

ELEMENTARY SCHOOL HANDBOOK



One Community One Vision: Excellence

**CLARK COUNTY
PUBLIC SCHOOLS
2012-2013**

www.clarkschools.net

Clark County Public Schools 2012-2013 Calendar

July 2012						
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Aug. 8 – Opening Day (No Students)
 Aug. 9 – First Day for Students
 Sept. 3 – Labor Day (No School)
 Oct. 8 – Non Work Day (No School)
 Oct. 9 – PD (Data Day) (No Students)
 Nov. 6 – Election Day (No School)
 Nov. 21 ~ 23 – Thanksgiving Break (No School)

Dec. 20 ~ Jan. 1 – Christmas Break (No School)
 Jan. 2 – Work Day for Teachers (No Student)
 Jan. 21 – MLK (No School)
 Feb. 18 – President’s Day (No School)
 March 15 – KEA (No School)
 April 1 ~ 5 – Spring Break (No School)
 May 17 – Closing (No Students)

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Board Of Education

Judy Hicks, Chair
Debbie Fatkin, Vice-Chair
Michael Kuduk
B.J. Swope
Deanna Wolfe

Administrative Staff

Dr. Elaine Farris, Superintendent
Chief Academic Officer
Barbara Disney, Administrative Director of Student Accounting, Support Services and Administration
Paul Christy, Director of Operations, Transportation and School Safety
Donald Stump, Administrative Director of Exceptional Children Services, Preschool and Mental Health Services

Elementary Schools

Principal

Phone

Central Elementary	Lisa Smith	744-2243
Fannie Bush Elementary	Angela Taylor	744-4834
Hannah McClure Elementary	Kathryn Howard	744-6922
Pilot View Elementary	Steve Jenkins	842-5231
Providence Elementary	Mark Rose	745-8840
Shearer Elementary	Regina Dawson	744-4978
Strode Station Elementary	Susan Cheatham	745-3915
Trapp Elementary	Steve Jenkins	744-0027

Notice of Nondiscrimination

Clark County Public Schools does not discriminate on the basis of race, color, national origin, religion, sex, genetic information, disability, marital status, or age, in employment, educational programs, and activities as set forth in Title IX & VI, and in Section 504. Clark County Public Schools provides equal access to the Boy Scouts and other designated youth groups. The following person has been designated to handle inquiries regarding the non-discrimination policies and will forward inquiries to the appropriate coordinator.

Scarlett Ryan, Director of Human Resources
Clark County Public Schools
1600 West Lexington Avenue
Winchester, KY 40391
859-744-4545

MISSION STATEMENT

Clark County Public Schools joins with the community to provide a safe, caring environment in a financially responsible manner for each student to achieve excellence.



P A R E N T S

You Can Help With Your Child's Education

1. *Encourage your child and stress the importance of an education.*
2. *Encourage your child to do his best and to complete his daily work and homework.*
3. *Keep in touch with the teacher regarding your child's progress.*
4. *Contact the school when you have concerns.*
5. *Expect your child to attend school regularly and to arrive in time to be prepared for the beginning of the school day.*
6. *When your child is absent, a parent note or doctor's statement explaining the absence is required. Your child will have to make up the missed work, and students need to accept the responsibility of making up their work.*
7. *Get involved in the PTA or PTO and help with your child's education.*

COMMUNICATION

The Clark County Board of Education expects the school personnel to communicate between home and school. We strive to communicate with our parents in the following ways with current and up-to-date information pertaining to our schools and districts: District website, school websites, newsletters, parent portal, and school messenger. In order to access parent portal and school messenger you must obtain a parent password from your child's school. Please contact the school to receive the necessary information for login purposes.

ONE CALL NOTIFICATION SYSTEM

Clark County uses the School Messenger Notification System to provide timely communication to parents on matters such as attendance, special notices & school or district emergencies. Parents can log into the system at www.clarkschools.net to customize their preferences for how they are contacted and choose additional contact options such as text messaging and emails. The messenger system will override all preferences in the event of an emergency to reach all contacts immediately.

INSTRUCTIONAL GOALS AND OBJECTIVES

The focus of the Clark County Schools is on the learner, the student. His or her educational development toward the schools' goals is the central concern of the Board of Education's policies.

The teacher is a key figure in carrying out the school's responsibility in the educational process. However, the teacher alone cannot effectively achieve all the objectives of education. The purpose of the various administrative departments is to provide conditions in the schools which permit teachers to work with maximum effectiveness and to provide them with a variety of tools and specialized assistance in developing and carrying out a program which will meet the needs of boys and girls in the world in which we live. The Board of Education will seek to provide the facilities, personnel, equipment, and materials necessary for the education of all students for whom it is responsible.

Public education shall allow and assist all students to acquire the following goals of the Kentucky Education Reform Act.

1. Develop student's ability to use basic communication and mathematics skills for purposes and situations they will encounter throughout their lives.
2. Develop student's ability to apply core concepts and principles from the arts, mathematics, the sciences, the humanities, social studies, and practical living studies to situations they will encounter throughout their lives.
3. Develop student's ability to think and solve problems in school situations and in a variety of situations they will encounter in life.

4. Develop student's ability to connect and integrate experiences and new knowledge from all subject matter fields with what they have previously learned and build on past learning experiences to acquire new information through various media sources.

