

# **Cloverport Independent Schools**



## **Student Handbook and Code of Conduct 2022 – 2023**

Approved by Cloverport Board of Education



# Cloverport Independent Schools

To the Student and Parent/Guardian:

Welcome to school! Our faculty and staff are looking forward to getting to know you and helping you learn. This handbook will help you get organized and tell you more about our school. You will find all 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 10	Opening Day for Students
August 22	First Day for Preschool
August 26	No School
September 5	Labor Day/No School
September 15	Parent/Teacher Conferences
October 3-7	Fall Break
November 23-25	Thanksgiving Holiday
December 19-30	Winter Break
January 2	No School
January 16	No School
February 9	Parent Teacher Conferences
February 20	No School
April 3-7	Spring Break
April 27	Last Day for Preschool
May 18	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.

## 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](http://www.cloverport.kyschools.us). Additionally, the Board of Education and/or school principal utilizes the Send it System to notify parents and students of closings.

## BEFORE AND AFTER SCHOOL ACTIVITIES

**Students not involved in extra-curricular 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 extra-curricular 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 middle and high school students are required to report to their classrooms. Students driving to school are to **immediately** enter the building and report to the designated areas. Loitering in the parking lot is not permitted to ensure student safety.

## 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



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## SCHOOL RECORDS

**FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT:** The Cloverport Independent School District permits parents to review and inspect any educational records of their child that are collected, maintained, or used by the district. This right shall be passed on to the student at age 18. The district ensures that confidentiality of personally identifiable information of students is protected during collection, storage, disclosure, and destruction of student records.

School officials with a legitimate educational interest will have access to student records. A school official is a person employed by the district as an administrator, supervisor, instructor, or support staff member (including health or medical staff and school resource officers); a person serving on the School Board; a person or company with whom the district has contracted to perform a special task (such as an attorney, medical consultant, or therapist); or personnel assisting another school official in performing his/her assigned tasks. A school official has a legitimate educational interest if the official needs to review an educational record to fulfill his/her professional responsibility.

A parent may submit a request to review records to the principal of the school or other designated school officials. The district will give full access to these records unless school officials have been presented with written evidence of a court order relating to such matters as divorce, separation, or custody that specifically revokes the parental rights of record review/access. The district will comply with records review requests without unnecessary delay and in no case more than forty-five days after the request has been made.

Written policies have been developed which describe the types and locations of school records and the specific procedures available to parents for the review of records, the amendment of or hearing concerning educational records believed to be inaccurate, misleading, or otherwise in violation of the privacy or other rights of the child. Procedures are available for the disclosure and destruction of records. Copies of these policies and procedures may be obtained upon request from the office of the principal or the superintendent.

For convenience and necessity and in accordance with federal regulations concerning the release or transfer of educational records, the Cloverport Independent School System will forward educational records to a school in which a student enrolls or intends to enroll without the signing of a release statement. Parents may obtain upon request copies of the records transferred.

When records are no longer needed to provide educational services, parents may request the destruction of any personally identifiable information, evaluation or records regarding the placement of an exceptional child. Such requests should be addressed in writing to the principal. The district will destroy the educational records of a child without a parent's request after the records have been maintained for three years as specified by the Records Retention Schedule and following the time when the records are no longer needed to provide educational services. The district will maintain a permanent record of a child's name, address, phone number, grades, attendance record, classes attended, grade level completed, and year completed.

Parents have the right to file complaints to the Family Educational Rights and Privacy Act concerning any alleged failures of the district to comply with this act.

**PARENT RIGHTS REGARDING TEACHER QUALIFICATIONS:** Parents have the right, in accordance with state regulations, to request from the principal or superintendent information relating to the certification or qualifications of a student's teacher.

**NOTICE OF DIRECTORY INFORMATION:** The Family Education Rights and Privacy Act (FERPA), a Federal law, requires that Cloverport Independent Schools, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information for your child's education records. However, Cloverport Independent Schools may disclose appropriately designated "directory information" without written consent, unless you have advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow the Cloverport Independent Schools to include this type of information from your child's education records in certain school publications. Examples include:

- A playbill, showing your student's role in a drama production
- The annual yearbook
- Honor roll or other recognition lists
- Graduation programs
- Sports activity sheets, such as for basketball, showing weight and height of team members

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside



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organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two Federal laws require local educational agencies (LEA's) receiving assistance under the Elementary and Secondary Education Act of 1965 (ESEA) to provide military recruiters, upon request, with three directory information categories – names, addresses, and telephone listings – unless parents have advised the LEA that they do not want their child's information disclosed without their prior written consent.

If parents do not want Cloverport Independent Schools to disclose directory information from a child's education records without prior written consent, the parents must notify the School in writing by September 1<sup>st</sup> of each year. Cloverport Independent Schools has designated the following information as directory information:

- Student's name, address, photograph
- Participation in officially recognized activities and sports
- Telephone listing
- Weight and height of members of athletic teams
- Electronic mail address
- Degrees, honors and awards received
- Date and place of birth
- Major field of study
- Dates of attendance
- Grade level
- The most recent educational agency or institution attended

These laws are: Section 9528 of the ESEA (20 U.S.C. 7908), as amended by the No Child Left Behind Act of 2001 (P.L. 017-110), the education bill, and 10 U.S.C. 503, as amended by section 544, the National Defense Authorization Act for Fiscal Year 2002, (P.L. 107-107), the legislation that provides funding for the Nation's armed forces.

## ACADEMICS

**SCHEDULING:** CIS will operate on a 7-period schedule with all classes meeting year-long and providing students the opportunity to earn 7 credits each year. There will be an Aces Time period built into the schedule.

### **GRADING SYSTEM:**

<u>Grade</u>	<u>Percent</u>	<u>Points</u>
A	90-100	4.0
B	80-89	3.0
C	70-79	2.0
D	60-69	1.0
F	0-59	0.0

### **Entrance Level Goals for Incoming 6th Graders - ELA**

#### **Reading - Literature**

- Analyze and explain theme and structure of poems, stories, and dramas.
- Compare and contrast the setting, characters, and events in a story or drama.
- Compare and contrast stories.
- Quote from a text in order to support an answer.
- Identify perspective in a text.

#### **Reading - Informational Text**

- Analyze and explain the central idea of a text.
- Compare and contrast texts.
- Be familiar with multiple types of texts.



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- Quote from a text in order to support an answer.

## **Composition**

- Students should be familiar with the following three types of writing: opinion, informational/explanatory, and narrative:
  - **Opinion**
    - Writing should be clear and coherent.
    - Writing should be organized.
    - Writing should have reasons supported by facts and details.
    - Writing should have transitions.
    - Writing should have a conclusion.
  - **Informational/Explanatory**
    - Writing should be clear and coherent.
    - Writing should be organized.
    - Writing should include facts, definitions, details, quotations, etc.
    - Writing should include appropriate content related vocabulary.
    - Writing should have a conclusion.
  - **Narrative**
    - Writing should be clear and coherent.
    - A narrator or character should help to organize the events in the story.
    - Writing should have transitions.
    - Writing should include sensory details.
    - Writing should have a conclusion to the narration.
- Students should be familiar with the revision process.
- Students should be familiar with conducting short research projects.
  - Be able to use multiple sources.
  - Be able to provide a list of sources.

## **Language**

- Be able to identify and use conjunctions, prepositions, and interjections.
- Be able to identify and use perfect verb tenses.
- Be able to use complete sentences.
- Be able to use correlative conjunctions.
- Be able to use punctuation to separate items in a series.
- Be able to use commas with an introductory element.
- Be able to use commas to set off yes and no, to set off a tag question from the rest of the sentence, and to indicate direct address.
- Be able to use underlining, quotation marks, or italics to indicate titles.
- Be able to use tools such as “Spelling and Grammar Check” to check for errors.
- Be able to combine, expand, and reduce sentences.
- Be able to identify and use figurative language such as similes and metaphors.
- Be able to identify common idioms, adages, and proverbs.
- Be able to identify and use synonyms and antonyms.

**GRADUATION REQUIREMENTS:** All students who meet the requirements for graduation outlined hereafter will receive a CISD Diploma. In addition, all students must have completed the following requirements:

- Have been enrolled and in attendance for a minimum of (8) semesters in high school.
- Have satisfactorily completed all activities such as performance standards, assessment tests, etc., as mandated by the state and local Board of Education.



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Students whose disability precludes them from following the course of required study, as specified in the program of studies, will be awarded a certificate and shall be recognized for achievement at the completion of their specified individual education plan program.

## **Valedictorian/Salutatorian**

At the completion of the senior year, rank in class shall be determined by scholastic grade point average for all graduating seniors.

Students who have Honors with Highest Distinction status shall be eligible for Valedictorian and Salutatorian awards.

The student who complies with the above conditions and accumulates the highest-grade point average when their cumulative GPA is rounded to the nearest hundredth shall be the class Valedictorian.

The student who complies with the above conditions and accumulates the second highest grade point average when their cumulative GPA is rounded to the nearest hundredth shall be the class Salutatorian.

In the event students comply with the above conditions and there is a GPA tie, the students will share that award.

**Review Committee:** A review committee composed of the Principal, counselor and two teachers shall be established to review questions and/or problems relating to the academic honors program.

**Students Who Transfer:** Students who transfer from other accredited high schools before the end of their junior year shall be eligible for designation as Valedictorian, Salutatorian, or honor student.

**Special Awards:** Additional special academic, attendance, and/or achievement awards may be granted to students at the end of the school year.

**Early Graduation:** Senate Bill 61, passed during the 2013 Kentucky General Assembly, provides a pathway to early graduation for students who intend to complete high school in three academic years or less. Beginning with the 2014-2015 academic year, students who complete the Early Graduation requirements (see below) may receive a diploma from their district. Students who graduate in three years or less are also eligible for an Early Graduation Certificate, which they may use the year immediately following high school graduation when enrolling in a SACS accredited Kentucky two- or four- year institute of higher education.

- Early Graduation students require consistent monitoring and counseling to ensure they are on track to complete the early graduation requirement. Regular meetings between the student, family and counselor should monitor and update student progress as required in Section 4 of 704 KAR 3:305.
- The *Letter of Intent* is not binding; students may revert to regular student enrollment with the knowledge they have to meet the District's minimum requirements and that they will not be eligible for the Early Graduation Certificate.

**PARTICIPATION IN GRADUATION EXERCISE:** The following requirements must all be met for a student to participate in the commencement exercises. Seniors must:

- Complete the necessary coursework for the Cloverport Independent Schools diploma by the end of the current spring semester.
- Pay all fines, obligations, return all school or board property such as uniforms, textbooks, etc., and complete all disciplinary and make-up time assignments.
- Complete any work from correspondence courses, virtual high school courses, or work involving the credit recovery program and must have a final grade on file two weeks prior to graduation. This applies only to students enrolled in the above-referenced class.
- Attend graduation practice.
- Dress appropriately and exhibit proper behavior to participate in graduation. The principal has the authority to determine and specify appropriate attire and behavior.



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**Students who have ten (10) or more unexcused days and/or unexcused tardies to class) may not be allowed to participate in commencement (graduation) exercises. Administration has the right to adjust this at any time.**

**SPECIAL EDUCATION:** Cloverport Independent Schools offer services designed to meet the needs of students with disabilities. Programs are available within the district for students with learning disabilities, mental disabilities, developmental delays, emotional and behavior disabilities, autism, speech/language disabilities, hearing impairments, health and physical disabilities, visual impairments, multiple disabilities, and traumatic brain injuries.

