



One Community; One Vision: **Life Ready**
Where Every Student Matters

2020-2021
Kindergarten through 8th Grade
Student/Guardian Handbook

www2.clarkschools.net

Paul Christy, Superintendent

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DONALD STUMP
Administrative Directors



One Community; One Vision: **Life Ready**
Where Every Student Matters

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Chair

SHERRY RICHARDSON
Vice Chair

SCOTT HISLE
GORDON PARIDO
WILLIAM TAULBEE
Board of Education Members

Dear Parents and Guardians:

On behalf of the Board of Education and administrative staff at the Clark County Public Schools, I want to thank you for your support and understanding as we, as a nation and community, responded to the unexpected invasion of COVID-19 in March. I am very proud of the way our Clark County School District students, parents, employees, and community leaders have handled the circumstances. We tried our very best to continue to educate and feed our students during this particular time. We take learning seriously, whether virtually or in-person, so we are taking several steps to ensure that our students achieve their highest potential for the 2020-2021 school year. We all share the responsibility for our children's success and want you to know that our goal is to do our very best to make sure this happens. Again we are offering **FREE** meals to every student in the district. Students will pay only for certain extra-curricular activities and may be required to supply specific items as needed for certain classes once we return to in-person learning. Be sure to acquaint yourself with your child's teachers and communicate with them often. You can guide and support your child's education by ensuring that he/she:

- Plans a day ready for learning;
- Completes all homework assignments given by teachers;
- Reads daily to develop a love for reading and to improve their literacy skills;
- Shares their daily experience with you so that you are aware of their school life;
- Informs you if he/she needs additional support in any subject area;
- Contacts their instructor immediately if they need assistance; and
- Knows that you expect him/her to succeed in virtually or in school and to become college or career ready.

This handbook includes school policies, information, and services provided in our schools. Please familiarize yourself with it and discuss the contents with your child. You and your child must be aware of all guidelines related to appropriate behavior for a safe and productive school year. If you need clarification on any area, please call your principal, member of the school council, or central office staff.

I thank you for allowing me to serve as your Superintendent, and thank you for your support as we embark on this journey to educate the students of Clark County Public Schools.

Sincerely,

Paul Christy
Superintendent

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Director of Human Resources—Scarlett Ryan scarlett.ryan@clark.kschools.us
Director of Operations, Transportation, and School Safety—Donald Stump
donald.stump@clark.kschools.us
Director of State and Federal Grants & District Assessment Coordinator---Julie Bonfield
julie.bonfield@clark.kschools.us

K-8 Schools

Conkwright Elementary	745-8900
Justice Elementary	745-8800
Shearer Elementary	744-4978
Strode Station Elementary	745-3915
Baker Intermediate	745-5190
Campbell Junior High	745-5200

Bus Garage

Danny Fisher, Bus Garage Supervisor	744-5620
Jim Roarx, Dispatch	

District Vision Statement

One Community, One Vision: Life Ready. Where every student matters.

District Mission Statement

We join with our community to address the individual needs of students in a safe, caring environment, so they are prepared for college, careers, and life.

Accreditation Requirements

All Clark County schools are fully accredited by the Kentucky Department of Education and by the Southern Association of Colleges and Schools. All teachers in the CCPS school system are meet the following requirements:

- Hold at least a bachelor's degree
- Hold full Kentucky certification (emergency and adjunct instructor certifications are not full Kentucky certifications) AND
- Demonstrate competency in each of the core academic subjects taught.

Elementary 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 homeschool 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/guardians 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 (capsize law).

Length of School Year/Day

The school term for students is 176 days.

Intermediate	7:30-2:30
Elementary	7:50-2:50
Junior High	8:50-3:50

Inclement Weather

If the weather is unusually severe and school must be canceled for the day, notice will be broadcast on WMJR (1380 AM) in Winchester, K93 (92.9 FM), WLAP (630 AM), and WKQQ

(101.5 FM) in Lexington, between 5:30 and 7:00 a.m. The announcement will also be made on TV station channels 18, 27, 36, and 56 and by School Messenger. In the event school is delayed one or two hours, all schedules including the arrival of staff, the opening of buildings, bus schedules and the start of school will be postponed according to the announced time. However, the school will be dismissed at the regularly scheduled time at the end of the day.

Communication

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

INFINITE CAMPUS PARENT PORTAL

Parent involvement is crucial to student academic success. The Parent Portal is a tool for you to stay informed and engaged in your child's education. The Parent Portal gives parents and guardians access to:

- View your child's grades and transcript
- See your child's schedule
- Monitor your child's attendance
- Communicate with your child's teachers

Print missing assignment reports

Creating Parent Portal Account with GUIDE

Go to <https://www.clarkschools.net>

Step #1: Click on Student/Parents

Step #2 Click on ICampus Parent Portal

Step #3 Locate *First time using Campus Portal*

Step #4 Click on **CLICK HERE** if you have been assigned a Campus Portal Activation Key

Step #5 Please enter the GUID in the Activation Key

Step #6 Click **Submit**

Activating your Campus Portal account

Activating your Campus Portal parent portal account is easy. All you need is your Campus Portal [Activation Key](#) sent to you by your child's school.