SCHOOL RULES AND REGULATIONS

1. All students will be subject to the Clark County Schools Code of Student Conduct and Board of Education policies pertaining to students.
2. All students will obey requests made by the teachers, principal, and other school personnel.
3. All students will respect the rights, property, and privileges of fellow students.
4. All students will be subject to the transportation regulations adopted by the Clark County Board of Education.
5. Any change in the established method of transportation to and from school must be approved by the school office after receiving written notification of such change from the parent or guardian.
6. Students will not be permitted to use abusive or foul language.
7. Students will not abuse school property.
8. The use or possession of drugs, weapons, facsimile weapons, or alcohol is prohibited.
9. Students shall not be permitted to use personal telecommunications devices on school property during the school day unless approved by certified staff used for instructional purposes. Devices shall be kept in the "off" position and not visible to the eye. Each elementary school shall develop procedures that address violations.
10. All visitors must register with the school office before proceeding through the building, visiting classrooms, or contacting teachers or students. Failure to comply will result in being asked to leave school property. **Individuals visiting students must have parental approval and provide current photo identification prior to the visit. All volunteers shall have a criminal background check on file before beginning their volunteer work with students.**

ACCREDITATION

All Clark County Schools are fully accredited by the Southern Association of Colleges and Schools.

SCHOOL DISTRICTS

All students must attend the school in the district in which their legal residence is located. When a school exceeds its capacity of students in certain grades, incoming students may be diverted to attend another district elementary school until such time that the home school can call back the diverted student. The Clark County Board of Education may allow a student to attend a school outside of their home district in cases with medical or other extenuating circumstances.

Parents who request out of district placement and wish to continue the placement must make this request each school year.

In order to remain at a requested / approved out of district school students must comply with all district and school policies including meeting attendance and behavioral expectations.

The Clark County Board of Education shall give the Director of Pupil Personnel authority to assign students for compliance with KRS 157.360 and KAR 8:109 (cap size law).

LENGTH OF SCHOOL YEAR/DAY

The school term for students is 176 days. The elementary school day, Kindergarten through fifth grade, is as follows:

All Elementary Schools ----- 7:30-2:30

All students planning to eat breakfast will need to check their school's breakfast schedule.

ENTRANCE AGE

A child who becomes five (5) by October 1 may enter primary school and may advance through the primary program without regard to age in accordance with KRS 158.030. A child who becomes six (6) by October 1 shall attend public school unless s/he qualifies for an exemption as provided by law.

The District shall establish guidelines to determine a student's level of academic and social skills when that student is being considered for advancement through the primary program. A student, who is at least five (5) years of age, but less than six (6) years of age on or before October 1, may be enrolled in the second level of primary program keeping with the process set out in Kentucky Administration Regulation.

Proof of Age

Upon enrollment for the first time in any elementary or secondary school, a student or student's parent shall provide:

- A certified copy of the student's birth certificate, or
- Other reliable proof of the student's identity and age with an affidavit explaining the inability to produce a copy of the birth certificate.

ATTENDANCE

All children in the district who have entered kindergarten or who are between the ages of six (6), as of October 1, and sixteen (16), except those exempted by statute, shall enroll and be in regular attendance in the schools to which they are assigned.

ABSENCES AND EXCUSES

Parents or guardians must write an explanation to the principal to be presented on the day a student returns from an absence. The principal or his designee shall determine if the absence is to be excused or unexcused. Students with excused absences shall be provided a reasonable length of time in which to make up work missed. The student has the responsibility of arranging to do make-up work. **After six parent notes, a doctor's statement will be required for the absence to be considered excused. Unless the school receives the required documentation, the absence shall be counted as unexcused. All parent notes and doctor's excuses must be turned into the school office within three (3) days upon the student's return to school.** Board Policy 09.123

The following will be considered grounds for an excused absence:

1. Death or severe illness in the pupil's immediate family,
2. Illness of the pupil,
3. Medical appointment for the student,
4. Court appearances when the student's presence is required,
5. Religious holidays and practices,
6. One (1) day for attendance at the Kentucky State Fair,
7. Documented military leave,
8. One (1) day prior to departure of parent/guardian called to active military duty,
9. One (1) day upon the return of parent/guardian from active military duty, or
10. Visitation for up to ten (10) days with the students' 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, or
11. Other valid reasons as determined by the Principal, including trips qualifying as educational enhancement opportunities.

TARDIES AND ONE-HALF DAY ABSENCES

Students must be in their assigned classroom by their respective school's start time of **7:30 a.m.** Any student arriving after that time will be considered tardy and must report to the office before going to class. Please refer to the Clark County Schools Code of Conduct Handbook in regards to tardies and half-day absences. All schools will serve breakfast. Students should arrive 20 minutes before the beginning of the school day if eating breakfast.

TRUANCY

Any student that has been absent from school without a valid excuse for three (3) days or more, or tardy without valid excuse on three (3) days or more, is a truant. Any student who has been reported as a truant two (2) or more times is a habitual truant. Truants shall be reported to the Principal and then the Director of Pupil Personnel, both of whom shall take appropriate action. Truancy is a serious concern. Refer to pages in the Clark County Schools Code of Student Conduct Handbook for additional information regarding truancy.

MAKE-UP WORK

Students with excused or prearranged absences shall be permitted to make up work. It is the student's and parent's responsibility to contact teachers concerning make-up work.

Students on school-sponsored trips shall make prior arrangements with each teacher regarding work that will be missed.