Students may be referred by teachers or parents by contacting the principal or guidance counselor. Affected parties will meet to ascertain the presence of a disability and if individual testing is needed. After written parental permission for testing is received, the student will be evaluated at no cost to parents. The principal and/or guidance counselor, special education teacher, parent, regular education teacher, and other necessary school staff will meet to review the evaluations and will determine if special education programming is needed. If the student is determined to need special education services, an Individual Education Plan will be written to outline specific goals for the student. Each student's special education program will be reviewed annually.

**EXTENDED SCHOOL SERVICES:** Cloverport Independent Schools offers extra help for those students who may need or desire such services. The services may occur during school, before school or after school. Exact dates and times will be announced when the school year begins. These services are free and available to all students.

**Middle School Retention:** A middle school student may be considered for retention if they fail three (3) subjects with at least two (2) of said subjects being from required course areas. A student may be required to repeat a subject without being retained for the complete grade.

**High School Promotion Requirements:** A student must have at least this many credits to be promoted to the next grade.

- Sophomore – Completed five (5) credits
- Junior-Completed thirteen (13) credits
- Senior-Completed twenty (20) credits

**GRADE REPORTS:** Students will receive grade reports each nine weeks. Student/Parent/Teacher conferences will be held during the school year.

Students and parents are encouraged to utilize our Infinite Campus home system (when available) to keep regular check of student progress. The system may be accessed from any computer or mobile device with internet capabilities by following these steps:

- Enter [www.cloverport.kyschools.us](http://www.cloverport.kyschools.us)
- Click on Parent Portal Access
- Enter the user name and password. Parents may call the school for help and/or request the information at any time.

## **High School Final Exam Exemptions**

Students can potentially earn Final Exam Exemptions throughout the year. Students are eligible for Final Exam Exemptions if they meet Attendance Policy Guidelines. Students failing a class may not be exempt from that Exam. Exam Exemptions cannot be used for End of Course Exams, other KPREP assessments (like On Demand Writing), Area Technology Center Exams, or Dual Credit courses. Decisions concerning exemptions will be made by the administration and will be final. The descriptions below will clarify requirements and limitations for each exemption:



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**Attendance Exemption:** Students who have Perfect Attendance will earn one (1) test exemption to be used in a class with a C average or higher.

**No Discipline Referrals:** Students who do not receive any discipline referrals may be exempt from one final exam. Students must be enrolled at least 14 weeks (of the 18-week semester) to be eligible for the discipline exemption. Students may earn one discipline exemption per semester, for a total of two (2) for the school year.

**A Exemption:** Students who have an A average for three (3) 9 week grading periods can earn an exemption for that class. For example, if a student earns an A in the first, second, and third 9 week grading periods in English, he can be exempt from his English Final Exam using this Exemption. Students may earn one (1) A Exemptions per school year.

**Benchmark Exemption:** Students who meet all three required benchmarks on the ACT and/or CERT will receive one exemption to use on the Final Exam of their choice. ACT/CERT Benchmarks are listed below. Students may only earn this Exemption one time as underclassmen (9th/10th grades) and one time as upperclassmen (11th/12th grades).

Grade Level	English Benchmark	Math Benchmark	Reading Benchmark
9th/10th grade	15	19	18
11th/12th grade	18	19	20

\*ACT benchmarks can be met any time an ACT test is taken with the national test dates, as well. Visit [www.actstudent.org](http://www.actstudent.org) for dates and registration information. CERT benchmarks can be met on any CERT test administration for that school year.

**High School Final Exam Policy:** Grades earned on End-of-Course exams required for high-school courses designated by Kentucky Administration Regulation shall count as twenty percent (20%) of a student’s final grade in a course. Final exams shall be given in all high school courses and the final shall count as twenty percent (20%) of a student’s final grade. (End-of-course exams shall take the place of the final in designated courses). Traditional, year-long courses shall have a mid-term exam and it shall count as twenty percent (20%) of a student’s semester grade.

**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.

**NO PASS, NO DRIVE POLICY:** The “No Pass/No Drive” statute (KRS 159.051) stipulates that any 16 or 17-year-old applying for a permit driver’s license will be required to have a completed school compliance verification form. The school will submit a report of noncompliance, and subsequently update that report no later than the end of each semester, if any of three conditions occur:

- A 16- or 17-year-old student (with a driver’s permit or license) accumulates nine (9) or more unexcused absences. Note: suspensions count as unexcused absences.
- A 16- or 17-year-old student driver drops out of school.
- A student is deemed academically eligible to drive by passing two-thirds of the credits in which he or she is enrolled at CISD. (I.E. Students must pass a minimum of 5 out of 7 credits based on the current schedule.)

When a student meets the criteria for reinstatement of driving privileges the guidance office will issue notification to the Kentucky Department of Transportation verifying the student’s completion of eligibility requirements.

**TRANSFERS / WITHDRAWALS:** Students *transferring to another school* should report their intentions to the guidance office and their teachers a few days in advance. All school obligations must be paid, and school property must be returned before transcripts can be forwarded. Student’s records may be withheld pending obligation payments and return of books or other school property.

Students *withdrawing from school* must check in all books and any other school property through the guidance office. Students who just notify the school of their intentions to quit and stop attending will be charged for books/items not properly returned.





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Students *transferring* to CISD are scheduled on an individual basis. Transitions from another type of schedule may cause a loss of credits. Students entering CISD who have previously attended a non-accredited school will enter under probationary status. Evaluation by the administration of the student’s transcript and earned credits will determine grade level placement. This evaluation may include testing.

**ACADEMIC HONESTY:** Learning does not occur unless the process which students go through to learn is an honest process that reflects their true abilities as measured by their own efforts. Academic dishonesty is therefore defined as actions such as:

- Claiming the work of another person as one’s own.
- Copying information from another student’s test, examination, homework, theme book report, or term paper.
- Plagiarizing – defined as using another person’s idea, expression or works without giving the original author credit.
- Cheating – which may involve having in personal possession a copy of a test to be given or having been given by a teacher; using the test or notes during a test or examination; talking while taking quizzes, tests, or examinations; looking at another student’s paper, using telecommunication devices to photo tests or using text messaging to send information to another student.
- Failing to follow test procedures or instructions announced by a teacher.

When a teacher determines to his/her satisfaction that an act of cheating has taken place, severe penalties (including the assignment of no credit and/or disciplinary action) will be taken. Parents will be notified.

**EXTRA-CURRICULAR POLICY:** Students will be eligible to participate in competitive extracurricular activities if the following requirements are met:

1. Following the first two full weeks of the Fall and Spring semesters, a student/athlete shall not have a cumulative failing average (F) in 5 out of 7 classes on a weekly basis. Students who do not meet this requirement will be prohibited from participation the following week.
2. Students may be/are ineligible for extra-curricular activities until all disciplinary resolutions have been met. Coaches and the Athletic director may address behavior issues separately.

**SCHOLARSHIP OPPORTUNITIES:** Students have several scholarship opportunities that can be used to help with expenses at any eligible post secondary institution in Kentucky. Parents should encourage their child to do the very best they can in all courses, so they are not only prepared for post secondary but also qualify for scholarship opportunities. The following are scholarships available to qualifying students:

\* **KEES Scholarship** – Kentucky Educational Excellence Scholarships (KEES) is a reward for grade point average and ACT scores that can be used to help with expenses at any eligible post secondary institution in Kentucky. Grades in advanced placement courses are calculated at a higher scale than normal courses. Students do not have to apply for this scholarship; the school will provide the necessary information.

### Local Scholarships Available

<ul style="list-style-type: none"> <li>● Breckinridge County Chamber of Commerce Scholarship</li> <li>● Cecilian Bank Scholarship</li> <li>● Hancock Bank Scholarship</li> <li>● Louise Hook Memorial Scholarship</li> <li>● Labor Management Federal Credit Union Scholarship</li> <li>● George Dean Memorial Scholarship</li> </ul>	<ul style="list-style-type: none"> <li>● Levi Jackson Memorial Scholarship</li> <li>● Frederick Fraize HS Alumni Scholarship</li> <li>● Ronnie Hardin Memorial Scholarship</li> <li>● Sacajawea Festival Scholarship</li> <li>● Breckinridge County Homemaker’s Scholarship</li> <li>● Friends of Cloverport Schools Scholarship</li> </ul>
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- Community Foundation of Louisville  
Dunaway Scholarship

- Central Kentucky Community Action  
Scholarship

**NOTE:** Other competitive scholarships are available from state college and universities as well as from other sources. You may talk to your guidance counselor or your CCR coach for more details on scholarship availabilities.

**Area Technology Center Program:** Sophomores, juniors and seniors who are in good academic and disciplinary standing are eligible to participate in the collaborating program with the Breckinridge County Area Trade Center. Participation in this program requires that sophomores, juniors, and seniors arrive at 7:30 AM each day so that students may get their breakfast and board the bus in time to make it to ATC. Students must also report to school at regular time when Cloverport Schools are in session and Breckinridge County schools are not. Attendance, behavior, and punctuality are requirements for ongoing participation in the ATC program.

## STUDENT POLICIES ON ELECTRONIC RESOURCES

### Access to Electronic Resources

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

### Internet Access

- a. The Internet is a large collection of materials all over the world. They provide a massive resource of educational information and material. However, the Internet also contains material that may be illegal, obscene or express radical political or religious views. 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.
- b. Students are not given unsupervised access to the Internet. All classrooms have a teacher workstation, and many have a student workstation with access to the Internet. Students may not access the Internet in a classroom without the permission of the classroom teacher or the computer lab supervisor. Students must follow the rules set by the responsible teacher. Students must sign a log-in sheet when accessing the Internet. Students may not access computer lab workstations without teacher supervision.
- c. All access to the Internet through the Cloverport Independent School District Wide Area Network is tracked and logged through a proxy server. The logs showing user, time and address visited are monitored on a regular basis.
- d. Inappropriate access to the Internet may be cause to suspend access to Electronic Resources and/or further consequences determined by the Principal, Superintendent and School Board.

### Webmail Access

- a. Many Internet Service Providers and websites provide free email service (Webmail). We are prohibited by state law from allowing students access to webmail services. Webmail sites will be blocked from access by CISD workstations whenever found.
- b. Access of Webmail accounts may be cause to suspend access to electronic resources and/or further consequences determined by the principal, superintendent and school board.

### Email Accounts

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



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

## **Network Security**

- a. Students may be assigned a username and password to access certain electronic resources.
- b. Students may not share usernames and passwords with unauthorized persons.
- c. Students who share usernames and passwords may be held responsible for the actions of those other persons using that username and password.
- d. If a student believes their username and password has been stolen or compromised, they must report this to the District Technology Coordinator as soon as possible.
- e. Sharing assigned usernames and passwords or otherwise tampering with the security of electronic resources may be cause to suspend access to electronic resources and/or further consequences determined by the principal, superintendent and school board.

## **Vandalism**

- a. The intentional destruction, damage or defacing of school property is vandalism.
- b. The destruction or damage of data, software or other information is also considered vandalism.
- c. Vandalism of computer hardware or the destruction/damage of electronic resources may be caused to suspend access to electronic resources and/or further consequences determined by the principal, superintendent and school board.