Activation Key

{ - - - - }

Submit

Step #7 You will then be prompted to create your *username and password*

Step #8 Click on *Create Account*

Dress Code

The wearing of any item that materially or significantly disrupts the educational process or threatens the health or safety of other students or staff members is prohibited. Schools/Councils may set dress codes that would be stricter than Board policy, but not less than those standards set by the Board. Policy 09.427

Attendance

Education is a team effort! You play a big role in your child's success!

- Understand the attendance policies
- Get to know the school staff
- Stay in touch with the school
- Be firm about school attendance
- Show support
- Set clear rules; firm but fair
- Be consistent
- Have conversations with your child and listen to him/her
- Know your child's friends
- Spend time together
- Be a role model

There is a direct relationship between poor attendance and lack of achievement. Students with good attendance generally achieve better grades, enjoy school more and have fewer discipline problems.

Primary School

A child who is five (5) or who may become five (5) years of age by August 1 may enter primary school and may advance through the primary program without regard to age in accordance with KRS 158.031. A child who is six (6) years of age, or who may become six (6) years of age by August 1, shall attend public school or qualify for an exemption as provided by KRS 159.030.

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, may be enrolled in the second level of the primary program in keeping with the process set out in Kentucky Administrative Regulation.

Petition Process

Parents/guardians may petition the Board to allow their child to enter school earlier than permitted under statutory age requirements. On receipt of a petition, the District shall conduct an evaluation process to help determine a student's readiness to engage in and benefit from early entry to school. The process shall be established in accordance with the following:

1. The District shall establish guidelines to determine a student's readiness for entry, including the date, June 1 of each school year, by which petitions must be submitted to the Central Office.
2. Developmentally appropriate measures, which may include state-approved screening instruments such as the Brigance Early Childhood Screen, shall be used to determine a student's level of developmental, academic and social readiness.
3. Based on staff recommendations, the Superintendent shall recommend to the Board whether to grant the request.
4. Considerations may include the availability of space and funding.

Any tuition amounts charged to students permitted early entry under this Policy shall be the same as that charged to other tuition-paying students who meet statutory age requirements.

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.

Absences and Excuses

Parents/guardians must write an explanation to the principal each time that a student is absent. This information must be presented within three (3) school days after the student returns to school. After six days of parent notes verifying illness or reason, future absences will be unexcused unless a note is obtained from a doctor verifying treatment.

Upon a written request from a parent or guardian, the following areas will be considered for a maximum of six excused absences:

- Death or severe illness in the pupil's immediate family
- Illness of the pupil
- Medical appointment for the student
- Court appearances when the student's presence is required
- Religious holidays and practices
- One (1) day for attendance at the Kentucky State Fair
- Documented military leave
 - One (1) day before the departure of parent/guardian called to active military duty
 - One (1) day upon the return of parent/guardian from active military duty

- Visitation for up to ten (10) days with the student's parent, de facto custodian, or person with legal custody who, while on active military duty stationed outside of the country, is granted rest and recuperation leave, or
- Other valid reasons as determined by the Principal, including trips qualifying as educational enhancement opportunities.

Students shall be granted an excused absence for up to ten (10) school days to pursue an educational enhancement opportunity determined by the Principal to be of significant educational value. This opportunity may include, but not be limited to, participation in an educational foreign exchange program or an intensive instructional, experiential, or performance program in one (1) of the core curriculum subjects of English, science, mathematics, social studies, foreign language, and the arts.

Unless the Principal determines that extenuating circumstances exist, requests for the date(s) falling within State or District testing periods shall not be granted.

The Principal's determination may be appealed to the Superintendent/designee whose decision may then be appealed to the Board under its grievance policy and procedures.

Students receiving an excused absence under this section shall have the opportunity to make up school work missed and shall not have their class grades adversely affected for lack of class attendance or class participation due to the excused absence.

School should be the first concern of the student, and the student should make every effort to be in each assigned class every day. Doctor or dental appointments, vacations, work, etc. should not be scheduled during school hours. Parents/guardians are requested not to pick up their child before the end of the school day as a matter of convenience. The Medical Excuse Form is required after 12 medically excused absences or tardies. This form can be picked up from the Principal or accessed online at www.clark.kyschools.us.

Tardiness and Half Day Absences

Students must be in their assigned building by their respective school's start time. Any student arriving after that time will be considered tardy and must report to the office/attendance clerk before going to class to receive an admit slip. Excessive tardies will not be tolerated. Unexcused tardies accumulate and count toward truancy.

Truancy

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

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

Any student who has been reported as a truant two (2) or more times is a habitual truant.

Truants shall be reported to the Principal and then to the Director of Pupil Personnel, both of whom shall take appropriate action.

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

Parents/Guardians to Notify School

Parents/guardians shall send with their child within three (3) days of his/her next day of attendance a written excuse explaining the reason for an absence. The number of parent notes allowed by the school may not exceed six (6) per school year. After the sixth (6th) absence with a parent note, the parent will be forwarded a letter from the Principal/designee. Any further absences will be unexcused unless documented by a doctor, health department official, or court official. Unless the school receives the required documentation, the absence shall be counted as unexcused. Any absence not properly documented and accepted by the Principal will be unexcused.

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.

Days missed while on suspension shall be counted as unexcused absences. Students who have been suspended shall not be allowed to make up daily work, and work assigned and due during suspension shall not be accepted.

Projects or homework assigned before suspension shall be accepted for credit. Students shall be responsible for submitting assignments due during the time of the suspension. Teachers shall be required to accept and give credit for long-term projects assigned during the suspension and due at a later date.

