal acts: The student/parent will be responsible for the full amount of repair/replacement
- Consumables: Including but not limited to the case, charger, and software
- 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
- “Jailbreaking” or otherwise voiding the manufacturer’s warranty by altering the software.
- Any other action detailed in the Discipline Code
- CISD is not liable for any loss, damage (including incidental, consequential, or punitive damages) for expense caused directly or indirectly to the equipment.

Cost of Device Replacement:

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

Notice:

**If a student is unenrolled with the Cloverport Independent School, this technology agreement becomes null and void on that date.

****There are no refunds once this agreement becomes active on the date the Technology is issued to the student.**

**** YOU MUST COMPLETE THE INFORMATION ON THE BACK OF THIS FORM AND RETURN TO THE CLOVERPORT INDEPENDENT SCHOOLS’ OFFICE.**

Cloverport Independent School District
School-provided Device User Agreement Application
 (One Application PER Student in grades K-12 MUST be filled out)

Name of Student:	
Grade:	
Parent Name:	
Mailing Address:	
City, State, Zip:	
Phone Number:	
Do you have Wi-Fi access at home?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, what type? (Check ONE)	<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. 29

Refocus Form

Name: _____

Date: _____

Grade: _____

Teacher: _____

I engaged in unacceptable behavior by: _____

My behavior caused others to: _____

How can I change my behavior? _____

I am ready to rejoin the classroom - YES _____ NO _____ Why?

Student Signature: _____

Parent Signature: _____

Early Primary Behavior Chart

Student Name: _____

DATE: _____ TO _____

Monday	Tuesday	Wednesday	Thursday	Friday
Purple Lead by Example	Purple Lead by Example	Purple Lead by Example	Purple Lead by Example	Purple Lead by Example
Blue Excellent job	Blue Excellent job	Blue Excellent job	Blue Excellent job	Blue Excellent job
Pink Great Job	Pink Great Job	Pink Great Job	Pink Great Job	Pink Great Job
Green Ready to Learn	Green Ready to Learn	Green Ready to Learn	Green Ready to Learn	Green Ready to Learn
Yellow Think about it	Yellow Think about it	Yellow Think about it	Yellow Think about it	Yellow Think about it
Orange Refocus & Regroup	Orange Refocus & Regroup	Orange Refocus & Regroup	Orange Refocus & Regroup	Orange Refocus & Regroup
Red Office	Red Office	Red Office	Red Office	Red Office

Parents, please sign and place the behavior chart back in your child's take-home folder before Monday morning to acknowledge weekly behavior.

Parent Signature: _____ Date: _____

Late Primary Behavior Chart

Student Name: _____

DATE: _____ TO _____

Monday	Tuesday	Wednesday	Thursday	Friday
Purple Lead by Example	Purple Lead by Example	Purple Lead by Example	Purple Lead by Example	Purple Lead by Example
Blue Excellent job	Blue Excellent job	Blue Excellent job	Blue Excellent job	Blue Excellent job
Pink Great Job	Pink Great Job	Pink Great Job	Pink Great Job	Pink Great Job
Green Ready to Learn	Green Ready to Learn	Green Ready to Learn	Green Ready to Learn	Green Ready to Learn
Yellow Think about it	Yellow Think about it	Yellow Think about it	Yellow Think about it	Yellow Think about it
Red Office	Red Office	Red Office	Red Office	Red Office

Parents, please sign and place the behavior chart back in your child's take-home folder before Monday morning to acknowledge weekly behavior.

Parent Signature: _____ Date: _____

Cloverport Independent Schools Board of Education
301 Poplar Street
Cloverport, KY 40111
Phone 270-788-3388
Fax 270-788-6640

Board of Education

Susan Hendricks – Chair
Joe Lynn Thurman – Vice Chair
Jessica Greenlee – Member
Laura Sims – Member
Christa Glenn - Member

District Personnel

Keith Haynes – Superintendent
Scott Adcock – Principal/Director of Pupil Personnel/Athletic Director/Title IX Coordinator
Pat Fuqua – FRYSC
Laura Shultz – Food Services
Mike Melton – Dean of Students/Director of Special Education
Nathan Moore – Director of Transportation/CIO
Denise Smith – CFO/Human Resources
Linda Thompson – Accounts Payable

