

Cumberland Trace Elementary

Site-Based Decision Making

By-laws

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Article I

Purpose

Mission Statement: Learning as much as we can, to be the best that we can.
Vision Statement: Life Long Learners and Leaders

Article II

Membership

A. Composition teachers, of Council

The school council at Cumberland Trace Elementary shall consist of three (3) two (2) parents, and the principal.

B. Eligibility

All certified employees assigned to the school as full time or part-time are eligible to serve on the council.

A parent council member shall be a parent or legal guardian of a preschool through sixth grade student to be enrolled in the school during the parent's term of council service. The parent representatives on the council may not be employees of that school or the district central office, or relatives of an employee of that school or the district central office, and a local board member or their spouse may not be a parent representative. A parent representative on the council may be an employee of another school or a relative of any employee of another school. Relative shall mean father, mother, brother, sister, husband, wife, son, daughter, aunt, uncle, son-in-law or daughter-in-law. An employee is any person eligible to receive compensation from the Board of Education for work. Council members shall not have a conflict of interest pursuant to KRS Chapter 45A, except the salary paid to District employees.

C. Terms

Terms of school council members shall be for two years and shall begin on July 1 and end on June 30 of the following year. Terms shall be staggered so that at least one parent and one teacher on the council has experience serving on the council. PTA will be responsible for the election of Parent Representative.

Annual elections for the following year's terms shall be held during the last two months of the school year on a date set by the council. Teacher and parent members are eligible for reelection.

D. Elections

1. Teachers

All teachers assigned to the school as the home school, shall have an opportunity to participate in the annual election of teacher representatives. Teachers may nominate themselves or another teacher. Nominations shall be made on a form provided by the principal no less than twenty (20) calendar days before the election. Nominations shall be returned to a designated teacher council member before the election. The designated teacher shall prepare the list of candidates and shall distribute them to the faculty prior to the election. The teacher shall prepare a ballot for the election. The election shall be completed during the last two months of the school year.

All voting will be by secret ballot. Teacher members must be elected by a simple majority, (one half plus one) of the teachers assigned to the home school. Absentee ballots will be provided for teachers who cannot be present.

Two (2) teachers chosen by the faculty shall count the ballots and announce the results at the conclusion of the meeting. If 3 teachers are not elected by a simple majority, the teacher receiving the least amount of votes shall be eliminated and the voting continues until 3 teachers are elected. The principal shall forward results of the vote to the Superintendent and the Board.

2. Parents

All parents, step-parents and guardians of students shall be eligible to vote in the annual election of parent representatives. Parents may nominate themselves or another parent. Nominations shall be made on a form provided by the principal no less than twenty (20) calendar days before the election. Nominations shall be returned to the PTA president no later than five (5) days before the election.

The PTA shall determine that all nominees are eligible and prepare a list of names of all parent candidates. A list of candidates shall be available prior to the election of parent council members. The PTA shall prepare a ballot for the election. The election shall be completed during the last two months of the school year.

All voting will be by secret ballot. The two parent council members who receive the most votes shall be elected.

Two (2) parents chosen by the parent teacher association shall count the ballots and announce the results at the conclusion of the meeting. The principal shall forward the results of the vote to the Superintendent and the Board.

E. Vacancies

Council vacancies shall be filled at a special called election and shall follow the guidelines set forth in this policy.

F. Election Results

The principal shall develop a biographical profile on each new council member and report new members to the public through the local media, or in the school newsletter.

G. Minority Membership Representation

The council encourages minority membership and representation on the council and in council affairs. If a minority member is not elected during the regular election and 8% of Cumberland Trace student population are minority, a special election shall be held for the purpose of electing a minority member of the council.

H. Standards of Conduct

Each council member is expected to attend council meetings except in case of illness or family obligations and to abide by Board policies. Elected council members may be recommended for removal from office for the following reasons:

1. Missing three (3) consecutive council meetings.
 2. Willful violation of Kentucky Revised Statutes, Board policy, or council policy.
 3. Demonstrating unwillingness to work collaboratively with the school council and school.
- Any member of the council convicted of a misdemeanor or felony while in office shall resign.

I. Council Member Removal

Any member who has violated any of the standards of conduct and who does not resign shall be subject to the recommendation of removal using the following procedures:

1. **Motion:** A motion and a second to remove the member stating the actions that justify removal and identifying the standards of conduct violated by those actions shall be made.
2. **Defense:** The member whose removal has been moved shall be given a chance to explain why removal is not justified. The member whose removal has been moved shall be permitted to present any type of defense. Other persons wishing to address the issue may also speak. The person whose removal is being considered will be allowed to speak last.
3. **Decision:** The council shall vote on whether removal is justified. If there are four votes for removal, the member shall be recommended to the Board of Education for removal.

J. Council Member Resignation

A council member may resign from the council by submitting a letter of resignation to the principal.

Article III

Officers of the Council

A. Chairperson

The principal shall be the chairperson of the school council. Duties of the chair

include:

- Conducting school council meetings
- Compiling and distributing the agenda for council meetings
- Serving as official custodian of council records
- Stating when a consensus is present for the record
- Coordinating standing and ad hoc committees
- Carrying out any additional responsibilities as stated in these by-laws
- Maintaining a file of all correspondence addressed to the school council (these records may only be discarded after having been brought to two council meetings)
- Other duties as described in these by-laws

The council records shall be filed in the school office and subject to KRS 61.870 open records law.

B. Vice-Chair

Duties of the vice-chair shall include:

- Presiding over council meetings in the absence of the chair
- Calling a special meeting of the council in the event a principal vacancy occurs
- Conducting meetings necessary for the principal hiring process to take place
- This person will be selected at the July council meeting for a term of 1 year.

C. Secretary

The council may elect a qualified person or persons to perform the duty of the recording secretary during its July council meeting who shall be responsible for:

1. Recording in writing all minutes of meetings.
2. Processing minutes.

The council secretary in conjunction with the school secretary shall be responsible for typing and disseminating meeting minutes to all council members and forwarding minutes to the Superintendent within five (5) days from the date of the meeting.

Additional copies shall be made available to faculty, PTA officers, and parents. If the council secretary is elected from outside council membership, it will be a non-voting position.