## **Computer Viruses**

- a. Computer viruses are the most potentially damaging of problems to our electronic resources.
- b. The intentional creation and/or spreading of computer viruses is dangerous, inappropriate and illegal. Violations of this type will be dealt with in the strongest manner possible, including legal action.
- c. The intentional creation and/or spreading of a computer virus will be cause to deny all further access to electronic resources and/or further consequences determined by the principal, superintendent, school board and legal authorities.

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

- a. The Cloverport Independent School District maintains a website at [www.cloverport.kyschools.us](http://www.cloverport.kyschools.us)
- b. The purpose of the district and school websites is to promote the educational process and communicate information to students, faculty, parents and the community.
- c. The names and/or pictures of individual students will not be published electronically without the permission of the parent or legal guardian of that student. Agreement to the Student Disciplinary policy will constitute permission to publish the name and/or picture of the student to the school website, unless the parent submits a letter to the school stating otherwise. Information about students obtained from public events, contained in public reports or from official school publications is exempt from this policy and may be used on the website.

## **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:

- a. Respect others' rights to freedom from harassment and intimidation.
- b. Respect and adhere to laws concerning copyright and other intellectual property rights.



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- c. Follow security restrictions for all systems and information.
- d. Use and share computer resources courteously and efficiently.
- e. 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:

- a. Using the network for any illegal activity, including violation of copyright or other contacts.
- b. Using the network for financial or commercial gain.
- c. Degrading or disrupting equipment, software or system performance.
- d. Vandalizing the data of another user.
- e. Wastefully using finite resources – i. e., downloading software and files not related to educational purposes.
- f. Gaining unauthorized access to resources or entities.
- g. Invading the privacy of individuals.
- h. Using an account owned by another user or destroying or altering material therein.
- i. Posting personal communications without the original author's consent.
- j. Posting anonymous messages.
- k. Downloading, storing or printing files or messages that are profane, obscene, or that use language that offends or tends to degrade others.
- l. Creating/editing personal web page using the school network.
- m. Sending unauthorized e-mail, messaging, or chatting.
- n. 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:**

- a. Do not send or attach pornographic, obscene, or sexually explicit messages or pictures.
- b. Do not use or transmit inappropriate vulgar, obscene, abusive, or sexually explicit language.
- c. Do not reveal your name or any personal information to anyone.
- d. Do not establish relationships with "strangers" on the network, unless a parent or teacher has coordinated communication.
- e. Do not harass, insult or attack others.
- f. 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 systems 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.



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## TECHNOLOGY USER AGREEMENT

The Cloverport Independent School District has initiated a 1:1 Technology initiative, for students and teachers in grades K-12 in an effort to embrace 21<sup>st</sup> Century Learning. Students will be using iPads/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 21<sup>st</sup> Century Learning Skills
- Increase productivity and organization
- Increase student ownership of their learning and the learning process
- Utilize a wide array of digital educational materials

### Guidelines:

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

### Students should NOT:

- Modify the Chromebook in any way other than instructed by administration or school personnel.
- Apply marks, stickers or other decoration to the supplied cover.
- Exchange Chromebooks with another student.
- Clear or disable browsing history on the device.
- Disable the Chromebook or its application.
- “Jailbreak” or otherwise void the manufacturer’s warranty by altering the software.

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

### Care and Use of Chromebook:

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

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

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

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

Password: CISD + Lunch Code

**Reporting Technical Issues:** Errors or problems should be reported as soon as is practical. This can be done by informing school personnel, so the issue can be addressed in a timely manner. All syncing of the device will be handled by the school to ensure 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



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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 students being assigned to day user status for a length of time determined by administration.

## **Please Remember:**

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

## **Related Costs:**

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

**Reminder of No Privacy Guarantee:** School district personnel have the right to access information stored in any user directory, on the district owned device or district email on any device. They may review files and communications to maintain system integrity and ensure that individuals are using the system in accordance with district policies and guidelines. Students should not expect files stored on district servers or through district provided technology services to be private. By accepting these terms and conditions, students waive



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any right to privacy or confidentiality to material that was created, sent, accessed or stored using a district computing device or district provided account.

## ATTENDANCE POLICY

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

**Absence 1-6** 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 6<sup>th</sup> 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 school principal.

**College Visits:** Juniors and seniors may receive 2 **pre-approved** college visits.

**UNEXCUSED ABSENCES:** The following shall apply when a student has an unexcused absence or when the above procedures are not followed.

- 1) Any long-term material (i.e., semester tests, term papers, class projects, etc.) assigned before a suspension occurs, but not due until a date after the suspension ends will receive 100% of grade earned.

**Students who have ten (10) or more unexcused days and/or unexcused tardies (including tardies to class) will not be allowed to participate in commencement (graduation) exercises.**

**Students who have ten (10) or more unexcused days and/or unexcused tardies (including tardies to class) will not be allowed to attend prom.** Students must be present at school the Friday prior to prom. If an absence occurs, a doctor's statement or parent note must be sent to the school by 2:30 PM on the Friday before prom.

**Students who have ten (10) or more unexcused days and/or unexcused tardies (including tardies to class) will not be allowed to participate in the annual SENIOR WEEK activities.**

**Administration will have the right to revisit this subject of unexcused absences on a case by case situation.**

**MAKE-UP WORK:** Make-up work will only be given for UNEXCUSED absences up to 72 hours after the student returns to school. For excused absences, students need to request make-up work from all their teachers for the classes that he/she was



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absent. After (3) days have passed and the make-up work has NOT been requested, the students will be given 0's for the work assigned until the student attends after-school tutoring. This does not apply for tests/quizzes that were missed while absent. The student will be allowed the number of days for make-up equal to the number of days absent. It is the student's responsibility to contact the teacher for make-up work. School handbooks should also be reviewed by parents for school-specific instances of excused/unexcused absences.

**Late Work Policy:** Late work will be accepted. Students will have 3 days to submit work to teacher after original due date with the following in place: 1 day late up to 85% of credit given, 2 days late up to 70% credit given, and 3 days late up to 50% credit given.

**Suspensions:** Projects or homework assigned prior to suspension shall be accepted for credit. Students shall be responsible for submitting assignments due during the time of the suspension. Long-term projects assigned during the suspension and due at a later date shall be accepted. Work assigned and due during suspension shall not be accepted. Students who receive excused absences may make up their work missed according to the following guidelines:

- 1) The teacher is only required to provide the opportunity for make-up work. It is the responsibility of the student to initiate whatever steps are necessary to obtain and complete missed assignments.
- 2) Teachers have the option to require that make up work be completed during extended school time or other arrangements by mutual agreement.
- 3) The number of days allowed to complete made up work will be equal to the total number of days missed by the student. All make-up work must be completed and submitted to the assigning teacher prior to taking the summative assessment for that content.
- 4) Assigned homework requested by a parent or guardian will be available within 24 hours of the request.
- 5) A student who is confined in a hospital for an extended period and is unable to attain specific skills that are acquired by supervised study not available to the student while so confined, must complete minimum assignments through tutoring sessions provided by CISD.

## **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 (18<sup>th</sup>) 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 (21<sup>st</sup>) 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:** High school 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. High School students who are 18 or older who have been reported as habitual truant may be subject to being withdrawn from school by the Superintendent.

\* Driving privileges may be revoked for truancy at administration's discretion.

## **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 arrangements with the appropriate official.
- 4) Unexcused check-ins and unexcused check-outs will be treated as tardies.





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- 5) If a student is eighteen (18) years of age, the student may check out of school, but efforts will be made to contact the parent or guardian before the student leaves the school campus.

**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.

**SKIPPING CLASS:** Students who remain on campus or arrive late to school and choose not to attend a class or portion of a class without proper authorization will be assigned: 1<sup>st</sup> offense-After School Detention, Administrators may change detentions to more severe penalties (including suspended driving privileges) for those for whom this behavior is habitual.

**SKIPPING SCHOOL:** When a student chooses not to attend school without parental knowledge, when a student arrives on the school grounds or boards the bus in the morning and leaves without proper check-out, or when a proper call-in and check-in/check-out are not completed, the student will be assigned ISD or other consequences as determined by administration.

**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.

**HOMEBOUND INSTRUCTION:** Students are eligible for homebound instruction when they are ill or injured AND when it is determined by a doctor they are unable to attend school for a period of at least five consecutive days. The parent or guardian must contact the guidance office to make proper arrangements. Students on homebound instruction may not receive credit for classes that require active participation or actual "hands on" experiences that cannot be reproduced at home (i.e., vocational or foreign language classes), unless those skills can be acquired through arrangement with the instructor. Those students taking classes at the Area Technology Center will be given an I (incomplete) that may be removed by completing the necessary hours and classroom requirements the following semester. In the event students do not meet the Area Technology Center guidelines, a grade of "F" will be earned and posted on the final high school transcript.

## **STUDENT HEALTH & SAFETY**

### **ILLNESS/ACCIDENT PROCEDURES**

- 1) When students become ill or are injured during the school day, the teacher or person in charge may render such aid as advisable and within the limits of his/her knowledge for treatment of such injury. If possible, the principal and parent or guardian shall be notified immediately.
- 2) If a student appears to need to go home, he/she must obtain proper teacher permission and report to the nurse's office where a parent or guardian will be contacted. Parental and administrative permission is necessary before the student is allowed to sign out and go home.
- 3) If the parent or guardian is not at home or cannot be reached by phone or cannot make arrangements to pick up the child, then the child will be made as comfortable as possible and will remain at school. Under normal circumstances a student will not be taken home or allowed to leave when the parent or guardian has not been contacted.



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- 4) If the matter is particularly serious and the parent/guardian cannot be contacted, school authorities may take the student to the hospital.

**NOTE:** It is imperative that every student provides the school with an emergency phone number. Parents or guardians must notify the guidance office if a student has a chronic illness or disability that could require special or emergency treatment. Examples include, but are not limited to: allergic to peanut butter, a history of seizures, etc. Such information should be included in writing in his/her folder.

**ASBESTOS INSPECTION INFORMATION:** Cloverport Independent Schools has conducted a complete inspection of its facilities for asbestos, pursuant to The Asbestos Hazard Emergency Response Act, Public Law 99-519. The results of the inspection have been included in a management plan that can be reviewed in the Office of the Superintendent. The purpose of the Federal and State Regulation is to protect the health and well-being of all persons entering the buildings of this LEA for any reason.

**SCHOOL VISITORS:** Since the safety and education of all students are of primary importance, the school requests that all visitors abide by the following:

- 1) Have valid school business.
- 2) Always enter through the front entrance (Door A ONLY).
- 3) Obtain administrative consent, sign in at the front desk, and leave car keys at the office.
- 4) Obtain and wear a visitor's badge.
- 5) Dress appropriately as to school expectations.

Parents are always welcome at CISD. Class visitations should be scheduled through the principal's office and at the principal's discretion. Students may not bring visitors to school for any part of the school day.