ORGANIZATION FOR INSTRUCTION

Each Clark County elementary school is organized by the principal, staff, and school council (where applicable) [to best meet the needs of the students in that school](#). Information about the instructional program will be available in each school.

STUDENT PLACEMENT

Each school has established procedures and policies, which determine student placement in classes. Per KRS 158.031 and 703 KAR 4:040, in order to assure success when they transition to 4th grade, students in the primary program may be required to attend an extra year.

TRANSPORTATION

Transportation is provided free for students residing one mile or more from school. Buses are provided for students who participate in field trips and the gifted and talented program.

BUS CONDUCT

Transportation by school bus is a privilege provided by the Clark County Board of Education. The bus driver refers discipline problems to the school principal. Students who violate the rules may temporarily or permanently lose the privilege of riding the bus. If a student loses this privilege, the parent is responsible for transporting the student to and from school. In order to insure the safety of students being transported, the following rider rules have been adopted:

At the Bus Stop

- Arrive at the assigned bus stop five to ten minutes before the bus time. The driver is not permitted to wait for students.

- Keep all articles off the roadway and remain well clear of traffic.
- Do not damage private property.
- Do not disturb residents by making excessive noise.
- Fighting or damage to property may be subject to action by local police as well as from school officials.
- Wait until the bus stops and then walk to the bus.
- Students living on the opposite side of the street from the bus stop should wait on the opposite side of the street until the bus arrives and the driver signals them to cross.
- Adult supervision of your child at the bus stop, both morning and afternoon, is strongly encouraged.
- Students may only use the bus stop closest to their home, unless a request is made by the parent/guardian (or approved contact) and is granted via written permission from the principal to be provided to the bus driver at the time of boarding.

On the Bus

- The bus driver may assign seats as necessary.
- Bus riders will share seats as directed by the bus driver.
- Neither the driver/monitor nor student is permitted to use tobacco products while on the school bus.
- Weapons (real or ceremonial), explosives or any other dangerous articles are absolutely prohibited from school buses.
- No animal, live or stuffed, or other items that might frighten other riders are permitted on a school bus.
- No items of any kind are to be placed in the aisle of the bus, or any other place where it might interfere with bus evacuation in case of emergency.
- Profanity and obscene gestures are prohibited on the bus.
- Excessive noise as determined by the driver is prohibited.
- Riders are not to extend any part of their body outside the bus.
- Riders are not to use the rear emergency exit except upon directions from the driver, or competent authority.
- Riders will refrain from language, or any action that might tend to embarrass or intimidate other students.
- Riders are not to mark on seats or deface any part of the bus, inside or out.
- Balloons, skateboards, loose basketballs or any such items are not to be transported on a school bus.

Bus Evacuations

Evacuation drills will be conducted four times each school year. The drill is designed to keep students familiar with proper procedures to follow in case of an emergency.

Removal from Bus

Whenever the bus driver determines the existence of an unsafe condition, the bus must be stopped until the unsafe condition no longer exists. Assistance may be obtained by contacting the Transportation Division when the unsafe condition is beyond the capability of the

driver to correct. If needed, the student(s) will be removed and transported by separate bus to the Transportation Division or school. Information may be obtained by calling 744-5620 and the parent of guardian may pick up the student anytime.

Unsafe Condition

Any condition, which could result in an injury to a student, is considered unsafe.

Some examples are:

- Throwing items inside or outside the bus.
- Failure to remain properly seated; back to the back, bottom on the seat.
- Improperly exiting the bus.
- Extending body parts out of the bus.
- Damaging any part of the bus inside or outside.
- Acts designed to intimidate or otherwise embarrass other students.
- Failure to carry out instructions of the driver.

Video Cameras

All Clark County buses are equipped with video camera boxes. Videotapes are in color and contain audio. Tapes may be used to document action on the bus.

Special Instructions

- Leave the bus only at your authorized stop unless school principal has granted permission in writing to the bus driver.
- Never cross the street behind the bus.
- Wait until the driver signals you to cross the street.
- Cross the street at least 10-15 feet in front of the bus.
- When getting on and off the bus, students should never stop to pick up dropped items, unless they have first notified and gotten the approval from the driver to pick up the item.

Stopped School Buses

School buses stopped for the purpose of loading or unloading students will have the “stop arm” activated. Any time the stop arm is activated and the red overhead lights are flashing, all traffic must stop. When the stop arm is extended the bus cannot be passed, even on school property. The exception to any of the above is when the bus is on a road with four or more lanes – traffic going in the opposite direction does not have to stop.

School bus drivers are encouraged to file complaints with the local Police Department when violation occurs.

FOOD SERVICES

All students should eat a lunch. Hot lunches are served daily in all Clark County Schools or students may bring a lunch from home. Lunches brought in from fast food establishments will not be permitted. Free or reduced meals are available for eligible students. Breakfast is served at all schools.

Prices: _____	Daily	Weekly
Elementary student lunch	\$2.00	\$10.00
Extra milk	\$.45	\$ 2.25

Breakfast.....	\$1.35	\$ 6.75
Reduced lunch	\$.40	\$ 2.00
Reduced breakfast	\$.30	\$ 1.50
Board Employees breakfast.....	\$1.85	
Board Employees lunch.....	\$3.25	
Guest breakfast.....	Adult, \$2.50 Child, \$1.35	
Guest lunch.....	Adult, \$4.25 Child, \$2.00	

Our district participates in the “School Bucks” system. Families can use this electronic system to schedule and make payments to their child (ren)’s lunch accounts. Pre-payment is strongly encouraged; however, families can send checks to the cafeteria. Checks returned for non-sufficient funds will be presented to the County Attorney’s office for collection and a fee of \$25.00 will be charged. Student accounts which are delinquent in payment to food service will be presented to the County Attorney’s Office for collection.