D. Council Members

Duties of council members include:

- Knowing and adhering to the mission, philosophy, and goals of Cumberland Trace Elementary School
- Attending all council meetings, both regular and special
- Encouraging and requesting opinions from their constituencies
- Supporting, promoting, and communicating council decisions
- Attend council training according to state guidelines

Article IV

Functions

A. Required Functions

The council shall:

1. determine, within the parameters of the total available funds, the number of persons to be employed in each job classification at the school.
2. determine which textbooks shall be used at the school
3. determine which instructional materials shall be used at the school.
4. determine what student support services shall be provided in the school.
5. select a new principal for the school, when that position becomes vacant, from a list of applicants submitted by the Superintendent or from additional names supplied by the Superintendent at the council's request.
6. after determining how vacancies shall be filled, consult with the principal before the principal selects persons to be hired to fill positions at the school.
7. adopt policies to be implemented by the principal in the following areas:
 - a. Determination of curriculum, including needs assessment and curriculum development;
 - b. Assignment of all instructional and non-instructional staff time;
 - c. Assignment of students to classes and programs within the school;
 - d. Determination of the schedule of the school day and week, subject to the beginning and ending times of the school day and school calendar year as established by the local board;
 - e. Determination of use of school space during the school day;
 - f. Planning and resolution of issues regarding instructional practices;
 - g. Selection and implementation of discipline and classroom management techniques, including responsibilities of the student, parent, teacher, counselor, and principal;
 - h. Selection of extracurricular program and determination of policies relating to student participation based on academic qualifications and attendance requirements, program evaluation and supervision;

- i. Procedures for determining alignment with state standards, technology utilization, and program appraisal. Council policy on this issue must be consistent with district board policy;
- j. Provide an environment to enhance students' achievement;

8. appoint committees: Standing and Ad Hoc.

**B. Functions not
under Council
Authority**

The council shall not:

- 1. recommend the transfer or dismissal of any member of the school staff
- 2. violate federal or state law or regulations
- 3. take any action that risks the health or safety of students, staff, or others.
- 4. take any action that exposes the council or the district to unreasonable risk of legal liability
- 5. authorize any purchase that exceeds the financial resources available to it
- 6. take any action that violates contractual obligations already made by the district or the council to personnel and other providers of goods and services.

Article V

Schedule of Meetings

A. Regular Meetings

The Cumberland Trace Elementary School Council shall meet monthly and date and times will be set at the July meeting. Each meeting will last no longer than two (2) hours unless the council agrees by consensus to extend the meeting. Meetings will be in the school library unless otherwise posted.

Regular meetings may be canceled with the approval from a majority of the council providing proper notice is given.

Regular meetings may be canceled if inclement weather makes it necessary to close school on the day of the meeting. The meeting shall be rescheduled at the discretion of the principal.

B. Special Meetings

A special meeting may be called by a majority of members of the council providing proper notice is given.

C. Training-Planning Meeting

A training-planning meeting shall be called to provide initial and additional training for the development of decision making skills providing proper notice is given.

D. Open Meetings

All meetings of the council are open to the public and subject to the open meetings law in KRS 61.820 and KRS61.825.

Meetings shall be held at times convenient to working parents. No council meeting shall be held during the scheduled instructional day. Advance notice of meetings shall be given to the public as required.

Article VI

Conduct of Meetings

A. Quorum

Two-thirds (2/3) of the members of the council must be present for the council to make official decisions including a parent, a teacher, and the principal/vice chair.

B. Attendance

Council meetings shall be open to the public. Anyone who wants to attend a council meeting may do so.

C. Closed Sessions

A closed session is a portion of regular or special meeting of the council during which the members meet in private. Within the realm of council responsibilities, the allowed subjects at closed meetings are proposed or pending litigation by or against the council, allowed by KRS 61.810 (1)(c), or selection of a new principal allowed by KRS 61.810 (1)(f). Before a closed session can begin, the following steps must be taken.

1. Announcement; Contents. An announcement must be made in open session. The announcement must state that the council needs to discuss business involving a topic that the law allows to be discussed in closed session. The announcement must state the general nature of business that needs to be discussed in closed session and identify the specific section of the law that allows the session to be closed.

It was moved by _____ and seconded by _____ that the Council go into Closed Session pursuant to the authority of KRS 61.810 (1)(c) or KRS 61.810 (1)(f) for the purpose of proposed or pending litigation by or against the council or for the selection of a new principal.”

2. Motion. A motion must be made and passed by a majority of members present to go into closed session to discuss that business.

During the closed session, only the business stated in the announcement can be discussed, and no final decision can be made. After full discussion, the council must return to open meeting and make any official decision needed on the matter, and the decision must be recorded in the minutes of the open session.

D. Agenda

Meetings shall operate by an agenda. The agenda shall be formed with items provided by council members. Non-council members may recommend items for the agenda by contacting a council member in writing.

1. Preliminary. Prior to each regular council meeting, the principal shall prepare a preliminary agenda for the council meeting, including all items that have been submitted.

The preliminary agenda shall be posted in the school office and copies shall be delivered to each member of the council.

2. Final. Setting the final agenda shall be the first order of business at each council meeting. Other items may be added to the agenda at the meeting by action of the council.

E. Agenda Order

The order of the agenda shall be:

1. Set the agenda
2. Approve the minutes
3. Topics of Discussion
 - a. Old Business
 - b. New Business
4. Other items that may be brought before the council
5. Adjourn

F. Discussion of Agenda

Each item on the agenda shall be fully discussed by the council before any decisions are made.

Those who are in attendance at the council meeting shall be provided an opportunity to discuss issues under consideration by the council by the following procedure:

1. As each topic is discussed, the chairperson shall call on speakers from the floor. Each speaker will be limited to five (5) minutes, unless prior approval was given. Input will be allowed before the council makes decision.
2. Input and reaction must be relevant to the topic and must be within the authority of the council.
3. The council reserves the right to terminate discussion if deemed inappropriate.
4. Items from the floor or under new business will be taken under advisement and considered for action.

G. Decision Making

The primary method of making decisions shall be by consensus. An effort shall be made to thoroughly discuss all possible alternatives, provide everyone ample opportunity to be heard, and make a final choice that can be supported by the group.

In the event a decision is necessary and the council determines majority rule is an acceptable process to make the decision, then majority rule will be followed. Decisions by majority rule shall require a simple majority of the members present. A tie vote will result in no action.

Article VII

Minutes and Other Council Records

A. Minutes Kept and Approved

The secretary shall keep minutes of each council meeting. The minutes shall state accurately each council decision taken. If the decision was to adopt a written statement of policy or a written statement of some other decision, the entire text of that statement shall be attached to the minutes. The minutes shall be reviewed and approved by the council at the next meeting.

B. Distribution of Council Documents

The council secretary in conjunction with the school secretary shall make copies of the council's by-laws, policies, annual budget, monthly spending reports, and minutes.

A copy of all council documents shall be kept in the school office where it can be reviewed by all interested persons at any time that the office is open.

The principal, upon request, shall make official council records available within three (3) business days unless the records are subject to a specific exception of the Open Records Law.

Article VIII

Fiscal Management

A. Authority

The council shall have oversight of all monies and resources allocated, assigned to, or generated by the school.

The council shall allocate resources and approve all budgets.

Article IX

Appeals Process

A. Eligibility

Any resident of the District or a parent/guardian, student or employee of the school may appeal council decisions.