Emergency Information

Emergency information is kept on each student in the principal's office. It is imperative that this information be accurate. The emergency information sheet must contain the signature of the parents/guardians. If information changes throughout the year it is the parent/guardian's responsibility to notify the school. Students will be dismissed **only** to persons listed on the student's emergency list.

Student Accidents

All serious injuries are to be reported to the Superintendent as soon as possible as it is feasible after proper emergency measures are taken. When possible, the parents/guardians of the student should be called to make the decision on how the matter is to be handled.

In cases of serious injury when parents/guardians cannot be reached or the injury is so serious that there is no time to consult with parents/guardians, the principal or teacher should call an ambulance and have the student taken directly to the emergency room at Clark Regional Hospital.

Student Accident Insurance

The Clark County Board of Education is providing a blanket coverage insurance policy for all students, but your own family health insurance plan will be your child's primary coverage.

All students participating in school athletic programs and all cheerleaders MUST have medical and hospital insurance. This requirement can be met through the family policy (primary) which the students' parents/guardians have or through the school policy supplied by the Clark County Board of Education (as stated above). Students are requested to furnish school officials with the name of their parents'/guardians' insurance company and policy number on which the student is covered. This information will be carried by the coaches or cheerleader sponsors while away from home to ensure that any injured or ill student can get medical or hospital treatment.

Medication Policy Summary

Whenever possible, medications should be administered to a student at home. However, the Clark County Board of Education will assist in maintaining medication schedules for any student who requires such medication to attend school.

Prescription medication must be provided in *pharmacy labeled bottles* which includes the student's name, date, medication dosage, strength and directions for use. ***Ask your pharmacist for two labeled bottles, one for home, and one for school.**

Prescription medication will be administered only as prescribed on the pharmacy label. Changes in the student's dosage and time of administration must be documented by written order of the physician or with a new prescription bottle from the pharmacy indicating the change accompanied by a new Medication Consent Form (MP-1) completed by the parent. Labels that have been altered or changed in any way will not be accepted. When the student's prescription bottle is empty, it will be sent home for a refill. A Medication Administration (Refill) form (MP2) is to be completed and returned with the medication.

Medications, such as Tylenol, are not kept in stock at Clark County Schools. Any medication, prescriptions, or non-prescription, must be supplied by the parent and given to the proper school personnel (nurse where available).

Communicable Diseases

Parents /guardians 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.

Immunization

A student entering school MUST have a valid immunization certificate. By law, not student may enroll in school without proper immunization. KRS 158.035

School Based Therapy

The Clark County Board of Education realizes that some children and adolescents will perform better academically and function better socially at school if counseling services are accessible and available on-site. The Board of Education and Mountain Comprehensive Care Center (MCCC) have entered an agreement to provide clinical treatment and therapeutic support to those children in the Clark County school system who need such services. There will be a collaborative effort to provide mental health services to children in the CCPS through school based therapy services. This service will be provided to all elementary, intermediate, and junior high schools for the 2019-2020 school year.

Food Services

To promote an active and healthy lifestyle, all students should eat a healthy breakfast and lunch. Breakfast and lunch are served daily in all Clark County Schools. Our cafeterias provide students with whole grain foods, low sugar items, and low fat/sodium drinks and refreshments. Students may bring a lunch from home; however, we encourage parents/guardians to pack healthy foods. Avoid packing lunches with snacks which contain high levels of sugar or sugar substitutes. Lunches brought in from fast food establishments are not permitted.

The sale or serving of any food or beverage item to students in competition with the School Breakfast Program or the National School Lunch Program shall be prohibited on the school campus during the school day until 30 minutes after the close of the last lunch serving period. There shall be no delivery of commercially prepared foods to a student at school before or during the designated lunch serving period. Also, students shall not bring bottled or canned carbonated beverages to school to be consumed during the lunch period.

Although supervision will be provided through lunch periods, self-management is expected to be practiced by students. Courtesy and consideration, rather than rules, should prohibit line breaking, loud talking or other forms of rudeness. Students are expected to clean up immediately if they spill food or milk. Food is not to be taken outside of the cafeteria.

For the 2020-2021 school year, all students kindergarten through 12th grade will participate in the Community Eligibility Program (CEP) created in 2010 by the Healthy, Hunger-Free Kids Act that allows high-poverty schools to offer **breakfast and lunch to all students free of charge**. Ala carte items will be available for purchase. Students can pay for these items from their lunch account or with cash. Charging of ala carte items is not permitted.

Our district participates in the “mySchoolBucks” online payment system. Families can use this electronic system to schedule and make payments to their student’s lunch account or families can send checks to the school cafeteria for deposit into the account. Checks returned due to insufficient funds will be presented to the County Attorney’s Office for collection.

Guest Prices

Board Employee Breakfast	\$2.30
Board Employee Lunch	\$3.50
Adult Guest Breakfast	\$2.50
Adult Guest Lunch	\$4.25
Child Guest Breakfast	\$2.30
Child Guest Lunch	\$3.50

Cumulative Folders

Records are maintained for each student in the school. The records conform to federal and state regulations, the Family Education Rights and Privacy Act, and school board policy. The following information outlines the basic nature of these records:

- Identifying information
- School enrollment information
- Physical health information
- Attendance information
- Subject performance information
- Assessment information

A student's records may also include other information relevant to recognized educational objectives. Examples of such data include reading test scores and transcripts from other schools.