To apply for free or reduced priced meal benefits, complete a family application available in your school’s office or from the office of Food and Nutrition Services. A student qualifying for free or reduced meals includes breakfast and lunch.

FEES

All student fees and charges shall be adopted by the Board, including any student activity fees or membership dues. Approved fees shall remain in place until modified or removed by Board resolution. The Superintendent shall annually review, and submit for Board approval, fee schedules for rental or purchase of instructional resources, as prepared by Principals.

Students will not be charged a fee to attend any activity held on that school campus during the regular school day. Any exception would be brought to the Superintendent for approval.

INABILITY TO PAY

No child shall be denied full participation in any educational program due to an inability to pay for, or rent, necessary instructional resources.

WAIVER OF FEES

The Superintendent shall recommend and the Board shall approve a process to waive fees for students who qualify for free and reduced price meals. At the beginning of the school year or at the time of enrollment all students who qualify shall be given clear and prominent written notice of the fee waiver provisions. The written notice of the fee waiver process shall include a form that parents may use to request waiver of fees. Mandatory waiver of fees for qualifying students shall be accomplished in compliance with applicable statutory and regulatory requirements.

Board Policy 09.15

The fees for elementary students are:

- \$15.00 per student in grades K through 5

TESTING/ACCOUNTABILITY

The Kentucky Performance Rating for Educational Progress (K-PREP)-is given to 3rd, 4th, and 5th grade students in the spring. The following areas are tested: reading, mathematics, science, social studies, language, and writing.

Measure of Academic Progress (MAP) – is our universal screener given to Kindergarten through Fifth Grades to ensure students are performing on grade level in reading, math, and language arts.

REPORT CARDS

Report cards are sent home every nine weeks to parents of children in grades Kindergarten through fifth. In addition to progress reports, each school **requires** parent-teacher conferences to discuss student progress. Parents are urged to call their child's teacher whenever they have a question or a concern

RESPONSE TO INTERVENTIONS (RTI)

The Clark County Public School District believes in providing the highest quality of education for our students. We use a three-tiered instructional approach referred to as Response to Intervention (RTI) which is now part of the federal education law.

For RTI, all students will participate in the core curriculum, with three levels (tiers) of interventions for students who demonstrate at-risk skills in general academics or behavior. Each tier provides additional support beyond the core curriculum. **A Universal Screener is utilized to measure student progress. Students performing below grade level are identified and provided interventions based upon their needs. Students receiving interventions are progress monitored at regular intervals.** Behavioral expectations will also be monitored on a regular basis throughout the year.

Tier One- Teachers will use different strategies within the core curriculum to address all student educational needs.

Tier Two- Based on progress data, students who are unsuccessful in Tier One will be provided supplemental research-based interventions matched to their needs. The RTI team, an instructional support team, will track the student's progress, and parents will receive ongoing progress data.

Tier Three- Students who continue to struggle in Tier Two will receive more intensive interventions at this level. Parents will receive ongoing progress data. After Tier Three implementation, students who continue to display limited progress may then be considered for further evaluation and services.

DRESS CODE

School attire shall be of a conventional nature. No extreme or sensational clothing may be worn in school. Attention should be given to neatness, cleanliness, and modesty.

Midriff blouses, half blouses, halter blouses or shirts that do not extend completely to the lower garment are not conventional school clothing and will not be allowed.

Shorts may be worn during the warm months. All students must wear shoes. **We strongly advise against flip flops. Students tend to trip and fall when wearing flip flops when worn.** Students must wear the proper underclothing. No clothing with logos with potentially offensive messages or designs. In instances involving clothing not specifically included in the above regulations or involving variations of clothing covered in the regulations, the principal shall render a decision following to the best of his ability the intent of the above policy. Individual SBDM Councils may adopt a dress code policy that can be stricter than the Clark County Board of Education dress code policy.

TELECOMMUNICATION DEVICES

Students shall not be permitted to use personal telecommunications devices and other related electronic devices on school property during the school day or while attending school-sponsored trips associated with the regular school day schedule, unless approved by certified staff under the direction of the administrative staff. Devices shall be kept in the “off” position and not visible. Schools shall develop procedures that address non-compliance. A violation also may result in a report being made to law enforcement.

“Personal telecommunication device” means a device that emits an audible signal, vibrates, displays a message, photo, or otherwise summons or delivers a communication to the possessor, including, but not limited to, a paging device, and a cellular telephone.

Devices shall not be used in a manner that disrupts the educational process, including, but not limited to, use that:

- a) Poses a threat to academic integrity, such as cheating,
- b) Violates confidentiality or privacy rights of another individual,
- c) Is profane, indecent, or obscene,
- d) Constitutes or promotes illegal activity or activity in violation of school rules, or
- e) Constitutes or promotes sending, sharing, or possessing sexually explicit messages, photographs, or images using any electronic device.