B. Process

Appealing a decision made by the Cumberland Trace Elementary School Council shall include the following procedure:

1. An appeal on a decision made by a school council must be made in writing and submitted to the principal. It will then be reviewed by the school council, which shall make a timely written response to the appealing party.
2. If the matter is not satisfactorily resolved by the council, the appeal may then be submitted in writing to the Superintendent.
3. If, within ten (10) days, the matter is not satisfactorily resolved by the Superintendent, the appealing party may within (20) days, appeal to the Board. The Board shall afford the affected parties a hearing within thirty (30) days of the appeal to the Board.
4. The Board shall issue a final written decision on the appeal with its rationale no later than sixty (60) days from the date of the hearing without the agreement of the affected parties.

C. Bias

Actions of the council will be reviewed on appeal based on whether the council action was arbitrary, violated District policy, exceeded the authority of the council or was otherwise unlawful under state or federal law.

Article X

Policy Development and Review

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| A. Policy Development | Council policy shall be developed through its committee system. All policies shall be adopted by the council subject to two readings. |
| B. Policy Review | Council policies may be reviewed annually. |
| C. Policy Amendment | Upon review, the council may amend policy. |
| D. Policy Manual | The principal is responsible for making written changes to the policies and shall maintain a manual of current council policy for staff and public inspection and shall provide each council member a current manual. A copy of the manual and its amendments shall be provided to the Superintendent. |

School Policy Plan
Revised 1999-2000, 2002-2003 and 2005

Contents:

Policy #1 - Curriculum
Policy #2 - Instructional & Non-instructional Staff Time
Policy #3 - Classroom Assignments
Policy #4 - School Schedule
Policy #5 - School Space During School Day
Policy #6 - Instructional Practices
Policy #7- School Discipline
Policy #8 - Extracurricular Programs
Policy #9 - Committees
Policy #10 - Out of District Students
Policy #11 - Selection of School Personnel
Policy #12 - Teacher Travel
Policy #13 - Classroom Visitation Policy
Policy #14 - Primary School Policy
Policy #15 – Attendance Policy
Policy #16 - Cultural Diversity Policy
Policy #17 – Student Temperature Policy
Policy #18 – Parent Involvement
Policy #19 – Selection Policy
Policy #20 – Making Up Missed School Work
Policy #21 – Wellness
Policy #22 – Fund Raising
Policy #23 – Food Allergy
Policy #24 - Personally Owned Devices on School Campus

Policy #1

Curriculum

The school council shall adopt the curriculum guides of the Warren County Board of Education as the curriculum that shall be implemented at the school. Yearly reviews, including a needs assessment will be conducted by the standing committees to determine that Cumberland Trace curriculum is aligned with national and state standards.

Policy #2

Instructional & Non-instructional staff time

The principal shall assign all instructional and non-instructional staff time according to needs of students, certification, interest, and performance.

Achievement of school council goals and effective management shall be the basis for assignments of staff time. All staff time assignments shall be published annually by July 1 of each year.

Policy #3

Classroom Assignments

It is the policy of Cumberland Trace Elementary School to assign students to classes heterogeneously. All regular classes are to be as evenly balanced as possible based on the following:

- Number of boys and girls
- Minority and non-minority students:
- Students having I.E.P.s
- Students for whom English is a second language
- Students who require remediation or other special assistance
- Students who are high, average, or low achieving

Teacher input regarding assignment of students is provided at the end of each school year through the preparation, by grade level, of suggested class rosters for the following year. The rosters are to be based on the variables listed above and other pertinent information. Students in multi-age and looping classes will continue with the same teacher for two years when possible.

Parents are invited to share information about their children that would assist the teachers and principal in the classroom assignment process. This could include a description of the child's strengths, weaknesses, learning style, need for a structured/more flexible school environment, assessment data gained outside the school, etc. This information needs to be received by the school no later than May 1st of each year in order to be considered by the faculty when preparing class rosters.

Students who enroll during the summer and after the beginning of the school year will be assigned to classes based on class size and with consideration given to variables listed above.

Policy #4

School Schedule

The principal and instructional staff shall establish a master schedule to be submitted to the council for approval based on local board policy at the September meeting.

Opening times will be determined by district guidelines for both teachers and students.

Policy #5

School Space during School day

Assignment of school space shall be made based upon criteria that considers class size, program space need, accessibility for the disabled, supervision of students, safety and overall effective school management.

Policy #6

Instructional Practices

Faculty, in collaboration with the principal, shall select the appropriate instructional practices to be utilized in their classroom, to ensure that the schools curriculum is fully implemented.

Policy #7

School Discipline

A. Statement

It is the intent of the Council to implement a school-wide discipline plan that teaches students how to make choices, accept consequences and become responsible for their actions. This discipline plan will contain clear, firm, and high expectations, consistent rules and consequences that relate to the misbehavior in order to achieve a safe, secure, and positive learning environment. It is also the intent of the council that the discipline plan will acknowledge and reward positive behavior on a consistent basis.

B. Administrative Procedures

Introduction

The following plan contains rewards, defined roles and responsibilities for students, parents, teachers, counselors, and administrators and clearly stated rules and consequences. There are five rules referred to as the “ALWAYS” rules which apply whether a students is in the hall, on the bus, or in the classroom. The “ALWAYS” rules are:

- 1. We will show respect for others and their possessions.**
- 2. We will keep hands, feet and other objects to ourselves.**
- 3. We will use appropriate language.**
- 4. We will follow directions.**
- 5. We will not prevent the teacher from teaching, or other students from learning.**

It is understood that in order for this or any plan to be successful there must be cooperation between and among the students, parents, and school and the consistent application of the provisions of the plan.

Rewards

Acknowledgment and rewarding of positive behavior are critical in helping students to develop and maintain appropriate school behavior. Classroom rewards for good behavior routinely include such things as stickers, free time, popcorn parties, praise and encouragement given verbally and in writing. In addition, students who have not received a Discipline Report during a specified period will receive a special treat arranged by the teachers. Throughout the year additional incentives and rewards for good conduct will be utilized. These might include food coupons from restaurants, special bulletin board recognitions, extra recess time, treats from the principal, or other items which the children especially enjoy.

Roles and Responsibilities

A. Student Roles and Responsibilities:

1. Obey school rules, regulations, and policies:

ALWAYS RULES

We will show respect for others and their possessions.
We will keep hands, feet, and other objects to ourselves.
We will use appropriate language.
We will follow directions.
We will not prevent the teacher from teaching, or other students from learning.