Extracurricular Fees

The district has eliminated most athletic fees, school instructional fees and school supply lists needs. Instructional supplies will be provided to all students to be shared in the classroom, any additional supplies that you wish for your child to have, or to have their own set of, you are welcome to purchase. Some classrooms may suggest additional supplies, but those will be kept to a minimum. Students participating in athletics and extracurricular activities may be required to pay a fee.

Textbooks

Textbooks for students may be issued on the basis of one book per student for each basic subject or may be used as reference material in the classroom. Assignment records are kept on all stateowned books. Teachers check each book thoroughly before issuing them to students and again when books are returned.

The students will be charged as follows for textbooks lost or damaged beyond use:

- 100% for one and two-year-old books
- 75% for three and four-year-old books
- 25% for five and six-year-old books

Participation in the end of the year activities is contingent upon the return of all textbooks and library books.

Student Performance

Testing and Accountability

Our goal is to form the foundation for life-long learning. We are paving the road to success by preparing students for jobs not yet created. Our teachers provide instruction and assessments using the Common Core Standards and 21st Century Skills. We measure student performance and needs through various assessments.

The state assessment is given to 3rd through 8th grade students in the spring. The following areas are tested: reading, mathematics, science, social studies, on-demand writing, and language. This assessment is administered within the last fourteen days of the school calendar.

Measures of Academic Progress (MAP) is an online assessment given to kindergarten through 8th grade students a minimum of two times a year.

Report Cards

Report Cards are sent to parents/guardians of students every nine weeks. Mid-term grade progress reports will be sent home every 4 ½ weeks. Teachers prepare information sheets describing grade scale percentages and hand out to students at the beginning of the year. In addition to the report card, parent-teacher conferences are scheduled. Parents/guardians are urged to call the school for a conference when they have a concern about their child's performance. RDC does not send 4th nine weeks report cards home due to finals the last day of school.

Parents/guardians will also be able to monitor their student's grades, attendance, behaviors using the ICampus Parent Portal. The Parent Portal is accessible from any computer that has internet access.

Technology

To access our computer programs, students must have a signed Acceptable Use Policy (AUP) Agreement on file. The AUP Agreement has a section for parents/guardians to check "yes" or "no" for different permissions. It is highly recommended that parents/guardians give permission for students to have an internet access account by checking "yes." Checking "no" on this item will block the student from using state of the art, interactive learning programs the schools have purchased. Checking "yes" on the Network Account enables the student to use computer word processing to complete writing pieces and save to their own online file (their "h: drive") for future use. This helps students to gain skills in word processing as well as in editing and refining their written work. Checking "yes" on the Medial Web Page line enables the student to have videos and photographs posted on the school and/or district webpage. Checking "yes" on the

Media Newspaper line enables the student to have his/her name and photographs published in the newspaper for different events. The school and district monitor the electronic activities of its students.

Promotion/Retention

Each school shall determine criteria for student progress through the school's program. The criteria shall reflect mastery of state-required capacities and be aligned with the Kentucky Performance Rating for Educational Progress (K-PREP).

A student may advance through the primary program without regard to age if the District determines that s/he has acquired the academic and social skills taught in kindergarten and that advancement would be in his/her best educational interest. Successful completion of the primary program, as determined by methods set out in Kentucky Administrative Regulations, shall be a prerequisite for a child's entrance into the fourth grade.

Parents/guardians shall be notified when their child is performing below expectations and achieving below expected outcomes.

Retention of students by schools for athletic purposes is prohibited.

Please check with your child's school for their SBDM approved promotion/retention policy.

Response to Intervention

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 three times a year 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 I- Teachers will use different strategies within the core curriculum to address all student educational needs.

Tier II- Based on progress data, students who are unsuccessful in Tier I 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/guardians will receive ongoing progress data.

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

Gifted and Talented

The district formally identifies students in grade 4 for participation in the District's Gifted and Talented program. Students who meet the criteria are invited to participate in a district pullout program. Some students demonstrate giftedness in particular areas. For those students, teachers in their respective grades, integrate individualized instruction into the regular instructional day. Students are identified for the programs according to state guidelines. (Board Policy 08.132) A Primary Talent Pool is created to help identify students in gifted areas in grades K-3. The Gifted Services Handbook is located on the district website.

Home/Hospital

Home/hospital instruction provides educational services to students who cannot attend school for extended periods due to temporary or recurring conditions, including fractures, surgical recuperation, or other physical, health, or mental conditions. An "extended period" refers to an absence of more than five (5) consecutive school days.

Home/hospital instruction will be a minimum of two (2) visits per week with one (1) hour of instruction per visit, which is equivalent to one (1) child's attendance in school for five (5) days. A parent or responsible adult must be present in the home/hospital room during the time the home/hospital teacher is present.

The home/hospital teacher shall plan instruction based on the curriculum being taught in the student's regular classroom. Classroom teachers shall work cooperatively with the home/hospital teacher to ensure that the student has the opportunity to complete current class assignments.

Eligibility

Determination of a student's eligibility and provision of services for home/hospital instruction shall be made in compliance with applicable statutes and regulations. In accordance with [KRS 159.030\(2\)](#), the Board shall require evidence for students exempted from school attendance more than six (6) months. An exemption shall be reviewed annually.