**MEDICINE DISBURSEMENT:** Students under prescribed and/or over the counter medication, including aspirin, may take medicine at school according to the following guidelines:

- 1) Parents/guardians are required to bring medications to school in the original container labeled with the student's name, medication name, and directions for distribution.
- 2) The prescribed medication shall be retained during the school day and administered through the nurse's office.
- 3) Unless approved by the administration and prescribed by a physician for a pressing medical need (asthma, etc.) students may not carry medications on their persons at any time.
- 4) Students shall not share any prescription or over the counter medication with another student.
- 5) Prescription medications will only be returned to a parent or bus driver, or only through arrangements made with the parent.
- 6) The nurse **must** obtain parental consent prior to any assessment of treatment or medicine distribution to occur. *(Please note: The nurse should receive any information if the student(s) has chronic allergies or illnesses so that an emergency plan may be developed and distributed to staff for each student.)*

## **DROP, COVER, AND HOLD (EARTHQUAKE DRILL) PROCEDURES**

\* At the first tremor indicating an earthquake, students are to immediately take shelter in their rooms, preferably under a table or desk, to avoid falling objects, glass, etc. They should cover their eyes with their arms and hold on to the desk or table.

\* If students cannot get under a desk or table, they should grab a book to protect their heads and place their heads in their laps to protect their faces.

\* When the tremors stop, students should remain calm and wait for instructions.

\* If necessary, teachers and students will be notified to leave the building according to the evacuation plan.

\* An earthquake drill will be scheduled in advance or announced over the intercom.

**EVACUATION (FIRE DRILL) PROCEDURES:** Cloverport Independent Schools will conduct evacuation drills twice during the first month of school and once a month throughout the remainder of the school year.

When an evacuation drill occurs, students should move quickly and in an orderly manner out of the building. Further instructions on evacuating the building or fire drills will be given by each teacher, and evacuation routes will be posted in each room.



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**SEVERE WEATHER (TORNADO DRILL) PROCEDURES:** Cloverport Independent Schools will conduct severe weather safe area drills during the school year consistent with district policy. When sirens sound, students in rooms with interior walls are to remain in place. Others will move in orderly fashion to assigned areas. Teachers will review these areas with their classes and post in each classroom.

## **DRUG & ALCOHOL TESTING POLICY**

Cloverport Independent Schools Board of Education has adopted a **mandatory** random alcohol and drug safety policy for student athletes, students who participate in extracurricular activities at the high school level and students who drive to school or park on school property and hold a valid on-campus driving permit. Students who are not athletes, who do not hold an on-campus driver's permit and/or who are not participating in extracurricular activities may **volunteer** to participate in the District's drug-testing program.

All student participants and their parents/legal guardians are required to acknowledge in writing that they have read, understood, and agreed to be bound by the terms and conditions of the policy. The student and parent/guardian must sign the "Student and Parent/Guardian Consent to Perform the Urinalysis for Drug Testing" form and be advised of the voluntary surveys for program evaluation before participating in activities or driving to school.

This policy establishes a program of education and counseling designed to deter unlawful use of alcohol and other drugs. When deterrence is unsuccessful, the policy provides for suspension and/or terminations of a student's participation in high school extra-curricular activities including athletes and/or revocation of a student's on-campus parking permit.

The above Policies and Procedures may be obtained on the Cloverport Independent Schools web site or copies are available at the schools.

**FIGHTING:** Fighting is defined as the use of physical force toward another with intent to cause harm.

- a. 1<sup>st</sup> Offense: 2 -5 Days Out of School Suspension and 2 days ISD or Saturday School
- b. 2<sup>nd</sup> Offense: 6-10 Days Out of School Suspension, Saturday School, 3 days ISD, and COVE Referral
- c. 3<sup>rd</sup> Offense: COVE Placement Meeting and Possible Expulsion Hearing
- d. 4<sup>th</sup> Offense: Expulsion Hearing per Conference with Superintendent

The school will file legal charges against students involved in fights where appropriate. Additional disciplinary action may be taken if it is evident that one student acted in an overtly aggressive manner, which may include additional out of school suspension days. Disciplinary action taken for fighting is **cumulative** for a student throughout their school career.

Students who instigate fights, but are not actively involved (that is, students who carry rumors, put others up to fighting, carry information back and forth between other individuals who subsequently fight, record fights with cell phones or other devices, use social media to instigate or share fights, or are involved in horseplay which becomes a fight) submit themselves to the same penalties as those who are involved in the fight. Students not using physical force, yet engaging in verbal confrontations, will be subject to disciplinary action.

## **BULLYING / THREATS / HARASSMENT**

The Cloverport Independent Schools System will not tolerate acts of harassment, discrimination, or threats of harm or violence. It will not tolerate a climate of hostility created by the use of language, conduct, or symbols which are commonly understood to convey hatred, contempt or prejudice due to race, color, national origin, age, religion, marital status, sex or disability. The policy extends to any/all student language or behavior, including, but not limited to, the use of electronic or online methods. Bullying/harassment/discrimination is prohibited at all times on school property and off school grounds during school-sponsored activities.

Students who believe they have been a victim of an act of bullying / harassment / discrimination or who have observed such acts should report the information to a principal, counselor, or designee. Alleged offenders and their parents or guardians are warned against retaliation as further consequences may be given as necessary and deemed appropriate by the school district.

An investigation will be conducted, and a written report shall be formulated. Any felony offences under KRS Chapter 508 shall be reported to the local law enforcement, the Kentucky State Police, or the County Attorney. By



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receiving this code of conduct, students, parents, guardians, and those exercising custodial control have been informed of the requirements of this code and provisions of Section 1-5 of HB91.

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 policy.
- 2) Unwanted touching, verbal or sexual advances, requests for sexual favors, and spreading sexual rumors.
- 3) Causing a student to believe that he or she must submit to unwelcome sexual conduct 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.
- 4) Implied or overt threats of physical violence or acts of aggression or assault based on any of the protected categories.
- 5) Seeking to involve students with disabilities in antisocial, criminal, or dangerous activity where the students, because of disability, are unable to comprehend fully or consent to the activity.
- 6) Destroying or damaging an individual's property based on any of the protected categories.

**REPORTING AN INCIDENT:** All reports will be investigated, and appropriate action will be taken. CISD considers harassment a serious offense and it is subject to a range of disciplinary actions including, warnings, in school detention, after school detention, suspension, Saturday School, Alternative School placement, expulsion, and involvement of local law enforcement. False or malicious complaints of harassment/discrimination may result in disciplinary action taken against the complainant.

## **CONSEQUENCES:**

**1<sup>st</sup> Offense:** Referral to meet with principal or guidance counselor. Parental contact will be made either by phone or note sent home and returned with parent signature or alternative action at Administration's discretion. Students will not return to school without parent signature on "Refocus" sheet. Two days ISD or alternative action at administration's discretion. Reflection lesson completed in ISD.

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

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

**4<sup>th</sup> Offense:** File Beyond Control and alternative action at administration's discretion.

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

## **DRUGS & ALCOHOL USE POLICY**

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 and from school or a school-sponsored activity.

- 1) Alcoholic beverages.
- 2) Controlled drug substances and drug paraphernalia including but not limited to, dangerous drugs, narcotics, marijuana, barbiturates, volatile substances, amphetamines, and any other legal or illegal material that has a harmful or unnatural effect on the person using them.
- 3) 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 items as a controlled substance.
- 4) Prescription drugs used for the purpose of sale or distribution.

**CONSEQUENCES:** Violation of this policy will result in suspension from school, involvement of local law enforcement, and possible placement in the Cloverport Online Virtual Education (COVE) program. Students involved with athletic teams or school-sponsored activities shall face suspension or dismissal from those activities.

**USE OF/POSSESSION OF TOBACCO & PARAPHERNALIA:** Use or possession of tobacco products or tobacco paraphernalia, including VAPES, E-cigs is prohibited on the school grounds or in any part of the building at Cloverport Independent Schools. A student breaking this regulation will receive the following disciplinary action:



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1<sup>st</sup> Offense – One day Out of School Suspension – May be assigned to the tobacco education program

2<sup>nd</sup> Offense – Two days Out of School Suspension and 3 days In School Detention – assigned to the tobacco education program

Additional Offenses – Suspension, Saturday School, and recommendation to COVE placement as well as possible legal referral.

**NOTE:** Students found in restroom stalls/at urinals or in a group with any tobacco product in their presence will be disciplined as using or possessing tobacco.

## WEAPONS

Unlawful possession – knowingly carrying, bringing, using, or possession of any firearm, weapon, or destructive or booby trap device on school property, in any school building, on school grounds, in any school vehicle, or at any school sponsored activity is prohibited. Kentucky law specifies that such offense is a felony punishable with up to five (5) years in prison and a \$10,000 fine. Except for authorized law enforcement officials, the Cloverport Independent Board of Education specifically prohibits the carrying of concealed weapons on school property.

**WEAPONS DEFINED:** Kentucky House Bill 80 passed by the 1996 General Assembly has a broader definition of a “weapon” than does the Federal Gun Free Schools Act of 1994. Cloverport Independent Schools defines a deadly weapon as follow:

- 1) Any weapon from which a shot, readily capable of producing death or other serious physical injury and may be discharged.
- 2) Any knife.
- 3) Billy, nightstick, or club.
- 4) Billy jack or slapjack.
- 5) Nunchucks/karate sticks.
- 6) Shuriken or death star.
- 7) Artificial knuckles made from metal, plastic, or other similar hard material.
- 8) Any other object that may be used for inflicting injury on another including, but not limited to, pepper spray.
- 9) Stun guns / Tasers or any electrical-charged devices capable of causing injury.

In enforcement of this policy, principals or their designees, having reasonable suspicion, may authorize searches in compliance with applicable Board policies.

**CONSEQUENCES:** Federal law stipulates that the penalty for students bringing a firearm, deadly weapon, destructive device, or booby trap device to school or onto school campus/property under jurisdiction of Cloverport Independent Schools shall be expelled for a minimum of twelve (12) months. However, the Board may modify such expulsions on a case-by-case basis.

*Violation of this policy shall result in the student being immediately suspended from school.* Also, the principal shall immediately report to the Superintendent, who shall determine if expulsion charges should be filed.

Students who have toy weapons that are indistinguishable from real weapons and students who are aware that someone has a weapon on school property but does not report this to an adult is subject to disciplinary action. IDEA law will be followed for students with disabilities.

**The best way for our schools to remain safe is for students to tell an adult when they suspect someone is on campus with a weapon.**

## IN THE EVENT OF AN EMERGENCY

When an emergency occurs that affects the school, parents can obtain important information in the following ways:

- Our Infinite Campus Messenger will contact you via phone or text
- Tune in to our local TV and radio stations
- Visit the District’s website or social media pages

These resources will give up-to-date information in the event of an emergency. Please do not immediately go to the school. We want to decrease traffic around our schools during emergencies to keep roads clear for emergency responders. You will be notified on where, when, and how to pick up your child as soon as it is safe to release students. We understand that getting to your child during an emergency is important and we will work diligently to keep the process moving as quickly as possible.



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**Shelter-in-Place:** During a Shelter-in-Place, students may be taken to an inner hallway or a room with few or no windows and will remain there until it is safe to release students. Shelter-in-Place will be used if there is a threat of tornado or high winds, if a hazardous material is released into the air, or if emergency agencies determine that evacuations or early dismissal could potentially place students in danger. During Shelter-in-place, students will not be released until it is deemed safe.

**Evacuation:** During an evacuation, students will be sent outside or transported to an alternate site to prevent harm or injury due to an emergency inside the school or community. These sites have been predetermined and specific information will be released as it is known.