BULLYING/HAZING

In order to effectively participate in the democratic process as adults, students must learn to respect the rights of others and to interact with them in a civil manner. Therefore, students are required to speak and behave in a civil manner toward students, staff and visitors to the school.

Actions Not Tolerated

The use of lewd, profane or vulgar language is prohibited. In addition, students shall not engage in behaviors such as hazing, bullying, menacing, taunting, intimidating, verbal or physical abuse of others, or other threatening behavior. This policy extends to any/all student

language or behavior including, but not limited to, the use of electronic or online methods. Such behavior is disruptive of the educational process and interferes with the ability of other students to take advantage of the educational opportunities offered.

These provisions shall not be interpreted to prohibit civil exchange of opinions or debate protected under the state or federal constitutions where the opinion expressed does not otherwise materially or substantially disrupt the educational process or intrude upon the rights of others.

Students who violate this policy shall be subject to appropriate disciplinary action.

Bullying Defined

Bullying refers to any intentional act by a student or groups of students directed against another student to ridicule, humiliate, or intimidate the other student while on school grounds, or at a school sponsored activity, which acts are repeated against the same student over time.

Reports

As provided in the District Code of Acceptable Behavior and Discipline, students that believe they are victims of bullying/hazing shall be provided with a process to enable them to report such incidents to District personnel for appropriate action.

Employees are expected to take reasonable and prudent action in situations involving student welfare and safety, including following District policy requirements for intervening and reporting to the Principal or to their immediate supervisor those situations that threaten, harass, or endanger the safety of students, other staff members, or visitors to the school or District. Such instances shall include, but are not limited to, bullying or hazing of students and harassment/discrimination of staff, students or visitors by any party.

Students who believe they have been a victim of bullying or who have observed other students being bullied shall, as soon as reasonably practicable, report it.

The District Code shall specify to whom reports of alleged instances of bullying or hazing shall be made. In serious instances of peer-to-peer bullying/hazing/harassment, employees must report to the alleged victim's Principal, as directed by Board policy 09.42811. The Principal/designee shall investigate and address alleged incidents of such misbehavior.

In certain, cases, employees must do the following:

1. Report bullying and hazing to appropriate law enforcement authorities as required by policy 09.2211; and
2. Investigate and complete documentation as required by policy 09.42811 covering federally protected areas.

Other Claims:

When a complaint is received that does not appear to be covered by this policy, administrators shall review other policies that may govern the allegations, including but not limited to, 09.426 and/or 09.42811. Harassment/discrimination allegations shall be governed by Policy 09.42811.

Board Policy 09.422

DISCIPLINE PROCEDURES

Refer to the Clark County Board Of Education Code of Student Conduct Handbook. In addition, each school has developed a discipline policy within the guidelines of the Clark County Board of Education, which is provided to students and parents.

DISPENSING OF MEDICATION

School personnel must be informed about all medication, (prescription or non-prescription) which is brought to school. Medication must be in the original container. School personnel may not dispense medication, either prescription or non-prescription, to students without written approval of the parent or guardian. Written directions for dispensing medication must accompany the written approval.

COMMUNICABLE DISEASES

To address the head lice issue, the Clark County Schools in 1997 adopted a No-Nit Policy. Schools are to check students on a periodic basis. If students are found to have lice, parents are to be called immediately and the student is to be sent home that day. Upon returning to school, parents must show proof the child has been treated and is free of nits. Problems that continue to occur will be dealt with through other agencies.

Parents should be sure their child is free of communicable disease and is as healthy as possible. Children with communicable diseases should not attend school until a doctor has indicated they are well.

When cases of communicable diseases or conditions occur in the school population the principal will follow an established procedure to determine the proper course of action.

PHYSICAL EDUCATION

Each elementary school has a gymnasium equipped to carry out the physical education program. Classes are scheduled weekly with the physical education teacher in grades Kindergarten through five. Classroom teachers plan supervised activities three days a week. Gym shoes should be worn when participating in classes on the gym floor.

ART

Art is taught by the classroom teacher if a school does not have an art teacher. Art activities may be integrated with other subject areas or taught separately.

MUSIC

Music classes are scheduled weekly for each student in grades Kindergarten through five.

WRITING

Students in grades Kindergarten through fifth are expected to respond to reading and other subjects through writing. Each student will have a working writing folder that follows district and state guidelines. Writing is part of each school's accountability under Program Reviews.

OTHER ELEMENTS OF THE ELEMENTARY PROGRAM

Kindergarten Classes

Kindergarten classes are available for students who are five years old on or before October 1. Pre-registration is held in the spring and orientation is held during the week before school begins or the opening day of school.

Gifted Education

Gifted education classes for selected fourth and fifth grade students are provided. Instruction for other gifted students will be planned in their respective schools. Students will be identified for the program according to state guidelines.

Instructional Media Center - (Library)

Each elementary school has an instructional media center to provide students and teacher's materials and equipment to support, complement, and expand classroom experiences. Instruction media includes all educational material in the center. Besides books and printed material it may contain audio-visual materials such as maps, charts, games, globes, pictures, exhibits, file loops, filmstrips, slides, records, cassettes and tapes, transparencies, programmed instructional materials, and microcomputer software.

TEXTBOOK - LIBRARY BOOK POLICY

Students will be provided with the appropriate textbooks. The textbooks may be taken home, but they need to be returned each day for classroom instruction. Students are encouraged to check out library books. They may be checked out for one week. Students who have extremely overdue books may face a loss of library privileges. If a textbook or library book is lost or damaged, the student will be expected to pay the cost of replacement.