At any time based on changes in the student's condition, the home/hospital review committee may schedule a review of the student's continued eligibility for home/hospital instruction.

The Admissions and Release Committee (ARC) shall determine homebound placement for a student with disabilities. The 504 Team for a student may facilitate submission of an application to the review committee.

Students with Disabilities

Based on documentation of student need, including medical or mental health evaluation information, a student with disabilities may be placed in the home/hospital instructional program if his/her individual education plan (IEP) specifies such placement is the least restrictive environment for providing services. The ARC Chair shall provide written notice of eligibility and documentation to the District Director of Pupil Personnel for purposes of program enrollment.

The Admissions and Release Committee (ARC) or 504 Team shall determine on a case-by-case basis the type and extent of homebound services for a student at the secondary level and the number of credits the student will be permitted to earn while on home/hospital instruction.

Student Conduct

The Superintendent/designee shall be responsible for overall implementation and supervision of the Board's Code of Acceptable Behavior and Discipline, and each Principal shall be responsible for administration and implementation of the Code within each school. The Principal shall apply the Code uniformly and fairly to each student without partiality or discrimination.

The Principal of each school, or school council in schools with SBDM, shall set school policy concerning the selection and implementation of appropriate discipline and classroom management techniques necessary to carry out the Code.

Please refer to the Student Code of Conduct for additional information.

Bullying

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 schools.

Actions Not Tolerated

The use of lewd, profane or vulgar language is prohibited. Also, students shall not engage in behaviors such as hazing, bullying, menacing, taunting, intimidating, verbal or physical abuse of others, or other threatening behavior.¹ 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 the 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 education process or intrude upon the rights of others. Students who violate this policy shall be subject to appropriate disciplinary action.

Bullying Defined

Bullying means any unwanted verbal, physical, or social behavior among students that involves a real or perceived power imbalance and is repeated or has the potential to be repeated:

1. That occurs on school premises, on school-sponsored transportation, or at a school sponsored event; or
2. That disrupts the education process.

This definition shall not be interpreted to prohibit the civil exchange of opinions or debate or cultural practices protected under the state or federal Constitution where the opinion expressed does not otherwise materially or substantially disrupt the education process.

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 09.42811. Harassment/discrimination allegations shall be governed by Policy 09.42811.

Telecommunication Devices

Possession and Use Prohibited

Students shall 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, as approved by certified staff under the direction of the administrative staff. Schools shall develop procedures that address noncompliance.

“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 telephone¹.

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 the academic integrity, such as cheating;
- b. Violates the 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.

SBDM Councils may develop a policy that addresses acceptable use.

These restrictions shall not be interpreted to prohibit material protected under the state or federal constitutions where such material does not otherwise materially or substantially disrupt the education process or intrude upon the rights of others. ***Notice of Policy***

Notice of this policy shall be published annually in the District’s Code of Acceptable Behavior and Discipline.

Student and School Safety

Due to the increase of violence witnessed in schools across the nation, it is imperative schools establish certain procedures to protect the safety and welfare of all students and staff in the building. Each school will establish procedures for ensuring the following:

- All students will be subject to the Clark County Schools Code of Student Conduct and Board of Education policies pertaining to students.
- All students will obey requests made by the teachers, principals, and other school personnel.
- All students will respect the rights, property, and privileges of fellow students.
- All students will be subject to the transportation regulations adopted by the Clark County Board of Education.
- 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.
- Students will not be permitted to use abusive or foul language.

- Students and visitors will not abuse school property.
- The use or possession of drugs, weapons, facsimile weapons, or alcohol is prohibited.
- Students shall be permitted to use personal telecommunications devices on school property during the school day as approved by certified staff used for instructional purposes. Schools shall develop procedures that address non-compliance.
- All visitors must register with the school office before proceeding through the building, visiting classrooms, or contracting teachers or students. Visitors must remain in their designated area at all times. Failure to comply will result in being asked to leave school property.
- Visitors are expected to be civil while visiting the school and during school events and programs.
- All volunteers/chaperones will have a background check before working with or around children. Only approved chaperones will accompany students on field trips and other outings.
- Schools may require visitors to leave their ID/Driver's License with the school before entering the building.

Drills

Tornado, earthquake, lock-down, and fire drills are frequently conducted in school so that students will learn what to do in an emergency.

Community Education

Community Education is a program of the Clark County Public Schools. Components are: lifelong learning, pre K-12 support, community schools (use of school facilities outside normal school hours), collaboration, volunteers in our school and in the community. The mission is: Community Education, in partnership with individuals and organizations, provides opportunities to Clark County citizens of all ages to enhance their life quality through education. Some services provided include: School to Career mini-grants, grant writing assistance for district personnel, job shadow placement, College and Career Fair for 8th-12th graders in conjunction with GRC and the Chamber of Commerce, recruitment of community volunteers and guest speakers upon request, and classes to meet many needs. Please call 859-745-3946 for more information or email to: clark.comm.ed@gmail.com. The address is 100 Vaught Road.

Transportation

Transportation is provided free for students residing one mile or more from school. Transportation is also provided for students participating in field trips or extracurricular activities to another location.

Bus Conduct

Transportation by school bus is a privilege provided by the Clark County Board of Education. In order to ensure 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.
- Students may only use the bus stop closest to their home unless written permission is obtained from the principal and 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.