**Reunification:** (reuniting parents and guardians with their children) is used when students have been removed from the school facility to an alternate location, or when an emergency has occurred that affects the area around the school. Please remember, a student can only be released to an adult who is listed as an emergency contact on school records. Be sure to keep your contact information up-to-date with authorized individuals and working phone numbers. Anyone attempting to pick up a student must show proper photo identification (driver's license, state ID card, military ID card, or passport). At the reunification site, traffic and crowd control will be critical and resources are in place to help us reunite you with your child as soon as possible.

**Please be patient as we will be utilizing a critical process to ensure students are reunited only with authorized individuals.**

## STUDENT LIFE

**HALL PASSES:** Students are expected to remain in the classroom during instructional time unless they are sent or summoned for school business or an emergency arises. If a student is summoned for school business an appointment pass will be created for that student using the e-hall pass digital system. Teachers are expected to keep their students in class for the entire class period. Anyone leaving class for a personal reason must use e-hall pass on their Chrome Books; no student will be allowed out of class without a pass submitted on e-hallpass.com/login. Emergency situations will be handled case by case.

**MEALS:** Students have the opportunity to eat two meals a day in our school cafeteria. Breakfast is served before school. Students will eat lunch in one assigned lunch period.

Meals should be a pleasant time of interaction for students with the following etiquette:

- Maintaining a quiet, orderly environment.
- Entering all lines at one's proper place in line.
- Cleaning the table, area used, and disposing of all trash on the way out of the cafeteria.
- Refraining from sitting on tables.
- All students are expected to remain in the cafeteria (commons area) during lunch periods.

### Meal Prices

	<u>Adult &amp; Student</u>
Breakfast	\$2.50
Lunch	\$3.75

Note: All students' initial breakfast and lunch will be free for the 2019-2020 school year. These prices will apply should a student want an additional meal.

## LOCKER AND LOCKING PROCEDURES

Students may be assigned lockers when school begins or when they enroll. Students should remember that lockers are the property of the school and are subject to search on periodic occasions. The following procedures apply to locker use:

- Students may place backpacks, gym bags, purses, zip-up binders, etc. in their assigned locker. Students should always leave their locker locked and never leave their locks "set" on the last number so that they can be opened by one turn.
- The student should never let other students know their locker combinations.
- Students should realize that it is not necessary to visit their lockers between every period.



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- Locker decals or pictures located inside of the locker must be removed at the end of the school year by the occupying student.
- Jamming lockers so they will open is prohibited. Students should clean out their lockers periodically.

**\*NOTE:** Students who have a lock or locker problem should report this to the office.

**ANNOUNCEMENTS:** Important announcements will be made daily by the principal or designee at specific times during the day. All students and staff are expected to listen to all announcements. Teachers will communicate other daily announcements as distributed through internal communication channels. Interruptions will be kept to a minimum.

**TELEPHONE USAGE/MESSAGES:** Students will be called to the office to receive only messages that are absolutely necessary at the end of the day. No one will be called from class to the phone except for family emergency situations. Students who find it necessary to use the telephone during school hours may use the telephone in the front office. Permission must be given before the student may use the phone.

## **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 head phones (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.



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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.

## **STUDENT REFUSAL TO SURRENDER PERSONAL ELECTRONIC DEVICE PROCEDURE**

If the student refuses to surrender the device immediately, a campus supervisor or an administrator will be called to assist, and the student will be taken to the office of an administrator. The administrator will attempt to convince the student to surrender the device. If the student does so, see discipline grid. This will be documented as disruption of the educational process.

**\*\*\*Any student caught with a phone during loss of privilege they will automatically lose electronic device privileges for the remainder of the school year.**

## **Academic Dress Code Policy**

The purpose of the dress code policy is to develop and promote appropriate career related soft skills required to be successful in a post-secondary work/school environment. The wearing of any item, practice of personal grooming, or unsanitary body condition that, at the discretion of the administration, materially or significantly disrupts the educational process or threatens the health or safety of the individual or other students is prohibited. Exceptions to this policy may be made during physical education classes, for medical purposes, religious restrictions, special school activities, or school spirit days.

**Dress code checks may occur EACH DAY during the first period of the day by the classroom teacher or substitute teacher. If students are found to be in violation, they will be sent to the office to see an administrator. (See Corrective Action for Dress Code below).**

### **General**

- 1) No apparel or accessory may be worn which contains logos, pictures, or writings that:
  - a) Promote alcohol, tobacco, drugs, violence, or illegal behaviors
  - b) Depict vulgar, obscene, sexual, or racial images
  - c) Contain religious harassment, derogatory language, or profanity
  - d) Include any writing, symbol, illustration, name or sign of gang names or graffiti.

### **Shirts/Jackets**

1. All shirts and blouses must cover midriff, back, sides, and all undergarments.. All shirts, tops, and dresses shall have sleeves and cover the shoulders.
2. See-through garments shall be worn with proper undergarments. This includes garments with large cut armholes.
3. Long jackets and trench coats may not be worn.

### **Lower Body Apparel**

1. Lower body apparel must be worn at the waist line with no skin showing above mid-thigh.
2. Shorts, skirts, divided skirts, dresses and culottes are allowed. Finger-tip length or longer.
3. All trousers, pants, or shorts must totally cover undergarments, including boxer shorts. No sagging pants are allowed.
4. Pajama/flannel bottoms may not be worn to school- expect for approved spirit days
5. Lower body apparel must be of substantial, not see-through material.





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## Additional Items

- 1) Standard, public footwear must be worn at all times.
- 2) No jewelry deemed inappropriate or dangerous by school officials may be worn.
- 3) Leather collars/wrist bands containing hard metals or spikes may not be worn.
- 4) Bandanas may not be worn or visible -expect for spirit days.
- 5) At no time are hoodies acceptable to be worn covering the head because we must be able to identify everyone in our school at all times.
- 6) Only medically necessary prescription sunglasses may be worn.

## 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.

**CORRECTIVE ACTION FOR DRESS CODE VIOLATIONS:** Faculty and administrators are responsible for enforcing the school dress code.

- Minor dress code violations that can be corrected without new clothing may be corrected on the spot; however, all such violations should be documented using the minor form in Google.
- Students with major dress code violations that require new clothing shall be sent to the front office to change, and they will not be allowed to return to class until the violation is corrected and should be documented using the minor form in Google.
- Inappropriate items collected will be returned at the end of the day to the student or guardian.
- Students with major violations must call their parents to bring them appropriate attire, change into other appropriate attire of their own, or wear clothing provided by the school.
- Students are unexcused while out of class correcting violations.
- Students who refuse to correct violations immediately will be placed in ISD or suspended.

## **DISCIPLINE FOR DRESS CODE VIOLATIONS**

- First Offense – Documented warning using the minor form in Google..
- Second Offense – Documented warning using the minor form in Google, and lunch Detention.
- Third & Additional Offenses – Documented using the minor form in Google and sent to the office for disciplinary action following the discipline grid, which will be logged in Infinite Campus.

**OFF LIMIT AREAS:** The following areas are off limits to students:

1. Copy room.
2. Faculty workroom/Board of Education room.
3. Parking lots during instructional time.
4. No students are to be outside of the school building during the school day unless one of the following exists:
  - a. The student has obtained a pass/permission from administration.
  - b. The student has checked out through the front office as part of a class, peer tutor, or career apprentice assignment.
  - c. The student is under the DIRECT supervision of a faculty member.
5. Service areas such as mechanical rooms, janitorial closets, kitchen and storage rooms.
6. Vending machines – In order to comply with federal guidelines, students are not allowed to use vending machines until after regular school hours.
7. All restrooms (other than the designated school restrooms) during lunch. Students must remain in the cafeteria during their assigned lunch time.

**SEARCH AND SEIZURE:** In a search and seizure situation, the following procedures shall be allowed:



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- 1) A pupil's person will not be searched unless there is reasonable suspicion that the pupil is concealing evidence of an illegal act, and only with the express authority of the principal or dean of students.
- 2) Illegal items (weapons, drugs etc.), or other possessions reasonably determined by proper school authorities to be a threat to the pupil's or to other's safety and security may be seized by school officials.
- 3) Items that might be used to disrupt or interfere with the educational process may be temporarily removed from the pupil's possession by a staff member. Such items may be returned to the pupil's parents by the staff member or through the principal's office.
- 4) A general inspection of school properties, such as lockers and desks, may be conducted on a regular basis. During these inspections, school property such as overdue library books may be collected. Students should not expect privacy to items in such locations.
- 5) All illegal items seized shall be turned over to the proper authorities.
- 6) Except for administrative searches, such as routine locker checks, students will have the opportunity to be present when a search of personal possessions is to be conducted unless the pupil is absent from school or unless school authorities determine that the pupil's presence could endanger his/her health and safety.

## **STUDENT VEHICLES & DRIVING**

Students are allowed to drive their own vehicles to Cloverport Independent Schools but are subject to the following guidelines:

- 1) Students adhere to the Drug & Alcohol Testing Policy.
- 2) Students must drive safely and cautiously, obeying all traffic signs. Officers and those staff members who are on bus duty monitor student driving. School buses always have the right of way.
- 3) Students must register all vehicles they will drive with the office and obtain a student-parking permit. The parking permit must be displayed appropriately.
- 4) Students must park in their marked/assigned spot, exit their vehicles as soon as they arrive at school, and must remain out of them during the school day unless granted permission by the administration.
- 5) Students who have internships, co-op, work-study, or other programs that require them to leave campus MUST sign out through the front office and enter and exit through the front entrance.
- 6) Students should lock vehicles parked on school property. The school does not bear responsibility for damages that might occur while those vehicles are on school property.
- 7) Students understand that vehicles parked on school property are subject to search by trained dogs and by administrators who have reason to suspect that a vehicle might contain stolen articles, narcotics, alcoholic beverages, stimulant drugs, weapons, or any type of explosive or prohibited items as described by school policy.
- 8) Students must enter the school once they arrive on school grounds. Once school is dismissed for the day, students must leave the student parking lot. Loitering in the parking lot is not permitted at any time.

**NOTE: Driving privileges may be revoked for any period of time for failing to comply with these guidelines.**

**Parking Passes:** Any FFHS junior or senior student with a **valid** driver's license may apply for a parking pass. To park on campus, FFHS students (juniors and seniors) need to purchase parking passes at a cost of \$15.00 each. Also, student drivers must complete the Permission Form and provide copies of their driver's licenses and insurance information along with license plate number and be in good standing with current school fees and all prior-years obligations. Parking passes are sold on a first-come basis. Preference is given based on grade level. Once all parking passes have been sold, additional passes will not be available, but students' names can be put on a waiting list.

Student vehicles shall be parked in their assigned parking spots on the school campus and are not to be visited or moved during the school day unless permission is given by the principal. Driving on the school grounds is a privilege which may be revoked if conditions are violated.

**Any unauthorized vehicles may be towed at the owner's expense. Those students may also suffer discipline penalties. All student drivers are expected to adhere to the following parking rules:**

Students who have permission to drive must operate their vehicles in a safe manner. There is **NO EXCUSE** for endangering the safety of others or their property by improperly operating a vehicle. Loss of driving privileges and suspensions may result from:

1. Reckless driving (including speeding).
2. Not vacating the vehicle when parked.



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3. Going to the vehicle during school hours without permission.
4. Leaving school without permission (improper check-out).
5. Skipping school (any period).
6. Repeated parking violations (of any type).
7. Transferring parking tags.
8. Any suspendable offense.
9. Excessive (more than 6) unexcused check-ins or check-outs or tardies to school

**\* Failure to adhere to these rules may include penalties from a verbal reprimand to out of school suspension and/or a citation from law enforcement. Failure to comply with school parking lot rules will result in suspension of the parking pass. Following the suspension, students must purchase another parking pass for \$15.00 (if that is available) to resume driving privileges.**

**USE OF TRAINED DOGS:** Subject to the following conditions, the Principal or his/her assistant may authorize the use of trained dogs to locate controlled substances on school grounds.