HONOR ROLL, PRINCIPAL'S LIST, ATTENDANCE, ACADEMIC AWARDS

Schools may recognize students with outstanding academic achievement each nine weeks by naming them to the Honor Roll or Principal's List. Each school may establish criteria, which must be met or exceeded by a student in order to be placed on either the Honor Roll or Principal's List. Attendance and academic awards are given at the end of the year.

4-H

All Clark County elementary schools cooperate with the County Extension Agent for 4-H in organizing activities, project groups, and disseminating information about activities sponsored by 4-H in which students may participate.

HOMEBOUND CLASSES

Homebound classes will be provided for students whose condition prevent or render inadvisable attendance at school. A doctor's recommendation will be required. The required forms may be obtained at the Clark County Board of Education, Central Office, 1600 West Lexington Avenue.

SCHOOL PICTURES

Individual school pictures are taken in the fall and group pictures are taken in the spring. Students will be given advance notice of the dates.

PARTIES

Each elementary school will be allowed to have three school-wide parties associated with holidays. Birthday parties during the academic day are prohibited.

INCLEMENT WEATHER - SNOW DAYS

If the weather is unusually severe and school must be canceled for the day, notice will be broadcast on WMJR (1380) in Winchester, K93 (92.9), WLAP (630), and WKQQ (101.5) in Lexington, between 5:30 and 7:00 a.m. The announcement will also be made on TV stations channel 18, 27, 36 and 56 and by School Messenger. In the event school is delayed one or two hours, all schedules including arrival of staff, opening of buildings, bus schedules and start of school will be postponed according to the announced time. However, school will be dismissed at the regularly scheduled time at the end of the day.

EMERGENCY SNOW PLAN

During periods of extended school closings caused by snow and ice, the following plan may be used when main roads are open but side roads or dead-end roads are not negotiable. Buses will run the main roads in the county excluding those listed below. Families living on the roads that will not be run should bring their children out to the main roads where they can catch the bus or they may take them directly to school. The return route in the afternoon will be the same as in the morning. Parents must meet their children at the main road where they caught the

bus in the morning. Buses will run at approximately the same time as they do on the regular schedule.

When the "Emergency Snow Plan" is used, the roads listed below will not be run. However, depending upon the circumstances, other roads may be added from time to time. If school is not canceled or if the use of the "Emergency Snow Plan" is not announced, it should be assumed that schools will be in session and that buses will run their regular routes and schedules.

The following roads will not be run when the use of the "Emergency Snow Plan" is announced.

Agawam Road
Amster Grove Road
Athens-Boonesboro from Grimes Mill to Fayette Co. line
Bybee Road last house on right going over hill
Calloway-White Road
Crowe Ridge Road
Cunningham Lane
Dry Fork Road from Muddy Creek to Red River
Dry Fork Creek from White-Conkwright
Elkin Station Road
Epperson Road
Ford-Hampton from Telephone Building to Ford
Four Mile Road
Fox-Quisenberry Lane
Goose Creek Road
Grimes Mill from Athens-Boonesboro to Fayette Co. line, including
 Boone Ridge Lane, Sidwell Lane and Munch's Corner
Jackson Ferry from Red River to Kentucky River
Judy Lane
Lillys Ferry Road
Logan Lick Road
Midway Road
Mina Station
Nest Egg Road
Oil Springs Road
Old Log Lick Road
Old Ruckerville Road from Logan Lick to 89
Pilot View-Ruckerville Road from 89 to foot of hill
Pine Ridge Road
Pintail Lane
Rabbittown Road
Red River Road
Renick Road
Right Angle Road
Rolling Hills Road
Royal Oaks Estates
Sie Shearer Road
Vienna Road
White-Conkwright Road
Wills Rupard Road

AFTER SCHOOL CHILD CARE

After school child care will be provided by the Clark County Children's Council, Inc., from the time school is dismissed until 6:00 p.m. at all elementary schools. The purpose of this program is to provide quality After School Child Care with affordable rates in Clark County. The program is to be the child's home away from home. The program is designed to offer safe, secure places that children can go to on a regular basis when school is not in session. Parents are then free to work, study or pursue other interests knowing that their child's needs are being addressed. The Council provides a Site Director and Assistant at each site. The staff provides a caring attitude, and has been trained in CPR and First Aid, as well as Child Development. The program will follow the Clark County Schools' calendar for days not in session; however, a Snow Day/Holiday program is conducted at Shearer Elementary for all schools. For more information call the Clark County Children's Council at 745-1905.

FEDERAL PROGRAMS

Title I, Education Consolidation and Improvement Act of 1981 this program provides funds for the following services to eligible elementary students:

- A. Title I - Compensatory instruction is provided in eligible schools for students who qualify for additional services.
- B. Migrant Education Program - Migratory students are members of families that have moved from another state or county to do farm-related work. The Clark County Migrant Program offers services through a Student Advocate to meet the unique needs of these students.
- C. Assessment and Counseling Center - Offers the services of a school psychologist, psychometrist, and counselors. Center programs place emphasis on prevention, diagnosis, and treatment. Planned programs are:
 - 1. Psychological testing
 - a. Diagnostic purposes - by referral
 - b. Special education identification - by referral
 - 2. Dental treatment for Title I students
 - 3. Hearing - by referral
 - 4. Counseling - by referral

IDEA BASIC, Individuals with Disabilities Education Act

This program provides compensatory services to districts having children with disabilities who have been placed and/or recommended for special education classes.