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 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 activated 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 a violation occurs.

Notice of Non-Discrimination

Clark County Public Schools does not discriminate on the basis of race, color, national origin, religion, gender, disability, marital status, or age in employment, educational programs, and activities as set forth in Title IX and 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:

Scarlett Ryan, Director of Human Resources

Clark County Public Schools
1600 West Lexington Avenue
Winchester, KY 40391
859-744-4545

For further information on notice of non-discrimination, visit <http://wdcrobcop01.ed.gov/CFAPPS/OCR/contactus.cfm> for the address and phone number of the office that serves your area, or call 1-800-421-3481.

Family Rights and Privacy Requirements

The Family Rights and Privacy Act of 1974 prohibits access to student records by anyone other than authorized school personnel and the parents/guardian of the student. Upon reaching the age of eighteen (18) the student has sole access to the records except for authorized school personnel. Written permission must be obtained from the parents/guardian or the student if aged eighteen (18) has been reached before the student's records may be released to anyone. All parents/guardian have the right of access to their child's records unless the school has been provided with evidence of a court order prohibiting such access.

A student's records may be released without written consent of the parent/guardian of the student if the disclosure is:

1. to other school officials within the system
2. to officials of another school system in which the student seeks to enroll
3. to comply with a judicial order or lawfully issued subpoena
4. to State and local officials or authorities to whom information is specifically required to be reported or disclosed pursuant to State Statute adopted prior to November 19, 1974
5. to State educational authorities.

Teacher Rights

Teachers have the right:

1. to expect the support of their fellow teachers and administrators;
2. to work in a positive school climate with minimum disruptions;
3. to expect all student assignments to be completed as requested;
4. to remove and temporarily transfer responsibility for any student whose behavior significantly disrupts the positive school climate;
5. to be safe from physical harm;
6. to be free from verbal abuse;
7. to provide input to committees designed with the responsibility of drafting policies that relate to their relationships with students and school personnel;
8. to take action necessary in emergencies pertaining to the protection of persons or property.

Parent/Guardian Rights

Parents/Guardians have the right:

1. to send their student to a school with a positive educational climate;
2. to expect all disruptive behavior to be dealt with fairly, firmly, and quickly;
3. to enroll their student in regularly scheduled classes with minimal interruptions;
4. to expect their school to maintain high academic and accreditation standards;
5. to examine their student's personal school record;
6. to address grievances to proper school authorities concerning their student and to receive a prompt reply pertaining to the specific grievances.

Principal Rights

Principals have the right:

1. to the support of students, parents/guardians, and teachers in carrying out the educational programs and policies established by the school system;
2. to provide input for the establishment of procedures and regulations that relate to the school;
3. to safety from physical harm and verbal abuse;
4. to take necessary action in emergencies to protect their own person or property, or the persons or property of those in their care;
5. to suspend any student whose conduct disrupts the educational process;
6. to administer the school environment to provide the proper learning atmosphere.

Student Rights and Responsibilities Students have the right:

1. to attend school and benefit from all educational opportunities provided;
2. to be informed of all school rules and regulations and consequences of breaking the rules and regulations;
3. to due process in all disciplinary actions;
4. to receive an appropriate education and the opportunity for success in achieving this education;
5. to know in advance how their grades in class will be determined;
6. to use school facilities, properties and materials;
7. to express their point of view;
8. to receive personal, academic, and vocational counseling;
9. to be shown personal respect by other students and school personnel;
10. to decide whether or not they wish to participate in symbolic or religious activities;
11. to participate in extracurricular activities for which they are eligible;
12. to dress and groom in such a way as to express their personal preferences within the guidelines of the school dress code;
13. to enjoy reasonable degrees of personal privacy. In the events of a search of their person or property, a student will be informed and present at such a search. Exceptions will be made in case of an emergency.

Students have the responsibility:

1. to attend school and all classes on a regular basis as specified by the absentee policy;
2. to know and observe all school rules and accept the consequences of acceptable and unacceptable behavior;
3. to cooperate with school personnel in cases of involving disciplinary action and accept final decisions and punishments;
4. to participate in educational opportunities and complete classroom assignments and homework to the best of their abilities;
5. to understand the teacher's grading system and keep up with their own progress in each class;
6. to respect and protect school facilities, properties and materials;
7. to consider and respect the point of view of others;
8. to seek personal, academic, and vocational counseling;
9. to show respect to all other students and school personnel;
10. to respect the rights of others to participate in symbolic or religious activities;
11. to abide by the rules and guidelines of extracurricular activities;
12. to know and observe school rules of dress and appearance;
13. to keep their person and property free of dangerous or illegal objects and materials.
14. to abstain from unwanted general comments, suggestions, or physical contact that is objectionable, offensive and causes discomfort.

Notice of Family Education Rights and Privacy Act (FERPA)

The Family Education Rights and Privacy Act (FERPA) affords parents/guardians 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. The rights 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/guardians 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 request the amendment of the student’s educational records that the parent or eligible student believes are inaccurate, misleading, or in violation of the student’s privacy or other rights.

Parents/guardians 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 principal, clearly identify the part of the record they want changed, and specify why it is inaccurate, misleading, or in violation of privacy or other rights. If the district decides not to amend the record as requested, then the district will notify the parent or eligible student of the decision and advise of the right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided when notified of the right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent.