2. Display appropriate conduct at all times.
3. Maintain good attendance.
4. Be prepared for all class work.
5. Dress appropriately.
6. Abstain from:

- *The possession, transmission, and/or use of weapons, dangerous instruments, fireworks, other incendiary devices or any item that resembles or simulates the items mentioned above.
- *The possession, transmission, and/or use of alcoholic beverages or controlled substances, tobacco products or any other substance that resembles a controlled substance.
- *Physical or verbal intimidation, threat, or harm of any school employee or another student.
- *Initiating a false alarm or false warning of a fire, impending bombing, tornado or any other catastrophic event.
- *Destroying, damaging, or stealing school property or personal property of other students or faculty and staff.
- *Verbal or physical defiance of school authority.
- *Sexual Harassment.
- *Disruptive classroom behavior.
- *Cheating or knowingly giving false information or altering any records, or forging the signature of parents, or school personnel.
- *Acts of truancy or habitual tardiness, or
- *Leaving the school building or ground during school hours unless accompanied by parent or authorized parent representative.

B. Parent Roles and Responsibilities

1. Instill in their child a sense of responsibility and respect for students, faculty, staff, and school property.
2. Aid their child in understanding and following the disciplinary procedures of the school.
3. See that their child attends school regularly and punctually.
4. Act as a model in establishing positive attitudes toward the school and school personnel.
5. Instill in their child a personal need for an education.
6. Respond appropriately and constructively to programs and discipline reports of their child.
7. Take an active role in the school and the child's education.

C. Teacher Roles and Responsibilities

1. Administer disciplinary measures contained in this plan in order to maintain a positive learning climate.
2. Act as a positive role model in terms of dress, actions and behavior.

3. Communicate to parents specific discipline problems
4. Handle classroom disruptions fairly, firmly, and quickly.
5. Help to create and maintain a positive school climate which promotes respect for the rights of all participants in the schooling process.

D. Counselor's Roles and Responsibilities

1. Help to create and maintain a positive school climate which promotes respect for the rights of all participants in the school process.
2. Communicate to school personnel and parents information concerning agencies and resources that would assist with changing inappropriate behavior of students.
3. Provide individual and group counseling as needed to help students resolve conflicts and modify behavior.
4. Assist classroom teachers with parent conferences.
5. Act as a positive role model in terms of dress, actions, and behavior.

E. Principal's Roles and Responsibilities

1. Serve as a support for teachers which allows them to administer appropriate discipline measures to ensure a positive learning environment.
2. Help create and maintain a positive school climate which promotes respect for the rights of all participants in the schooling process.
3. Administer discipline measures (in concert with the teachers) fairly and equally in accordance with the established discipline plan.
4. Communicate the school discipline plan to the school community by explanation at the school open house, publication in student handbook and individual conferences and conversations.

LEVELS OF MISCONDUCT

We will have zero tolerance for the following misconduct:

Level IV Offenses:

- *Possession of a weapon in the school or on the bus.
- *Possession of tobacco products, drugs, alcohol, or any controlled substance.
- *Physical or verbal threats of harm to a school employee or other student.
- *Initiating a false alarm.
- *Defiance of school authority. (biting, hitting, consistent classroom disruptions)
- *Destroying or damaging school or personal property of students or staff.
- *Repeated Level III offenses.

Level III Offenses:

- *Use of indecent or profane language on school property or on the bus.
- *Fighting on school property or on the bus.
- *Stealing
- *Sexual harassment
- *Repeated Level II offenses.

Level II Offenses:

- *Excessive tardiness'
- *Truancy
- *Forgery of notes or excuses
- *Disruptive classroom behavior
- *Repeated Level I offenses

Level I Offenses:

- *Unprepared for class
- *Inappropriate dress
- *Inappropriate manners in cafeteria

- *Inappropriate behavior at assemblies
- *Inappropriate behavior on the playground
- *Inappropriate behavior in the hallways or restrooms
- *Copying other students' work
- *Chewing gum

CONSEQUENCES

Level IV Consequences:

- *Immediate suspension and/or recommendation for expulsion.
- *Intervention of law enforcement authorities as warranted.

Level III Consequences:

- *Counseling, immediate placement in ABC, suspension, recommendation for expulsion, referral to an outside agency or removal from school bus if misconduct occurred on the bus.

Level II Consequences:

- *Continued Level I misconduct--Receipt of a third Discipline report and ABC placement for one day or more. Initially, primary age children will have no more than one half-day placement and upper grade students one full day.
- *Continued Level II offenses will result in ABC placement

Level I Consequences:

- *First Offense--Receipt of a warning with a Behavior Awareness Form which describes the misconduct and what the student needs to do to correct the misconduct. A copy is sent home to the parent for signature and is to be returned the following day. This warning shall be kept on file by the homeroom teacher. In the event that a second misbehavior occurs, the white copy of the Behavior Awareness Warning shall be attached to the discipline report and be sent to the office. The principal will conference individually or in small groups with the students who receive Level I Discipline Reports.

- *Second Offense--Discipline Report is issued which is taken home, signed by parents and returned the next day.

- *Third Offense-- Moves the child into Level II and a third Discipline Report is given.

- *With additional infractions, Level II consequences are followed.

After three days in the ABC room, an additional offense will result in immediate out-of-school suspension. Prior to his/her return to school a conference is held with the student, teacher, parent and principal. Parents will be advised that a discipline record is maintained on the child but that the child may return to school and start anew. However, if the child continues to misbehave and repeated offenses lead to 3 additional reports, out of school suspension will occur again. The juvenile authorities, social services representative, or court designated worker may be requested to attend a conference with the student, parent, teacher and principal.

Students who participate in extra-curricular activities are expected to follow school rules and represent our school in a positive way. Members of the Student Council who commit Level III and/or IV offenses will be placed on probation, and may lose the privilege of participating in council activities.

Behavior Improvement Lessons

In keeping with our goal of enabling students to develop and utilize skills necessary for problem solving, exercising self-control and enhancing self-worth, students assigned ABC placement or out-of school suspension will be expected to complete written Behavior Improvement Lesson(s) appropriate to the misconduct. Lesson materials will be provided to the student.

Altering Behavior Classroom (A.B.C.)

A.B.C. offers an additional procedure and intervention method which is available within the school's continuum of responses to student misconduct. The Principal's decision to use A.B.C. will occur following the

analysis of the “Report of Misconduct” presented by the teacher. Behaviors warranting A.B.C. intervention are those as described in Levels II and III of this Discipline Plan and the Warren County Schools District Student Handbook. These behaviors must be observed by an adult--not simply reported by other students.

A. A.B.C. Procedures

1. Anytime in which student misconduct of Level II or III of the District Student Handbook or this Discipline Plan are observed, the student may be referred for possible placement in the A.B.C.
2. For primary age students the length of time in the A.B.C. will not be less than three hours or more than six.
3. For intermediate age students the length of time will never be less than six hours or more than three consecutive days at a time.
4. The number of times that a student is referred to the A.B.C. will not affect the length of time required to stay in the A.B.C.
5. After three days of A.B.C. a student may receive an out of school suspension for any further misconduct.