The Clark County Schools maintain several different types of classes for children with disabilities:

Speech Improvement Classes - for students who have disorders in language and/or speech

Learning Disability Classes - for students who show a severe discrepancy between ability and performance in the classroom

Mild Mental Disability & Functional Mental Disability Classes - for students who differ from the average or normal child in mental ability to such a degree that they need special education services

Emotional/Behavioral Disorder Classes - for students with significant emotion/behavioral problems, which interfere with academic progress.

Hearing Impaired - Services are provided for students with hearing disabilities.

FAMILY RIGHTS AND PRIVACY ACT OF 1974

This privacy act lists the persons and agencies that may have access to student records. Parents/guardians and school officials may examine student records at any time. We encourage parents to review their child's records and standardized test scores. A student's records may be released to the following persons/groups without written consent from parent or guardians:

- a. Officials within the school system
 - b. Officials of another school system in which the student seeks to enroll
 - c. In order to comply with judicial order or subpoena
 - d. State and local officials as required by state statute prior to November 19, 1974.
- All other requests must be accompanied by signed permission from parent/guardian.

GRIEVANCES

Any student who wishes to express an educational concern or grievance shall observe the following order of appeal:

1. Teacher;
2. Principal;
3. School Council, where appropriate;
4. Superintendent;
5. Board;

The order of appeal shall not be construed to mean that students are not free to confer with the Superintendent or Board whenever they so wish. However, if the grievance concerns discipline of an individual student, the Board may, on a case-by-case basis, determine if it will hear the grievance based on whether the facts presented in the written grievance fall within its

discretion or authority. If there is a question as to whether the grievance is within the Board's discretion or authority, the Board will consult with legal counsel.

Procedures

Grievance procedures shall address, but not be limited to, the conditions for filing a grievance, time limitations for the filing and the appeal of a grievance, and a process for the orderly review and appeal of each individual grievance.

Exceptions

Harassment/Discrimination allegations shall be governed by Policy 09.42811. Federal law requires the District to implement separate and specific processes for responding to complaints/grievances about Title I programs and to those alleging discrimination in the delivery of benefits or services in the District's school nutrition program.

TITLE VI - TITLE IX – SECTION 504 GRIEVANCE PROCEDURE

Students, their parents, and employees of the Clark County School District are hereby notified that Title IX, Title VI, and Section 504 requires that the school district not discriminate on the basis of race, color, national origin, religion, sex, genetic information, disability, marital status, or age, in its educational programs, employment practices, and activities which it operates. It is the policy of the Clark County Board of Education to comply with this requirement.

Any person who feels they have been discriminated against or denied an opportunity, have the right to file an informal and/or a formal complaint with the following person who has been designated to coordinate efforts to comply with Title IV, VI, and 504:

Grievance Coordinators:

Title VI and Section 504
Donald Stump
Clark County Schools
1600 West Lexington Avenue
Winchester, KY 40391
Telephone: (859) 744-4545

Title IX
Paul Christy
Clark County Schools
1600 West Lexington Avenue
Winchester, KY 40391
Telephone: (859) 744-4545

Inquiries may be also made to the Director for Office of Education for Civil Rights, 101 Marietta Tower, Atlanta, GA 30301

INFORMAL GRIEVANCE PROCEDURE

- Step 1. If a complainant feels that he/she has been discriminated against, the complainant must first bring the problem to the attention of the school official nearest the source of the problem within five (5) days of the knowledge or alleged cause for grievance occurs.

- Step 2. The complainant, school official, and other involved parties will work informally to negotiate a solution within five (5) school days.
- Step 3. If the grievance cannot be satisfactorily resolved working informally, the complainant may want to proceed to file a formal grievance within five (5) school days.
- Step 4. A formal grievance may be filed by completing the Formal Grievance Process form, which is available from your Title VI/Title IX/Section 504 Coordinator.

FORMAL GRIEVANCE PROCEDURE

Step 1. The student will notify in writing the person designated as the Title VI/Title IX/Section 504 Coordinator to serve the School District within fifteen (15) school days of the alleged discrimination or denial of service. The written notice should identify the nature of the violations, the dates the violations occurred, and be signed by the person making the complaint. The designated Title VI/Title IX/Section 504 Coordinator shall notify the complainant in writing within five (5) school days from the date of the formal complaint as to the action taken.

Step 2. If the complainant is not satisfied, the grievance coordinator shall inform the complainant of their right of written appeal to the Clark County Board of Education. This written appeal shall be made within five (5) working days of the date the response was delivered from the coordinator. Any decision reached by the Board of Education shall be considered final and shall be presented in written form to the aggrieved employee or student and filed in master file maintained in the Superintendent's office.

Before complaint procedures are initiated, persons against whom allegations of discrimination are made shall be notified.

Step 3. In the event that the complainant is still not satisfied with the action taken, the complainant may write to the Director for Office for Civil Rights, 101 Marietta Tower, Atlanta, Ga. 30301. If appeals are not made, it is assumed the decision at any level is accepted. A student at any point in the grievance process has the right to contact the Office for Civil Rights. If a student has a complaint other than discrimination based on the above items, you would follow the procedure identified above except for contacting the Office for Civil Rights.