1. The dogs may be used for blanket searches of lockers, purses, and automobiles parked on school grounds. The dogs may also be used for individualized sniffs of lockers, purses, coats, and automobiles when a school official has reasonable suspicion that the particular locker or automobile contains contraband.
2. Searches involving dogs shall be conducted only when students are not in the immediate vicinity (classrooms). No student shall be in the immediate area of the dogs. Student's purses may be placed in hallways when the school is "locked-down" for the sweep. No one will be allowed to leave assigned areas during the search.

**STUDENT PICK UP/DROP OFF:** Parents who bring their students to school and/or pick them up when school dismisses must do so at **the Front of the building** in the drop off lane. Signs will show proper traffic flow for parents. All vehicles yield to school bus traffic and school employees who are assisting in traffic control.

**BUS RIDERS:** When buses arrive at school, students must unload and come directly into approved areas and remain there until the first bell rings. Afternoon bus riders will be dismissed by the second tone. Students shall remain in their designated classrooms until dismissal; they are **NOT** to roam throughout the building.

## **DISCIPLINE CODE - STATE PROVISIONS**

KRS 158.150 provides important guidance for this area of school life:

- 1) **Causes:** All pupils admitted to the common schools shall comply with the lawful regulations for government of the schools.
  - a) Willful disobedience or defiance of the authority of the teachers or administrators, use of profanity or vulgarity, assault or battery or abuse of other students or school personnel, the threat of force or violence, the use or possession of alcohol or drugs, stealing or destruction or defacing of school property or personal property, the carrying or use of weapons or dangerous instruments, or other incorrigible bad conduct on school property as well as off school property at school sponsored activities constitutes cause for suspension or expulsion from school.
  - b) Assault or battery or abuse of school personnel; stealing or willfully or wantonly defacing, destroying, or damaging the personal property of school personnel on school property, off school property, or at school sponsored activities constitutes cause for suspension or expulsion from school.
- 2) **Due Process:** A pupil shall not be suspended from the common school until after at least the following due process procedures have been provided:
  - a) The pupil has been given oral or written notice of the charge or charges against him that constitutes cause for suspension.
  - b) The pupil has been given an explanation of the evidence of the charge or charges if the pupil denies them.
  - c) The pupil has been given an opportunity to present his own version of the facts relating to the charge or charges.

These due process procedures shall precede any suspension unless immediate suspension is essential to protect persons or property or to avoid disruption of the ongoing academic process. In such cases, the due process procedures outlined above shall follow the suspension as soon as practicable, but no later than three school days after the suspension.



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- 1) The superintendent or principal of CISD may suspend a pupil but shall report the action in writing immediately to the superintendent and to the parent, guardian, or other person having legal custody or control of the pupil. The board of education of any school district may expel any pupil for misconduct as defined in subsection 1 of this section, but the action shall not be taken until the parent, guardian, or person having legal custody or control of the pupil has had an opportunity to have a hearing before the board. The decision of the board shall be final.
  - 2) In cases involving students with disabilities, the procedures mandated by Federal and state law will be followed.
- CRIMINAL VIOLATIONS:** Students are accountable to their school in their role as students as well as to the law in their capacity as citizens. The criminal laws of the Commonwealth of Kentucky and of the federal government apply to the conduct of all persons on school property. Violations will be dealt with according to these laws and the local school board policy. Proper authorities will be notified if deemed necessary by school authorities.

## **DISCIPLINARY PROCEDURES**

The Cloverport Board of Education recognizes its responsibility to give all reasonable support and assistance for the maintenance of discipline while students are under the authority of the Board of Education. It is understood that teachers and principals have the authority and responsibility to use reasonable methods to maintain classroom/school control. Parents, students and staff should read and become familiar with the school and classroom rules.

### **Information Related to Disciplinary Actions**

1. **Classroom Rules:** This code does not preempt the use of reasonable classroom rules which teachers find helpful in classroom management. Rules such as requiring students to bring materials to class regularly or to have students raise their hands to be recognized before speaking out in class are examples of reasonable classroom rules. (See classroom Conduct)
2. **General Discipline Procedures:** The principal or designee should counsel with the student regarding the offenses in an attempt, to correct the behavior and to prevent its recurrence. A school counselor may be involved if a problem seems to stem from causes deeper and more serious than simple misbehavior. If, in the judgment of the principal or designee, the offense is of a serious or persistent nature, the parent or guardian will be notified. An administrator may seek the help of local authorities (e.g., police, court designated worker) when the safety or best interest of the school is in jeopardy. (See Discipline Grid)
3. **Reporting Misbehavior:** We encourage parents, students and school staff, to report any kind of misbehavior to authorities. That authority may be a teacher, principal or the superintendent, starting with the teacher if possible. Reports should be as specific as possible. Students who believe they are victims of bullying will report such incidents to their principal in writing. (See Bullying & Harassment)
4. **Students Receiving Special Education Services:** A student receiving special education services or Section 504 accommodations may be disciplined according to Cloverport Independent Schools Code of Conduct. Additional behavioral interventions, treatment and consequences may be part of the Individual Education Program or the Section 504 accommodations. Decisions related to disciplinary actions for these students, which may include suspension and expulsion for serious offenses, are made in accordance with federal and state regulations and Cloverport Independent Schools special education procedures.
5. **Disciplinary Options:** To correct misbehavior, local school administrators and faculty are strongly encouraged to use optional in school measures short of suspension or expulsion whenever possible. Violations of the code of conduct may result in one or more of the following consequences:

Warning	Counseling and/or evaluation
Notifying the parent of the student's misconduct (by telephone or letter)	After-school detention
Separation from peers	In-school Suspension
Constructive assignment of projects	Suspension
Behavioral contracts	Short term placement
Conference with parents	Alternative education placement
Loss of school privileges	Referral to civil authorities
Morning detention	Administrative hearing
Lunch detention	Referral to the Board of Education for expulsion
	Saturday school



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6. **Safe Physical Restraint and Seclusion:** As defined by KRS 09.2212 (adopted 2013) employees may use, within the scope of their employment, such physical restraint as may be reasonable and necessary to protect themselves, students, or others from physical injury; to obtain possession of a weapon or other dangerous object under the control of a student; or to protect property from serious harm.
7. **Documentation procedures:** Minor behavior will be addressed in the classroom by the classroom teacher and documented on the google minor form (Teacher Imposed Discipline). Three (3) minors documented in the google forms document will result in an office referral documented in the google major form, sent to the office, documented in IC, parent contact and appropriate disciplinary actions (see discipline grid).

**Definitions:** We have attempted to define more specifically the items below, so students, parents and school personnel may better understand Kentucky Revised Statute 158.150.

**Infractions – The infractions listed may result in one or more of the consequences listed after this section. Repetition or extenuating circumstances of a violation may necessitate the use of a higher level of response to an infraction.**

1. Academic Dishonesty – Including, but not limited to, cheating, copying from another student or plagiarism (taking the ideas or writings of others and presenting them as if they were your own writing or ideas).
2. Acts of Disrespect – Any actions initiated by students which display an intentional lack of courteous regard for staff member authority. Examples include repeated talking back, lewd gestures, behavior intended to mock or contemptuous laughter directed toward school staff.
3. Aggressive Misbehavior Toward Any School Employee – Threatening physical contact or actual physical contact of school employees by a student or group of students with the intention of doing bodily harm.
4. Arson - Starting or trying to start a fire in the school environment.
5. Bomb Threat - Making a threat that a bomb has been placed in or is ready to explode on a school property or at a school-sponsored activity.
6. Defiance of Authority – Willfully disobeying a reasonable request of school personnel or school rules.
7. Disorderly Conduct – Acting in a manner which is disruptive to the orderly educational procedure of the school environment or encouraging others to be disruptive, such as unusual noise or behavior that inappropriately draws attention from others.
8. Endangering the Health and/or Welfare of Others – Placing others in a potentially harmful situation.
9. Extortion – Soliciting of money or something of value from another student, despite the amount, in return for protection or in connection with a threat to inflict harm.
10. False Fire Alarm – Alerting falsely the Fire Department to a non-existent fire or falsely activating a school alarm.
11. Fighting – Mutual participation in a fight involving physical violence.
12. Forgery – Using falsely the name of another person or falsifying documents or correspondence from or to the school.
13. Gambling – Participating in games of chance for the express purpose of exchanging money, property or favors. Does this include school-sponsored raffles?
14. Harassment – Making an offensively coarse utterance, gesture or display; following a person or committing acts which alarm or seriously annoy another person.
15. Huffing or Sniffing – Huffing or sniffing or being under the influence of any inhalant or solvent, other than for legitimate medical purposes.
16. Improper Dress – Dressing in a provocative manner which attracts undue attention or dressing in a manner that threatens the health or safety of that student or other students.
17. Inappropriate Display of Affection – Kissing or other inappropriate contact between students.
18. Larceny-Theft – The unlawful taking, carrying, leading, or riding away of property from the possession of or without the permission of the owner; the possession of stolen property; the selling of school property. Restitution may be required as a consequence for this offense.
19. Non-compliance with Classroom Rules – Disobeying an individual school's or teacher's classroom rules.
20. Other Incurable Bad Conduct – As provided for in KRS 158.150 – Student conduct that does not comply with school rules or lawful regulations for the government of schools.
21. Physical Assault – One person or a group physically attacking another person or group.
22. Possession of Dangerous Instruments – Possessing any threatening instrument or reasonable substitute such as, but not limited to, knives, clubs, chains, firecrackers or box cutters.
23. Possession of Drug Paraphernalia – Possession of equipment or items which can be used to smoke, inhale, ingest, inject, store or process drugs, controlled substances, hallucinogenic materials or look-alike items



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such as, but not limited to, cigarette papers, homemade pipes, syringes, etc., other than for legitimate medical purposes.