B. Student Responsibilities:

1. When a student is placed in A.B.C. the following behaviors are required:
 - a. Completion of a Behavior Improvement Lesson
 - b. Completion of assigned class work.
 - c. No talking or interaction with other students
 - d. Following all directions of the A.B.C. aide
2. Lunch will be eaten in A.B.C.
3. There will be no recess during A.B.C. placement
4. Restroom breaks will be supervised by the aide.

C. Principal’s Responsibilities:

1. Analyze the misconduct report sent by the teacher and make decision about A.B.C. placement based upon:
 - a. Teacher’s statements in the misconduct report:
 - b. Past misconduct of the student (number of offenses at Level I)
 - c. Student age and grade
 - d. Student’s behavior, verbal comments, body language, etc.
 - e. Other information provided by parents, social services, and outside agencies.
2. Consider consequences for Levels of Misconduct contained in this Plan and District Student handbook.
3. Confers with A.B.C. aide when placement is recommended
4. Notifies parent of A.B.C. placement
5. Periodically monitors A.B.C. and checks student conduct
6. Confers with student when placement is ended if appropriate
7. Maintains all records of A.B.C. referrals and placements

D. Teacher Responsibilities:

1. Teachers are to post classroom rules so that children know and understand what is expected. The rules are carefully explained to students.
2. Teachers will inform the student of the rule violation when A.B.C. placement is being recommended.
3. Teachers complete the misconduct report for any incident for which the student is sent to the office for disciplinary reasons. (This card is kept on file by the Principal for purposes of data collection, conferences with parents and review with students.)
4. Teacher will send the misconduct card to the office
5. The teacher will be notified of the action taken by the Principal
6. If the student has been assigned to A.B.C. the regular classroom teacher will prepare work for the student as soon as possible. (It is not necessary to interrupt the instructional lesson to prepare this.)

- a. Complete assignment sheet and send books, etc. with brief directions (ex. workbook pp 99-103 refers to attachment.)
- b. Send additional review work, if possible, for students who complete their class work prior to the time of exit from A.B.C.

E. A.B.C. Aide Responsibilities:

1. Confers with Principal regarding A.B.C. referral
2. Completes A.B.C. referral form, signs and files
3. Assigns appropriate Behavior Improvement Lesson
4. Supervises, assists, and monitors student assigned class work, checking work for completion and randomly checking for accuracy (total checking for accuracy and grading is not possible.)
5. Assures supervision of student at all times including to/from lunch, restroom, etc.
6. In the event that the Principal is unable to attend to the behavior problem, the Principal's designee will intervene with the student using A.B.C. procedures until the Principal is available.

F. A.B.C. Room Aide Additional Responsibilities:

There are times when there are no students assigned to the A.B.C. During these times that the A.B.C. is not in use, the A.B.C. aide may be available to perform the other activities assigned by the Principal.

G. Lunchroom Aide Responsibilities:

The Lunchroom Aide will be required to follow the same A.B.C. procedure by performing the following activities:

1. Post lunchroom rules in the cafeteria
2. Complete Discipline Form
3. Notify regular classroom teacher of their action when they have sent a student to the office.

H. Guidance Counselor Responsibilities:

The Guidance Counselor will be requested to assist with the following activities in efforts to teach an appropriate social skills to students who have behavior problems warranting A.B.C.

1. Counsel with student following the A.B.C. experience
2. Provide monitoring and feedback for students with behavior problems, when appropriate
3. Schedule counseling with students who have behavior problems and are frequently sent to the office for disciplinary action
4. Parent conference
5. Referral to appropriate outside agency, if warranted

I. Bus Driver Responsibilities:

1. Complete misbehavior form
2. Immediately notify Principal of bus misconduct

School Bus Driver Consequences

*Violation of rules on the school bus will result in the loss of the privilege of riding the bus.

-The first violation reported to the principal by the bus driver will result in a conference between the driver, principal and child and a written report sent to the parent which is to be signed and return to the principal.

-A second reported misconduct will result in a letter to the parents which will provide notice that the bus riding privilege is in jeopardy.

-A third report will result in the loss of one week of riding privilege.

-A fourth report will be two weeks of bus suspension,

-A fifth report three weeks and so forth

During the suspension from the bus, it is the responsibility of the parents to transport the student to and from school. Failure of the child to attend during this time will be considered an unexcused absence.

Policy #8

Extracurricular Programs

The principal and instructional staff shall be responsible for the selection of extracurricular programs and the determination of policies related to those programs. The council shall approve or disapprove of the selection of extracurricular programs and the determination of policies relating to them.

Policy #9

Committees

A. Statement

It shall be the policy of the Cumberland Trace Elementary School Council to appoint committees: Standing and Ad Hoc. It shall be the purpose of each committee to research and analyze data. The committee shall present findings and make recommendations to the Council on adoption of policy or procedure.

B. Administrative Procedures

1. The committee shall be representative of the school and community. A classified staff member and parent will serve on each committee.
2. The committee members shall serve for one or more years.
3. The standing committee shall select a chairperson and a secretary from its membership and meet at least once a month unless otherwise determined by the principal.
4. It is the responsibility of the chairperson to set the agenda for the meeting. He/She will accept items for the agenda prior to the meeting.
5. Each meeting of the committee shall be subject to the Open Meeting Law in KRS 61.820 and KRS 61.825.
6. The committee secretary shall keep attendance and minutes of each meeting and file them in the school office as part of the Councils official records.
7. The committee shall use consensus as the primary method of making decisions. The quorum will consist of at least half the committee membership.
8. Each teacher shall serve on at least one committee and not more than two.
9. One member from each committee is encouraged to report monthly to the SBDM Council. If a committee member is not available to report at a meeting, a written report must be submitted.
10. Parents will be informed about school committees and how they can be involved.
11. The principal will submit a list of committees to the council at the July meeting for approval. Vacancies will be appointed by principal as needed.

C. Duties

1. Committees shall carry out tasks assigned to them by the school council.
2. Committees may decide to bring issues of concern or interest to the school council.
3. Committees may research issues, gather school-wide input, or prepare first and revised drafts of school council policies.
4. Committee chairs or their designees will report at each regular council meeting, or as requested by the school council.
5. Committee chairs shall provide the council secretary with written minutes of their meetings no later than 10 days after the meeting occurred.

POLICY #10

OUT OF DISTRICT STUDENTS

The SBDM Council will implement the Warren County Board of Education Policy regarding the enrollment of out-of-district students as follows:

Policy 09.12 of the Warren County Board of Education provides in part:

Non resident pupils may be admitted to the district's schools in accordance with Board policy and upon approval of the Superintendent.

April 17, 2009

The Cumberland Trace School Based Decision Making Council has established the following guidelines for out of district students:

1. Students must have good attendance. Unexcused absences/tardies can result in requiring the student to return to his/her home school.
2. Students must exhibit good behavior. Students who receive discipline reports on a repeated basis will be required to return to his/her home school.
3. Class sizes must remain within state cap sizes (no more than 24 students in primary, no more than 28 students in 4th grade, and no more than 29 students in 5th and 6th grade). If the number of student in ca class exceeds state cap size at any time in the school year, out of district student can be require to return to their home schools.