NOTIFICATION OF FERPA RIGHTS

The Family Education Rights and Privacy Act (FERPA) affords parents and “eligible students” (students over 18 years of age or students who are attending a postsecondary institution) certain rights with respect to the student’s education records. They are:

1) *The right to inspect and review the student’s education records within forty-five (45) days of the day the District receives a request for access.*

Parents or eligible students should submit to the school Principal/designee a written request that identifies the record(s) they wish to inspect. The Principal will make arrangements for access and notify the parent or eligible student of the time and place where the record(s) may be inspected.

2) *The right to inspect and review logs documenting disclosures of the student’s education records.*

Except for disclosure to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosure to the parent or eligible student, FERPA regulations require the District to record the disclosure.

3) *The right to request the amendment of the student’s education records that the parent or eligible student believes are inaccurate, misleading, or in violation of the student’s privacy or other rights.*

Parents or eligible students may ask the District to amend a record that they believe is inaccurate, misleading, or in violation of privacy or other rights. They should write the school Principal, clearly identify the part of the record they want changed, and specify why it is inaccurate, misleading, or in violation of their privacy or other rights.

If the District decides not to amend the record as requested by the parent or eligible student, the District will notify the parent or eligible student of the decision and advise him/her of the right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

4) *The right to provide written consent prior to disclosures of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent.*

Exceptions that permit disclosure without consent include:

- a) Disclosure to school officials with legitimate educational interests. 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 law enforcement unit personnel); a person serving on the school Board; a volunteer, or an outside person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his/her tasks. A school official has a legitimate educational interest if the official needs to

review an education record in order to fulfill his/her professional responsibility to the District.

- b) Upon request, disclosure of education records without parent/eligible student notice or consent to officials of another school district or post-secondary institution in which a student seeks or intends to enroll or is already enrolled or to other entities authorized by law so long as the disclosure is for purposes related to the student's enrollment or transfer.
- c) Disclosure of information to those whose knowledge of such information is necessary to respond to an actual, impending, or imminent articulable and significant health/safety threat.
- d) Disclosure to state and local educational authorities and accrediting organizations, subject to requirements of FERPA regulations.

5) ***The right to notify the District in writing to withhold information the Board has designated as directory information as listed in the annual directory information notice the District provides to parent/eligible students.***

To exercise this right, parents/eligible students shall notify the District by the deadline designated by the District.

6) ***The right to prohibit the disclosure of personally identifiable information concerning the student to recruiting representatives of the U. S. Armed Forces and its services academies, the Kentucky National Guard, and the Kentucky Army National Guard.***

Unless the parent or secondary school student requests in writing that the District not release information, the student's name, address, and telephone number (if listed) shall be released to the Armed Forces recruiters upon their request.

7) ***The right to file a complaint with the U. S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA.***

The name and address of the Office that administers FERPA is:

**Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-4605**

NOTIFICATION OF PPRA RIGHTS

The Protection of Pupil Rights Amendment (PPRA) affords parents and eligible students (those who are 18 or older who are emancipated minors) certain rights regarding conduct of surveys, collection and use of information for marketing purposes, and certain physical examinations. These include the right to:

- **Consent before students are required to submit to a survey, analysis or evaluation** that concerns one (1) or more of the following protected areas

(“protected information survey”) if the survey is funded in whole or in part by a program of the U.S. Department of Education:

- 1) Political affiliations or beliefs of the student or student’s parent;
- 2) Mental or psychological problems of the student or student’s family;
- 3) Sex behavior or attitudes;
- 4) Illegal, anti-social, self-incriminating, or demeaning behavior;
- 5) Critical appraisals of others with whom respondents have close family relationships;
- 6) Legally recognized privileged relationships such as with lawyers, physicians, or ministers;
- 7) Religious practices, affiliations, or beliefs of the student or the student’s parents; or
- 8) Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).

- **Receive notice and an opportunity to opt a student out of:**

- 1) Any other protected information survey, regardless of funding;
- 2) Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and a safety of a student (except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under state law); and
- 3) Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others. **NOTE:** If the parent/eligible student has indicated no directory information is to be provided to third parties or if the marketing activity involves provision of social security numbers, consent form 09.14 AP.122 should be used.

- **Inspect, upon request and before administration or use:**

- 1) Protected information surveys or students;
- 2) Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
- 3) Instructional material used as part of the educational curriculum.

The District shall annually provide parents and eligible students notice of these rights under law in the Student Handbook, the District *Code of Student Conduct*, or other avenue designated by the Superintendent/designee.

The District shall also notify parents and eligible students at least annually at the start of each school year of the specific or approximate dates of the activities listed above. A new or supplemental notice shall be given as necessary to provide the opportunity to consent or opt out under the standards set forth above. Parents/eligible students who believe their rights have been violated may file a complaint with:

**Family Policy Compliance Office
U.S. Department of Education
400 Maryland Ave., SW
Washington, D.C. 20202-4605**

NOTIFICATION TO PARENTS

This is to notify the parents of students in Title I and non-Title I schools that they may request information regarding the professional qualifications of their child's teacher(s). This information may include but is not limited to teacher certification, college area, and degree. Any person(s) requesting this information should contact Rose Spencer, Human Resource Director, Clark County Board of Education, 1600 West Lexington Avenue, Winchester, Kentucky 40391, or by logging onto www.kyepsb.net.

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