24. Possession or Use of Alcohol – Using, possessing, being under the influence of, transporting or storing in one’s vehicle, locker, or on their person, any kind of beverage classified as alcoholic or containing any level of alcohol.
25. Possession or Use of Drugs – Using, possessing, being under the influence of, transporting or storing in one’s vehicle, locker, or on their person:
  - a. All prescription drugs obtained without authorization
  - b. All prohibited substances, however taken or used, including but not limited to, inhaling, ingesting, and/or injecting. These include, but are not limited to, prescribed and over-the-counter drugs, prohibited volatile substances as defined in KRS 217.900 or synthetic compounds/substances that are used or intended for use for an abusive and/or intoxicating purpose
  - c. All look-alike substances that are intended to appear as a prohibited substance
  - d. A substance that is being used in a manner or for a purpose other than the prescribed or intended use by the manufacturer.
26. Possession or Use of Firearms – Possessing and/or using a handgun, a rifle, a shotgun, or other firearm such as but not limited to, a starter gun or an explosive, incendiary or poison gas bomb, grenade, rocket, missile or mine. This includes look-alike items.
27. Possession or Use of Tobacco – Possession of tobacco related items, including cigarettes, snuff, chewing tobacco, matches, lighters, etc.
28. Possession or Use of Weapons Other than Firearms – Possessing and/or using items such as but not limited to, BB guns, switch-blades, taser or brass knuckles. This includes look-alike items.
29. Profanity or Vulgarity – The use of profanity or vulgarity in a physical gesture, verbal gestures or sketches, or written manner. The student must express himself/herself without the use of obscenities, slander or verbal attack.
30. Selling, distributing, or giving to others alcohol, drugs or look-alike items.
31. Sexual Behavior – Any behavior of a sexual nature.
32. Sexual Harassment – Any unwelcome behavior of a sexual nature that interferes with the life of the targeted individual(s); it is unsolicited and non-reciprocal. It includes use of sexist terms, vulgar comments or purposeful exposure of body parts, sexual advances, electronic distribution or possession of sexual or nude photos (see below for more information about sexting), unwanted touching, gestures, taunting, sexual graffiti and rumor mongering about someone’s sexual identity or activity. Generally, any behavior of a sexual nature that provokes undesirable, uncomfortable feelings in an individual or individuals can be considered harassment.
  - a. Repeated sexual harassment is a form of bullying. "Sexting" or using a cell phone or other personal communication device to send texted or email messages or possessing texted or email messages containing images reasonably interpreted as indecent or sexually suggestive while at school or at a school related function. In addition to any disciplinary action, phones will be confiscated, and students should be aware that any images suspected to violate criminal laws will be referred to law enforcement authorities.
33. Skipping Class – Willful non-attendance to class.
34. Tardy to Class – Coming into the classroom after the scheduled time.
35. Threat/Intimidation/Bullying/Hazing– Physically, verbally, or by electronic means placing others, including students and staff, in fear of bodily harm with or without displaying a weapon or subjecting the person to actual physical attack. Bullying refers to any intentional act by a student or group of students directed against another student to ridicule, humiliate, or intimidate another while on school grounds, or at a school sponsored activity, which acts are repeated against the same individual over time. These actions include mean teasing and sketching or drawings of a violent, sexual or otherwise inappropriate nature. This infraction extends to threats, intimidation or cyber-bullying that occurs via internet, email or other computerized applications even from home or other locations outside school property when it causes a disruption to the educational process (see Section 3 – Anti-Bullying Law).
36. Unauthorized Departure – Leaving the school campus during the school day without prior approval of the principal.
37. Unauthorized Presence in School – Being on school grounds or on a bus or in school buildings without authority or permission of school personnel.



# Cloverport Independent Schools

38. Unauthorized Selling – Selling items or services at school or while under the authority of school personnel without the authority of the principal or another appropriate school employee.
39. Use of Telecommunication Devices and Services – The use of any type of telecommunication or similar electronic devices or services for personal, non-instructional purposes during instructional time is prohibited for all students. School Councils shall develop policies regarding the appropriate use of these devices for instructional purposes. Elementary School Councils will develop policy establishing whether students may possess and keep devices on their person during the school day. Middle and High School Councils shall establish policies for device use for during non-instructional time, including appropriate locations and times, and a prohibition on any activity that causes a disruption of instruction. Consequences for violation of policies regarding telecommunication devices may include confiscation, return to parents, and a designated period of time for loss of carrying privileges. NOTE: Cloverport Independent Schools will not be responsible for investigation or recovery of stolen or lost personal telecommunication devices.
40. Vandalism – Willful destruction, injury, disfigurement or defacement of any public or private property without the consent of the owner; including, but not limited to, by cutting, tearing, breaking, marking, painting, drawing or covering with filth. Restitution may be required as a consequence for this offense.

**CLASSROOM CONDUCT:** The classroom is the primary context where students are prepared for adult life through academic discovery and personal challenge. Because personalities and teaching styles differ, students must understand that **classroom conduct will be based upon specific teacher expectations.**

The following expectations are expected from all students while in the classroom:

1. Taking one's seat promptly and quietly when the tardy bell rings (after the 4 minute passing period ends).
2. Bringing all materials to class such as chrome books, pencils, paper, etc.
3. Actively participate in classroom activities.
4. Speaking only when contributing to the educational flow of activities and respecting others' rights to contribute.
5. Completing all daily and homework assignments.
6. Respecting and complying with the directions of teachers and other school personnel.
7. Refraining from activities that distract others or interfere with the ability of the teacher or other school personnel to perform their educational duties and functions.
8. Waiting to be dismissed by the teacher.
9. Requesting permission to leave the classroom only in emergency and rare circumstances.
10. Give maximum effort in all classes
11. Personal electronic devices such as, but not limited to smartphones, portable music players, MP3's or other similar electronic devices will not be allowed during class or the school day, unless being used as an educational device.



# Cloverport Independent Schools

	MIDDLE AND HIGH SCHOOL - Conduct violations and disciplinary continuum.  *Regarding items 24 and 25 refer to "Intervention for Drugs" section elsewhere in this booklet for additional information.	Teacher Imposed Discipline	Principal Imposed Discipline	In-School Detention	Short-Term Suspension (1-5 Days)	Long-Term Suspension (6-10 Days)	Administrative Hearing	Expulsion Recommendation
1	Academic dishonesty	X	X	X				
2	Acts of disrespect	X	X	X	X	X	X	X
3	Aggressive misbehavior toward any school employee				X	X	X	X
4	Arson				X	X	X	X
5	Bomb threat						X	X
6	Defiance of authority	X	X	X	X	X	X	X
7	Disorderly conduct	X	X	X	X	X		
8	Endangering the health/welfare of others	X	X	X	X	X	X	X
9	Extortion	X	X	X	X	X		
10	False fire alarm		X	X	X	X	X	X
11	Fighting		X	X	X	X	X	X
12	Forgery	X	X	X				
13	Gambling	X	X	X	X			
14	Harassment	X	X	X	X	X	X	X
15	Huffing or sniffing		X	X	X	X	X	X
16	Improper dress	X	X	X				
17	Inappropriate display of affections	X	X	X				
18	Larceny/theft	X	X	X	X	X	X	X
19	Non-compliance with classroom rules	X	X	X	X			
20	Other incorrigible bad conduct	X	X	X	X	X	X	X
21	Physical assault				X	X	X	X
22	Possession of dangerous instruments				X	X	X	X
23	Possession of drug paraphernalia		X	X	X	X	X	X
24	Possession or use of alcohol*		X			X	X	X
25	Possession or use of drugs*		X			X	X	X
26	Possession or use of firearms							X
27	Possession or use of tobacco		X	X	X			
28	Possession or use of weapons other than firearms						X	X
29	Profanity or vulgarity	X	X	X	X	X	X	X
30	Selling, distributing or giving alcohol, drugs or look-alike items						X	X
31	Sexual conduct	X	X	X	X	X	X	X
32	Sexual harassment	X	X	X	X	X	X	X
33	Skipping class	X	X	X	X		X	
34	Tardiness	X	X	X	X		X	
35	Threat/Intimidation/Bullying/Hazing	X	X	X	X	X	X	X





# Cloverport Independent Schools

36	Unauthorized departure from campus		X	X	X		X	
37	Unauthorized presence in school		X	X	X	X	X	
38	Unauthorized selling	X	X	X				
39	Unauthorized use of telecommunications device	X	X	X	X			
40	Vandalism	X	X	X	X	X	X	X

**Intervention for Drugs:** Any student, even a first-time offender, who is in possession of alcohol, drugs or look-alike substances may be suspended up to ten days and may be suspended for additional days at the discretion of the principal or the superintendent. Such students may also be recommended to COVE or for expulsion in which case they may be suspended until a board expulsion hearing is held. However, at the discretion of the principal, a first-time offender who has not sold, distributed or given to others such alcohol, drugs or look-alike items may be offered an intervention contract. To be eligible for consideration of an intervention contract, a student must undergo a chemical dependency evaluation at the parent expense. If the evaluation cannot be conducted within five (5) days, the parent must contact the principal to request an extension. The principal will review the evaluation and may allow the student back in school after five (5) days of suspension. If allowed back, the student and his/her parents must agree in writing to abide by an intervention contract. The contract will include the recommendations of the dependency evaluation and any other limitations the principal may choose to include. Continued school attendance is contingent on the student and parent abiding by the intervention contract. Violation of the contract may lead to immediate suspension and a recommendation for expulsion.

**Administrative Hearings:** An administrative hearing is convened when a student has reached the limit of tolerable interventions or, in certain extreme cases, of bad conduct that might lead to a recommendation for expulsion. The administrative hearing will include, but is not limited to:

- The school-level administrator making the recommendation
- The student and his/her parent or guardian
- The Director of Student Services or designee
- The Superintendent or designee

Possible outcomes include, but are not limited to, a recommendation for an alternative placement, removal to home services, behavior contracts, or a recommendation that a student be placed before the School Board for expulsion. Administrative hearings are not subject to appeal. In the event a student withdraws from school before a scheduled administrative hearing has occurred, the hearing will still be held.

**In-School Detention (ISD):** As an alternative to out-of-school suspension where students receive no credit for class time missed, we offer a highly structured environment that seeks to reduce behaviors that impede the learning process in the school setting. Students may be assigned in-school detention for repeated discipline, failure to serve other assigned discipline, or other actions rather than after school detention.

- ISD provides educational support and decision-making behavioral learning. Students must successfully complete their stay in ISD where we seek to foster academic progress, positive attitudes, and positive behaviors.
- Students are assigned, by the principal/dean of students, to ISD for a period of days depending on the policy violation committed.
- Students may utilize school transportation during the ISD assignment. They must leave immediately after school and may not attend any extra-curricular function while serving detention/suspension.
- A certified teacher operates the program, and help will be provided to students who require assistance with their class assignments.
- Students who fail to follow ISD rules are subject to additional ISD days being assigned and/or out of school suspension. The original assignment of day(s) will begin again when they return. The student may also be considered for alternative placement.
- Students will attend ISD at the campus determined by administration.
  - After the student has been referred to In-School Detention two (2) times or has been assigned for ten (10) days during the school year, they may be recommended for alternative placement. By law, IDEA eligible students must be given consideration based on their IEP.

**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



# Cloverport Independent Schools

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.

**After School Detention (ASD):** After school detention is an additional disciplinary measure that may be utilized by the principal/dean of students.

- After school detention is held each Monday - Thursday from 2:40 until 3:40p.m. in a room designated by the dean of students.
- Detentions assigned on Friday or a day before a break will be served the following or at the next available day school is in session.
- Transportation is the responsibility of the student and parent or guardian. Absence due to lack of transportation is NOT an acceptable excuse.
- Rescheduling a detention will only be considered for true family emergencies or at an administrator's discretion. Parents must contact by phone the dean of students personally prior to the missed detention.
- Participation in after school activities (sporting events, rehearsals, etc.) will not excuse an individual from detention.
- After three ASD's have been assigned to a student in one semester, administration may consider additional detentions as flagrant violations of school policy and take additional disciplinary action.