Out of district student must comply with all three of these guidelines. After three unexcused absences/tardies or three discipline reports, the parents of out-of-district students will be contacted by the principal for a conference. At the conference an improvement plan will be developed.

Significant improvements in attendance/behavior must occur immediately in order for the child to remain at Cumberland Trace.

Policy #11

Selection of School Personnel

A. Statement

It shall be the policy of the Cumberland Trace Elementary School Council that after determining how staff vacancies shall be filled, the principal shall consult with the Council before selecting persons to be hired to fill positions at the school for the purpose of providing discussion and additional input into the selection process. If a quorum of Council members cannot be brought together in a timely manner, the principal will consult with those Council members who are available. This will allow the hiring process to proceed without delay and possible loss of strong candidates.

B. Vacancies

The principal shall inform the Superintendent of any resignation of school employee assigned to this school. The Superintendent shall determine the position as vacant.

C. Candidates

It is acknowledged that the Superintendent will provide a slate of candidates for each certified position.

D. Interviews

Each candidate shall be interviewed by the principal.

An Ad hoc committee chaired by the principal and consisting of teachers who will closely work with the candidate shall be formed to interview candidates and make recommendation to the principal who will consult with the council

E. Selection

The principal shall be responsible for making the final recommendation for filling a vacancy.

The principal shall notify the Superintendent and the council of his/her selections for filling staff vacancies.

Policy #12

Teacher Travel

It shall be the policy of the Cumberland Trace Elementary School Council that all teachers should have equal opportunities for school funded travel for the purpose of continuing professional development in their particular teaching assignments.

Forms used to request trips and the current balance of the travel fund shall be kept in the office and made available for teachers scheduling trips.

Administrative Procedures

The teacher travel allocated funds shall provide expense money for all teachers assigned to the building. Travel requests shall:

1. Comply fully with the District travel policy set forth by the Warren County Board of Education.
2. Be submitted at any time during the school year with early requests being given priority, realizing that limited funds may require teachers with the least travel time priority.
3. Be submitted on form WCBE T1 to the principal.
4. Be subject to approval by the principal and submitted to the Superintendent for his approval.

Guidelines

1. Give consideration to teachers who have professional development requirements beyond the 4 days required of all teachers (Examples - Leadership hours for Counselors; 5 additional days for Elementary Curriculum Coordinator)
Professional Development Committee recommends \$500 for each.
2. Give consideration to teachers who are selected for a leadership position in a state or national organization. This includes holding offices in state and national organizations and being invited to present sessions at state and national conferences.
3. Teachers wishing to attend state and national conferences are encouraged to become members in those organizations so as to be able to register at member rates.
4. Consideration will be given to teachers who are chaperoning students who are performing or participating in conferences.
5. Priority will be given to teachers attending conferences to learn new skills and practices that are a central focus of school programs. (Examples: writing, assessment, multi-age, looping.)
6. Because of the large demand for limited professional development funds, it may be necessary for teachers to attend their professional state conference on a two or three year rotating basis.
7. Teachers who attend conferences must find ways to share what they have learned when they return to school.
8. Teachers are encouraged to take advantage of opportunities to earn the required four days of professional development credit when provided at no cost, so that professional development funds are available for extended enrichment and learning opportunities.
9. Travel expenses up to \$100 can be approved by the principal without consulting the committee.

Policy #13

Classroom Visitation Policy

Cumberland Trace Elementary has been designated a “Welcoming School” for our efforts to create an atmosphere where students want to come to school to learn and parents like to come to school to visit and volunteer. Our faculty and staff try to treat all children as they would want their own children to be treated. Children love to have their parents join them for lunch and that is a great time to see how your child’s day is going.

Parents are welcome to visit classrooms and we recommend that visits be scheduled in advance. Every instructional minute is important. We strive to provide a teaching and learning environment that is as free from interruptions and distractions as possible so that an academic focus can be maintained. Drop-in visits tend to disrupt the flow of learning.

If you have questions or concerns about your child’s progress, please schedule a conference with your child’s teacher. We will be happy to arrange a time that is convenient for you and the teacher. It is not appropriate for teachers to discuss your child’s progress with you in the classroom when other children are present, in the hallway, in the car rider lane, or in the grocery store.

Guided tours are always available for anyone interested in visiting our school.

A great way to learn more about our school is to be a parent volunteer. Training is available.

Policy #14

Primary School Policy

The School Based Decision Making Council of Cumberland Trace Elementary supports full implementation of the primary school program. The council recognizes that the following seven critical attributes are crucial to educating young children: developmentally appropriated practices, multiage and multiability classrooms (including flexible grouping and regrouping), continuous progress, authentic assessment, qualitative reporting methods, professional teamwork, and positive parent involvement.

Students enrolled in the primary school program shall progress through the curriculum at their individual learning rates. The determination of successful completion of the Primary Program shall be made on an individual student basis. The development of the student exiting the Primary Program shall be consistent with performance expectations which would support student success in the fourth grade. A team, which includes the parent of the child, teachers, principal, and other appropriate school personnel, will consider and recommend the appropriate early or delayed exit for any student in the primary program.

Policy #15

Attendance Policy

Any child, who has been absent from school without a valid excuse for 3 or more days, or tardy without a valid excuse on 3 or more days, is truant. Any child who has been reported as a truant 3 or more times is a habitual truant. (Students are considered tardy when they arrive at school after 8:15, leave early – before 3:15, or miss 1 – 60 minutes of the school day.) If a child is ill, a call to the school office should be made before 9:00 a.m. If the office has not heard from the parent, the school office staff will make an attempt to reach the parent to verify the child's absence from school. If a parent is unable to call the school, a written note is required explaining the child's absence the first day the child returns to school.

Once a child has been absent a total of 10 days because of illness, a doctor's excuse is required for further absences to be excused. If a student is a habitual truant, a petition is filed with the Court Designated Workers Office. If the student continues to have unexcused absences or tardies, the case will be referred to Family Court, and fines can be given.

Adopted by SBDM Council – July 2000

Policy #16

Cultural Diversity Policy

Statement	It is the intent of the Council to promote a positive school climate in which various forms of cultural expression are freely shared and respected.
Definition	Culture is recognized as a broad category which may be expressed in diverse ways through art, music, religion, literature, food ways, customs, and celebrations.
Presentation	Teachers, parents, students, and guest speakers shall be encouraged to make age-appropriate presentations representing the various cultural groups that comprise our school community.
Limitations	Teachers, parents, students, and guest speakers shall refrain from evaluating, endorsing, or promoting one form of cultural expression over another.