One exception that permits disclosure without consent is disclosure to school officials with legitimate educational interests. A “school official” is a person employed by the district as an administrator, supervisor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the school board; a person or company with whom the district has contracted to perform a special task (such as an attorney, 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 performing tasks. A school official has a legitimate educational interest if the official needs to review an educational record in order to fulfill professional responsibility. Upon request the district shall disclose education records without consent to officials of another school district in which a student seeks or intends to enroll or to other entities authorized by law.

4. The right to prohibit the disclosure of personally identifiable concerning the student to recruiting representatives of the U.S. Armed Forces and its service academies, the Kentucky Air National Guard, and the Kentucky Army National Guard.

Unless the parent or eligible student requests in writing that the district not release information, then the student’s name, address, and telephone number (if listed) shall be released to Armed Forces recruiters upon request.

5. 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 Ave. SW

Washington, D.C. 20202-4605

Notification to Parents/Guardians

This is to notify the parents/guardians 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 Scarlett Ryan, Human Resources Director, Clark County Public Board of Education, 1600 West Lexington Avenue, Winchester, KY 40391, (859) 744-4545, or by logging onto www.kyepsb.net.

Federal Programs

Migrant - This program provides services through a Migrant Student Advocate to students whose families move into the county for agricultural purposes. The Advocate addresses family needs that have an impact on education.

Individuals with Disabilities Act (IDEA) - This program provides compensatory services to districts having disabled children who have been placed and/or recommended for special education classes.

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

- Speech Classes for those students who have disorders in language and/or speech.
- Learning Disability Classes for students who have severe discrepancy between their ability and their performance in the classroom.
- Emotional Behavioral Disability classes for those students with severe behavior and emotional problems.
- Mild Mental Disability and 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.
- Multiple Disability Classes for students who differ in more than one respect from average or normal children in physical, mental, learning, emotional or social characteristics and abilities to such a degree that they need special education services.

For more information about special education programs call the Director of Special Services, Bridgette Mann at 744-4545 (Central Office) or your child's school.

Learning Resources Center - The Learning Resources Center offers the services of the Special Education Director, a psychologist and a psychometrist.

Planned programs are:

- Psychological testing
 - a) Diagnostic purposes—by referral
 - b) Special education identification—by referral
- Hearing—by referral

Title VI-Title IX-Section 504

Grievance Procedure

Students, their parents/guardians, 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, gender, handicap, age, religion, or marital status, 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 he/she has been discriminated against or denied an opportunity, has 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 Coordinator

Donald Stump
Clark County Schools
1600 West Lexington Avenue
Winchester, Kentucky 40391
Telephone: 744-4545 or 744-2762

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

Grievance

General

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.

Procedure

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.

Grievance Procedure

Students wishing to initiate a harassment/discrimination complaint should use Procedure 09.42811 AP.2.

Conditions

1. All grievances are individual in nature and must be brought by the individual grievant.
2. All grievance proceedings shall be conducted outside the regular school day and at a time and place mutually agreed upon.
3. The grievant shall be permitted to have not more than two (2) representatives.
4. All attendant records shall be filed in the office of the Principal and/or Superintendent and shall be considered private information and separate from the student's educational records. All records will be kept for a minimum of three (3) years.
5. No reprisal shall be taken against any aggrieved student because of the filing of a grievance.

Time Limits

1. Students or their parents/guardians must file their grievance within twenty (20) school days following the alleged violation.
2. Days referred to in the grievance initiation form shall be school days.

3. The time limits stated in various sections of these procedures may be extended by mutual consent of the Board, its authorized agents, and the grievant.
4. If no extension occurs and the grievant does not file an appeal to the next level within ten (10) school days of receiving a response, the grievance shall be considered to have been settled and terminated at the previous level, and the answer given at that level shall stand.

Principal's/School Council's Involvement

1. When appropriate, the grievant shall give his/her communication directly to the Principal, thus bypassing the teacher or other employee. This action shall be taken only in those instances where the matter communicated is of such a personal and private nature that it cannot be effectively communicated at a lower level or in those instances where the nature of the grievance would require the initial response of the Principal.
2. The Principal reserves the right to redirect the communicator to the appropriate level and/or consult with the council, as appropriate.

Superintendent's/Designee's Involvement

1. When appropriate, the grievant shall give his/her communication directly to the Superintendent, thus bypassing the Principal. This action shall be taken only in those instances where the matter communicated is of such a personal and private nature that it cannot be effectively communicated at a lower level or in those instances where the nature of the grievance would require the initial response of the Superintendent.
2. The Superintendent reserves the right to redirect the communicator to the appropriate level.

Board of Education's Involvement

1. If the student, after reviewing the Superintendent's response, desires direct communication with the Board of Education, the student may present his/her written communication to the Superintendent for transmittal to the Board of Education or notify the Superintendent ten (10) school days prior to the meeting of the Board at which the student wishes the grievance presented. Students contacting Board members individually about a grievance shall be advised to communicate with the entire Board.
2. If the Board decides to review the grievance, the student will then be afforded an opportunity to appear before the Board at the next regular meeting for relevant discussion of the student's communication. If the student does not wish to make a verbal presentation, the student's right to refrain from such activity will be respected.
3. The Superintendent or the grievant shall present the communication to the Board of Education at its next regularly scheduled meeting.
4. The Board of Education will consider the grievance and will provide the student a written response within ten (10) school days after the next regularly scheduled meeting of the Board, following the meeting of the Board at which the grievance was initially presented. The decision of the Board of Education shall be final.