## **Detention Guidelines:**

1. Students assigned to detention must stay the entire period.
2. The doors will be locked promptly at 2:40pm, and no student will be admitted after that time.
3. Students are to arrive at detention with chrome books or materials to study, paper and writing utensils. Students must work on material related to their academic classes during the entire time. Students are allowed to read but must be prepared to turn in written notes or a summary paper to the detention teacher. Students are not allowed to sleep.
4. Students are not allowed to speak to other students or leave the room.
5. Students are not allowed to bring any food or drink into the detention room. Portable music players or other electronic devices are not permitted.
6. Students who are tardy to detention will be counted as absent and will be treated as those who skipped detention. They must leave the school building immediately.
7. Students who disobey detention rules will be dismissed from that session, and they must leave the school building immediately.

**NOTE:** The principal or dean of students may assign **Morning** detention, which would be from 7:00 to 7:50a.m. This decision is at the discretion of the principal or dean of students. The same rules apply for morning detention.

**Missed Detentions:** Students who have an unexcused absence from detention or who are dismissed from detention will be assigned ISD for one day and serve the missed detention the following day. Any detention missed that is excused prior to the absence by the dean of students or with an excused absence from school must be made up and will be reassigned to the next available date according to the nature of the detention.

**Saturday School:** Saturday is an additional disciplinary measure that may be utilized by the principal/dean of students.

- Saturday School will be held on the second Saturday of each month as needed.
- Saturday School assigned will be served the following or at the next available date offered.
- Transportation is the responsibility of the student and parent or guardian. Absence due to lack of transportation is NOT an acceptable excuse.
- Rescheduling Saturday School will only be considered for true family emergencies or at an administrator's discretion. Parents must contact by phone the dean of students personally prior to the missed Saturday School.
- Participation in after school activities (sporting events, rehearsals, etc.) will not excuse an individual from Saturday School.



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- After three Saturday School assignments to a student in one semester, the dean of students may consider additional Saturday school assignments as flagrant violations of school policy and take additional disciplinary action.

## **Suspension/Expulsion of Pupils Policy:**

1. The Principal of the school is authorized to suspend a pupil up to ten days for a violation as outlined in KRS 158.150. Pupil re-entry is contingent upon reasonable conditions set forth by the principal.
2. For additional offenses, the principal may suspend the pupil until the Cloverport Independent Schools Board of Education and superintendent review the issue to determine if expulsion is in order. If expulsion is deemed necessary, the Board, in consultation with the principal of the school, shall set the duration and/or conditions of re-entry to the school.
3. Students suspended from school or assigned to alternate placement with COVE are not to be on the school premises or at any school related activity at any time during the suspension or alternate placement. Violation of this order will result in additional day's suspension or extended placement in accordance with the Cloverport Independent Schools Board of Education's Suspension / Expulsion policy.
4. Any suspension / expulsion occurring during the summer while on a school sponsored activity shall become effective following the student's enrollment the following school term.
5. A student will not be readmitted to school following suspension until the parent / guardian makes verbal contact with the school principal or designee acknowledging the suspension and the condition of re-entry. A called meeting may be in order.
6. All actions taken in conjunction with KRS 158.150 shall set forth reasons for suspension and conditions for re-entry to school programs.
7. Suspension days are unexcused absences. (See UNEXCUSED ABSENCES policy.)

**Cove/Alternative Learning:** The Cloverport Independent Schools Board of Education has an alternative school that is used for placement of students who have frequent discipline problems or have violated board policy to the extent it is necessary they be removed from the general school setting. The length of time that students are assigned to COVE is dependent upon the seriousness of the incident and the decision of administration.

**Grievance Procedure:** Parents/guardians desiring to question actions taken by school personnel may follow this procedure.

1. If the problem is related to the classroom, the parent/guardian will contact the teacher first to arrange a conference as soon as possible to discuss the problem.
2. If this conference does not resolve the situation, the teacher and parent will arrange for a conference with the principal or his designee with minimum delay.
3. If the problem is not related to the classroom, the parent will contact the principal/designee directly.
4. If none of the above procedures results in a satisfactory solution to the problem, the parent shall state his/her complaint in writing and may request a conference with the Superintendent or his designee.
5. The parent may appeal this decision in writing to the Superintendent who may arrange a meeting with the Board of Education if the parents/guardians are not satisfied with the decision of the Superintendent or his designee.

**School-Related Student Trips:** Trips as part of the class or extra-curricular organization are an extension of the classroom and are subject to all rules of conduct that apply in the regular classroom.

**Field Trip Policy:** For students to be eligible to attend school-sponsored trips, including senior week, they must meet the following criteria:

- Have not been assigned to COVE during the current school year.
- Have not been suspended from school during the current school year
- Be passing all classes (for the year)
- Have no more than 6 unexcused events, tardies or absences, or no more than 10 unexcused events, tardies or absences, for the year.
- Have no more than 3 referrals to ISD during the year. This is not referring to days served in ISD but the number of placements in ISD.



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Teachers will be required to sign off on the field trip form indicating you are passing the classes at the time of the field trip. Students on the field trip will be responsible for obtaining the make-up work from all classes missed and returning the completed work at the prescribed time to the teacher. Students who misbehave while on a field trip are subject to consequences according to their infraction, as well as being prohibited from attending future field trips.

**Honesty:** If, in the investigation of an incident, it is evident that a student knowingly and willingly was untruthful when questioned, that student is subject to disciplinary action or to additional discipline if involved in the incident.

**Junior/Senior Prom:** Traditionally, the Junior-Senior Prom is the biggest and perhaps the most elaborate social function of the year in the high school. To maintain the dignity and safety of the event, all students attending the prom may be subject to search upon entering the door. Any student in or driving a vehicle found to be in possession of alcohol or illegal drugs will be reported to the appropriate authorities, disciplinary procedures will be assessed the following school day, and will be sent home with parents. Students determined to be "under the influence" of alcohol and/or drugs will receive the same consequences. Students violating these rules may have driving privileges to school revoked. For a guest to attend prom, the CISD student must complete the guest application and have the application approved by administration before tickets can be purchased. All guests must be 20 years of age or younger and must accompany the CISD student who completed the paperwork. Middle school students may not attend. All guests must show proof of age and identification upon entering the prom.

**Prom Eligibility:** Students who have more than ten (10) unexcused days and/or unexcused tardies (including tardies to class) will not be allowed to attend prom.

## **REGULATIONS FOR PUPILS RIDING BUSES**

The privilege of any pupil to ride a school bus is conditioned upon his/her good behavior and observance of the following rules and regulations. A pupil who violates any of these rules and regulations will be reported to the principal of the school that pupil attends for necessary corrective action.

1. The driver is in full charge of the bus/pupils. Pupils shall obey the driver cheerfully and promptly.
2. Pupils shall occupy the space designated for them by the driver.
3. Pupils shall be on time. The bus cannot wait.
4. Pupils are never to stand in the road while waiting for the bus.
5. Pupils are not to throw trash or spit on the floor of the bus.
6. Pupils are not to mar or otherwise deface the bus.
7. Pupils are not allowed to carry a knife or any sharp instrument on the school bus. Items seen will be confiscated and taken to the office.
8. The following activities are prohibited at all times:
  - a. Improper behavior to include insolence, disobedience, vulgarity, foul language, fighting, pushing, shoving, and similar offensive acts.
  - b. Smoking and/or use of any tobacco product on the bus.
  - c. Eating or drinking on the bus.
  - d. Throwing articles or objects in or from the bus.
  - e. Tampering with mechanical equipment, accessories or controls on the bus.
  - f. Balloons, musical instruments, or other objects that may block the driver's view or impede exiting the bus.
  - g. Obstructing the aisle in any matter.
  - h. Occupying more space in a seat than required.
  - i. Opening/closing windows without permission of the driver.
9. Pupils are to avoid unnecessary conversation with the driver.
10. Pupils at all times are to keep arms/heads inside the bus window.
11. Pupils are not allowed to leave the bus without the driver's consent except at home or school.
12. Pupils are not to leave their seats unless getting on or off the bus or unless authorized by the driver.
13. Pupils are to respect persons whom they pass on the routes.
14. Pupils are to report to the driver at once any damage to the bus.
15. Students may not ride another bus other than the one to which they are assigned without the consent from their parents or guardian and proper authorization from the office in the form of a signed note.
16. Any complaints of drivers, pupils, or parents not specified in the above regulations shall be reported promptly.
17. Pupils involved in the use/possession of tobacco products, fighting, vandalism, abusive language, and such will be subject to the same disciplinary actions as at school plus possible suspension of bus riding privileges.



# Cloverport Independent Schools

18. Students who have a bus note, written by their guardian, need to bring the note to an administrator upon arrival on campus so that the guardian can be contacted by phone to confirm the note.
19. If a pupil rides home with a friend and he/she misbehaves, riding privilege can be refused in the future by administrators.
20. These same rules apply when students are riding the bus on field trips and extra-curricular activities.
21. In the event of an accident, follow rules that are explained and practiced during the bus evacuation drill.
22. Students are not permitted to change clothes on the bus.

## Cloverport Independent Schools Technology Initiative School Provided Device

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

<p style="text-align: center;"><b>Program Fee</b> <u>(only for grades 6-12)</u></p> <ul style="list-style-type: none"> <li>● \$20 non-refundable fee per school year per device</li> </ul>	<p style="text-align: center;"><b>Effective Coverage/Expiration Dates</b></p> <ul style="list-style-type: none"> <li>● <b>Effective Date:</b> Based on the receipt of signed agreement</li> <li>● <b>Expiration Date:</b> Last Day of School for the current school year or date of un-enrollment</li> </ul>
<p><b>The following incidents will NOT be covered by the school:</b></p> <ul style="list-style-type: none"> <li>● Damage to device and/or its case caused by liquid spills, drops, or other careless events</li> <li>● Theft</li> <li>● Fire Damage</li> <li>● Electrical Surge</li> <li>● Natural Disasters</li> <li>● Dishonest, fraudulent, intentional, negligent, or criminal acts: The student/parent will be responsible for the full amount of repair/replacement</li> <li>● Consumables: Including but not limited to the case, charger, and software</li> <li>● Cosmetic Damage that does not affect the functionality of the device. Includes, but not limited to, scratches, dents, and broken plastic ports or port covers</li> <li>● "Jailbreaking" or otherwise voiding the manufacturer's warranty by altering the software.</li> <li>● Any other action detailed in the Discipline Code</li> <li>● CISD is not liable for any loss, damage (including incidental, consequential, or punitive damages) for expense caused directly or indirectly to the equipment.</li> </ul>	
<p><b>Cost of Device Replacement:</b></p> <p>Lost or beyond repair: \$195.00          LCD Replacement: \$35.00          Damaged/Lost Charger: \$20.00          Battery: \$70.00          Camera: \$30.00          Keyboard: \$45.00          Back Cover: \$30.00          Bottom Cover:\$30.00</p>	<p style="text-align: center;"><b>Notice:</b></p> <p>**If a student is unenrolled with the Cloverport Independent School, this technology agreement becomes null and void on that date.  <b>**There are no refunds once this agreement becomes active on the date the Technology is issued to the student.</b>  <b>** YOU MUST COMPLETE THE INFORMATION ON THE BACK OF THIS FORM AND RETURN TO THE CLOVERPORT INDEPENDENT SCHOOLS' OFFICE.</b></p>



# Cloverport Independent Schools

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

### Application

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

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

By signing this application to participate in the Cloverport Independent School District's Technology 1:1 Initiative, I agree to the provisions 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 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 Independent 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 Independent Schools

**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 - 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.

**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





# Cloverport Independent Schools

Linda Thompson – Accounts Payable