Policy added April, 2001

Policy #17

Student Temperature Policy

A parent will be called to pick up the sick child if the child's temperature is 99.6 and the school personnel will verify the temperature on the parents' arrival at school.

Adopted 6/2002

Policy #18

Cumberland Trace Parent Involvement Policy

2002/2003

We at Cumberland Trace Elementary School understand the importance of the parent as the child's first and most important teacher. In order to insure the success of each child, the parent's continued involvement is essential. So that we may build a strong parent/school partnership the following guidelines were designed with meaningful input from both parents and teachers.

- ◆ At the beginning of the year an annual meeting will be held at a time convenient for parents for the purpose of explaining the Title I program.
- ◆ There will be an additional number of flexible meetings, which will include parents, for the purpose of reviewing, planning, and evaluating the Title I program.
- ◆ Information concerning the Title I program, student progress and assessment, school goals and performance profiles will be given to parents in the form of newsletters, phone calls, progress reports, conferences, web sites, etc.
- ◆ Cumberland Trace Elementary will plan parent involvement and support partnerships among parents, school, and community by:
 - a. providing materials, services and training to parents.
 - b. assisting parents in understanding educational goals, standards, and student performance so that they can use the information to participate in educational decisions related to their child.
 - c. Integrating, when appropriate Title I involvement strategies with other programs such as Family Resource, ESS, etc.

Policy #19

Selection Policy

Mission Statement

The library media center is an integral part of the total education environment that exists to serve students and teachers in their quest of information. The library will strive to provide students with appropriate materials for their ability level, provide teachers with materials that support the curriculum, and work with teachers and students to incorporate information skills into units being taught so students can become independent library users.

Participants in Selection

All stakeholders in the education of children at Cumberland Trace Elementary may make book or other material requests at any time. Stakeholders include, but are not limited to the following groups, teachers, students, administrators, parents, and staff. The final responsibility for selecting materials is delegated to the library media specialist.

Objectives of Selections

1. To select materials that will enhance the current collection
2. To select materials that will support current instructional practices, the curriculum focus, and current school programs (Art, PE, Music, Guidance, GAT, etc.)
3. To select materials that represent accurate facts, balance, and integrity
4. To select materials that will stimulate thinking and imagination
5. To select materials that will meet individual learning styles and abilities

Selection Procedures

Materials are defined as all print and nonprint resources. The overall goal of selection is to choose materials that help maintain a balanced collection that emphasizes the current needs of the curriculum through both fiction and nonfiction material. The materials chosen will attempt to address the ability levels found in the school. The library media specialist will evaluate the collections and use the following procedure, as they apply, when selecting materials for the collection.

1. Consult *Best Books for Children*, *School Library Journal*, *Elementary School Library Collection*, and/or other professionally recognized selections sources.
2. Evaluate recommendations from teachers, students, administrators, reading lists, bibliographies from school ext, etc. based on the above selection aids.
3. All materials considered will be subjected to the following guidelines:
 - a. educational significance
 - b. validity, currency, and appropriateness of material
 - c. true, unbiased viewpoints
 - d. qualifications of author to write about subject
 - e. favorable reviews and recommendations located
 - f. meets needs of curriculum
 - g. format and price
 - h. reputation and standards of publisher
 - i. favorable recommendations based on preview and examination of material by professional personnel

4. Books will be selected that help maintain a balanced collection and meet the needs of the curriculum. Paperbacks may be purchased. Fiction books will be selected when it is well written (plot, characterization, language) and based on authentic human experience. It can be realistic, imaginative, serious, or amusing.
5. Magazines will be selected that enhance and serve the needs of the collection.
6. Local, state, and area newspapers will be purchased as needed.
7. Atlases, globes, and maps purchased will be easily readable. They will be up to date and accurate.
8. Software purchased will be subjected to the following criteria:
 - a. Displayed instructions are grade appropriate
 - b. Content is accurate and follows curriculum guidelines
 - c. Programs reinforce correct learning when student gives incorrect response
 - d. Programs should be able to provide assistance to students, with little teacher intervention
 - e. Graphics and sound should be appropriate for the program.
9. Videotapes/DVDs purchased will be subjected to the same criteria found in procedure 3 as appropriate.

Gifts

Gifts will be accepted according to the selection policy. The use or disposal of the gift material will be determined by the library media specialist. Money is encouraged instead of books.

Sponsored Materials

Sponsored materials may be used after the library media specialist has determined the materials meet the guidelines of the selection policy.

Duplication

Multiple copies of outstanding materials and materials in demand are purchased as needed. Need is determined by the library media specialist.

Replacement

Lost, damaged, or worn books or materials are not automatically replaced. The library media specialist will determine which books to replace based on curriculum needs, number of duplicate copies, and materials currently available.

Weeding

Weeding will be done on a regular basis. Books will be weeded based on, but not limited to, the following criteria:

- a. Content out of date
- b. Books that portray stereotypes
- c. Books that do not support curriculum
- d. Books not circulated in several years
- e. Books in poor condition

Challenged Materials

The procedure for handling complaints on materials will be handled as stated in the Warren County Board of Education Policy Handbook. Please see attached copy.

Review Plan

This plan will be reviewed following the same guidelines for review as stated in Cumberland Trace Elementary's SBDM Policy Manual. The library media specialist will be included in the review process regardless of whether the LMS is serving as an SBDM member.

Policy #20

Policy for Making Up Missed School Work

If a student is absent one day, the student will have one day to make up missed work once assignments are received.

If a student is absent two days, the student will have two days to make up missed work once assignments are received.

If a student is absent three days, the student will have three days to make up missed work once assignments are received.

Exceptions will be made for extenuating circumstances

Policy added 04/2005

Policy #21

Wellness

All students shall participate in moderate to vigorous physical activity each day as follows:

Each student shall participate in physical education class for 45 minutes a week.

Each student shall have at least 20 minutes a day of supervised recess, preferably outdoors, during which the school staff shall encourage moderate to vigorous physical activity verbally. The school shall provide space and equipment to make that activity possible and appealing to students.

Teachers shall make all reasonable efforts to avoid periods of more than forty minutes when students are physically inactive. When possible, physical activity should be integrated into learning activities. When that is not possible, students should be given periodic breaks during which they are encouraged to stand and be moderately active.

Appropriate accommodations shall be made for students with special needs, as required by law and sound professional judgment.

Each student's level of physical activity shall be assessed at least once a year. The P.E. teacher with the approval of the school council shall select an assessment tool by the start of each school year.

Our school shall encourage healthy choices among students using the following methods:

Our school shall implement the nutritional standards required by federal and state laws and regulations. Those rules apply to our lunch program and to other food and beverages available during the school day.

Our Practical Living curriculum shall address the full Core Content, including health, consumerism, and physical education.

The rest of our curriculum shall reflect an integrated concern for wellness, including connections to Science, Social Studies, and other subjects.