NOTES:

- Students/parents/guardians wishing to initiate a complaint about a Title I issue should refer to Procedure 08.13451 AP.1.
- Complaints concerning discrimination in the delivery of benefits or services in the District’s school nutrition program are to be referred to the Superintendent/designee.

STUDENTS

09.4281 AP.2

Grievance Initiation Form (Students)

This form provides the opportunity for a student to question the application of a Board policy or administrative rule or procedure and to secure at the lowest administrative level an equitable and prompt resolution.

STUDENT GRIEVANT

Student Name _____ Date _____

Home Address _____ Phone _____

School _____ Grade Level _____

GRIEVANCE

Identify the policy, rule, or procedure whose application is at issue. Use full names, dates, exact location, and specific occurrence, if appropriate. (Use additional sheet if necessary.)

What results are you seeking from this grievance initiation? (Use additional sheet if necessary)

Student's Signature

Date

LEVEL ONE: CLASSROOM TEACHER

Name: _____

Date grievance received at this level _____

CLASSROOM TEACHER’S RESPONSE (USE ADDITIONAL SHEET IF NECESSARY.)

Classroom Teacher’s Signature

Date

THIS RESPONSE SHALL BE PRESENTED TO THE GRIEVANT WITHIN TEN (10) SCHOOL DAYS OF RECEIPT OF THIS GRIEVANCE AT THIS LEVEL.

=====

STUDENTS 09.4281 AP.2 (CONTINUED)

Grievance Initiation Form (Students)

BOARD POLICY ALLOWS FOR APPEAL OF THE CLASSROOM TEACHER’S DECISION AND THE OPPORTUNITY TO ADDRESS THE GRIEVANCE TO A HIGHER LEVEL OF AUTHORITY IF THE CLASSROOM TEACHER IS AN ALLEGED PARTY IN THE COMPLAINT.

LEVEL TWO: PRINCIPAL OR PRINCIPAL’S DESIGNEE

Name: _____

Date grievance received at this level _____

PRINCIPAL/PRINCIPAL’S DESIGNEE’S RESPONSE (USE ADDITIONAL SHEET IF NECESSARY.)

Principal’s/Designee’s Signature

Date

THIS RESPONSE SHALL BE PRESENTED TO THE GRIEVANT WITHIN TEN (10) SCHOOL DAYS OF RECEIPT OF THIS GRIEVANCE AT THIS LEVEL.

=====

BOARD POLICY ALLOWS BOTH FOR APPEAL OF THE PRINCIPAL/DESIGNEE’S DECISION AND THE OPPORTUNITY TO ADDRESS THE GRIEVANCE TO A HIGHER LEVEL OF AUTHORITY IF THE PRINCIPAL/DESIGNEE IS AN ALLEGED PARTY IN THE COMPLAINT.

LEVEL THREE: SCHOOL COUNCIL, IF APPROPRIATE

Name: _____

Date grievance received at this level _____

RESPONSE OF SCHOOL COUNCIL (USE ADDITIONAL SHEET IF NECESSARY.)

School Council Chairperson's Signature *Date*

THIS RESPONSE SHALL BE PRESENTED TO THE GRIEVANT WITHIN TEN (10) SCHOOL DAYS OF RECEIPT OF THIS GRIEVANCE AT THIS LEVEL.

=====

BOARD POLICY ALLOWS BOTH FOR APPEAL OF THE SCHOOL COUNCIL'S DECISION AND THE OPPORTUNITY TO ADDRESS THE GRIEVANCE TO A HIGHER LEVEL OF AUTHORITY IF THE SCHOOL COUNCIL IS AN ALLEGED PARTY IN THE COMPLAINT.

STUDENTS 09.4281 AP.2 (CONTINUED)

Grievance Initiation Form (Students)

LEVEL FOUR: SUPERINTENDENT/DESIGNEE

Name: _____

Date grievance received at this level _____

SUPERINTENDENT/DESIGNEE'S RESPONSE (USE ADDITIONAL SHEET IF NECESSARY.)

Superintendent's/Designee's Signature *Date*

THIS RESPONSE SHALL BE PRESENTED TO THE GRIEVANT WITHIN TEN (10) SCHOOL DAYS OF RECEIPT OF THIS GRIEVANCE AT THIS LEVEL.

=====

THE BOARD WILL NOT HEAR ANY GRIEVANCE CONCERNING PERSONNEL ACTIONS UNLESS THE GRIEVANCE CONCERNS CONSTITUTIONAL, STATUTORY, REGULATORY, OR OTHER POLICY APPLICATION OR DEMOTION UNDER [KRS 161.765](#).

LEVEL FIVE: BOARD OF EDUCATION

Date grievance received at this level _____

BOARD OF EDUCATION'S RESPONSE (USE ADDITIONAL SHEET IF NECESSARY.)

Board Chairperson's Signature

Date

THIS RESPONSE SHALL BE PRESENTED TO THE GRIEVANT WITHIN TEN (10) SCHOOL DAYS OF RECEIPT AFTER THE NEXT REGULARLY SCHEDULED BOARD MEETING.

Review/Revised:6/16/2015