On behalf of the council, the principal shall report to the Kentucky Department of Education by November 1 of each year on how the school is providing moderate to vigorous physical activity and on the types of physical activity being provided.

The policy shall comply with provisions required by federal law, state law, or local board policy.

The school council wellness policy shall also be consistent with the applicable indicators from the Standards and Indicators for School Improvement.

Policy added 11/2005

Policy #22

Fund Raising Policy

Groups (grade, subject specific, charitable) requesting to raise funds from students/families or solicit donations (money or materials) from the community should provide a written response to the questions below and submit the response to a member of the School Based Decision Making Council prior to the 15th of the month. It will be reviewed at the SBDM meeting on the third Thursday of the month. The council shall make a recommendation to the principal for approval, approval with contingencies or denial. The principal will make the final call on approval/denial. Interested parties are encouraged to attend the SBDM meeting to support their proposal or answer questions.

PTA plans their own calendar of fund raising events, typically benefiting the total school population (students and teachers). PTA would review and plan/reject offers for fundraising opportunities from restaurants, recreational facilities, etc. PTA provides a calendar of fundraisers. This calendar should be used when considering additional fund raisers, assuring that additional fundraisers do not adversely affect the fund raising goals of the PTA (i.e. contacting businesses for donations for a school wide fund raiser and grade or subject specific fundraiser during the same time period may reduce the amount/number of donations and decrease the success of each fundraiser.)

What is the objective of the fundraiser? (What messages are we sending out to students; instructional ties; estimated dollar amount to be raised; services/materials to be purchased with raised funds) _____

Who/what benefits from funds raised? _____

What event(s) is/are planned? (When, where, cost, responsible party) _____

Will money be spent to purchase items/services to raise money? Where will the up-front capital come from? If the fundraiser does not raise more money than was spent, what is the plan to recoup the loss? _____

What part will the community be asked to play? (Who will donations be asked from? What type of donations? Will admission be charged, if applicable? To whom and how will the fund raiser be marketed?) _____

Does the fundraiser support the school wide philosophies (including guidance/CHAMPS)? _____

How will this fundraiser impact other fund raising efforts, most specifically those of the PTA? _____

For charitable fundraisers, is the focus on the “cause” rather than the “competition” of raising money? _____

How much instructional time will students be spending as participants in this fundraiser? (making posters, marketing, soliciting sales of merchandise, etc.) _____

Additional information that may be helpful to know: _____

Upon approval, a Red Book fund raising worksheet must be obtained from Tina Rzepka, completed by representative from group and returned to Tina Rzepka.

Policy #23

Food Allergy Policy

Only store bought items with an ingredient label may be brought to the classroom for snacks and parties. Exceptions are made for fundraisers and evening events where parents can closely monitor what their children eat.

Adopted 11/2008

Policy #24

Policy for Personally Owned Devices on School Campus

Purpose

Cumberland Trace Elementary School embraces the ever changing technologies and their application in today's learning environment. As part of this plan, Cumberland Trace Elementary will now allow students to use their own technology devices such as: iPads, Nooks, Kindles, iPods, and other approved eReaders, during the learning day.

Device Types:

For the purpose of this program, the word "devices" will include: laptops, cell phones, smart phones, iPods, iPads, and eReaders. Please note that Nintendo DS (and/or other gaming devices with internet access) along with Windows based computers or equipment is not permissible.

Guidelines:

- Students using personal devices must adhere to the Student Code of Conduct, Student Handbook, Acceptable Use Policy and all Board Policies, particularly Internet Acceptable Use.
- Each teacher has the discretion to allow and regulate the use of personal devices in the classroom and on specific projects.
- Approved devices must be in silent mode while on school campus, unless otherwise allowed by a teacher. Headphones may be used with teacher permission.
- Devices shall not be used to find answers on assignments, quizzes, or tests or for non-instructional purposes (such as making personal phone calls and text messaging) without teacher permission.
- Students shall not use devices to record, transmit, or post photographic images or video of a person or persons on campus during school hours or during school activities, unless otherwise allowed by a teacher.
- Devices shall only be used to access files or internet sites which are relevant to the classroom curriculum.
- Each teacher is authorized to collect devices that are being used inappropriately or at inappropriate times. Devices will be taken to the school office and parents will be called to pick up the device from the school office.
- Devices shall be kept in a student's backpack until the teacher authorizes its removal and use by the student.

Students and Parents/Guardians acknowledge that:

- Students are prohibited from:
 - Bringing a device on premises that infects the network with a virus, Trojan, or program designed to damage, alter, destroy, or provide access to unauthorized data or information.
 - Processing or accessing information on school property related to "hacking."
 - Altering or bypassing network security policies.
- The Principal is authorized to collect and examine any device that is suspected of causing technology problems or was the source of an attack or virus infection.
- Students and parents should be aware that devices are subject to search by school administrators if the device is suspected of a violation of the student code of conduct. If the device is locked or password protected the student will be required to unlock the device at the request of a school administrator.
- Printing from personal devices will not be possible at school.
- Personal devices must be charged prior to school and run on battery power while at school.

Lost, Stolen, or Damaged Devices:

Each user is responsible for his/her own device and should use it responsibly and appropriately. Cumberland Trace Elementary takes no responsibility for stolen, lost, or damaged devices, including lost or corrupted data on those devices. While school employees will help students understand how to keep personal devices secure, students will have the final responsibility for securing their personal devices and for any loss or damage.

Usage Charges:

Cumberland Trace Elementary is not responsible for any possible device charges to your account that might be incurred during approved school-relates use.

Network Considerations:

CTE does not guarantee connectivity or the quality of the connection with personal devices. CTE faculty and staff are not responsible for maintaining or trouble shooting student devices.

Cumberland Trace Code of Conduct

Nothing in this policy replaces our own code of conduct which applies to all students.

Other Guidelines

Should the student refuse to abide by the guidelines, conditions, or teacher directives for use of the device, an individual teacher has the right to prohibit the student's continued use of the device and permission to bring the device to school.

PERSONALLY OWNED DEVICE USAGE AGREEMENT

Student Name _____ School _____

Type Device (s) _____ Model(s) _____

Serial Number (s) _____

The above person is allowed to use their personal equipment at Cumberland Trace Elementary. This individual must follow the guidelines outline in this policy, Warren County Acceptable Use Policy, and Code of Conduct.

By signing below the individual and guardian agree to the following stipulations:

1. The device remains the property of the individual but must abide by all District rules and regulations.
2. While on CTE grounds, the device shall be used only in connection with the individual's classroom assignments.
3. The individual is responsible for all damage to their device.
4. The individual has read, understands and agrees to the provisions of this policy.
5. In case of loss or damage, the individual is totally responsible. Cumberland Trace Elementary does not assume any responsibility.
6. As a parent I have reviewed these guidelines with my child.

Student Signature/Date

Parent Signature/Date

