

# CLINTON COUNTY SCHOOLS

## Code of Acceptable Behavior & Discipline



*The code of acceptable behavior will be placed on the district webpage, parents will be made aware of this and sign that they will view the code. If they do not have access to the code they can contact the school and a copy will be provided to them upon request. Staff members will also be advised of the location of the code and instructed to view it annually.*

Revised June 21, 2018

The Clinton County Schools do not discriminate on the basis of race, color, national origin, sex, religion, genetic information, age, or disability in the employment or provision of services. Any and all questions or issues related to the discrimination policies and procedures are to be directed to the Office of the Superintendent, Clinton County Public Schools, 1273 KY HWY 90 W SUITE 103, Albany, KY, 42602, 606-387-6480.

At the beginning of each school year, each teacher and student will receive information about accessing the code of conduct document on the district webpage. Each student will receive a copy of their school's student handbook which contains the attendance policy and disciplinary procedures for each school. Parents will be asked to sign a statement that they are familiar with the contents of the handbook and that they will access and read the code of pupil conduct. Print copies of the code are available at each school on request.

## **Pupil Code of Conduct Review Committee**

**Julie York**, *Director of Pupil Personnel/Committee Coordinator*

**Charlotte Nasief**, *Superintendent*      **Tim Armstrong**, *AES Principal*

**Stacey Evans**, *CCHS Principal*      **Angela Sloan**, *CCMS Principal*

**Paula Key**, *Board Member*      **Sheldon Harlan**, *ECC Principal*

**Doug Barney**, *Transportation Director*

**Eddie Tallent**, *Director of Exceptional Education*

**Tonya Thrasher**, *Youth Service Center*

**Tracie Brown**, *Attendance Clerk AES*

**Ammie Marcum**, *Parent*

**Sid Scott**, *District Technology Coordinator*

**Paula Little**, *Assistant Superintendent/Supervisor of Instruction*

**Stesha Flowers**, *Area Technology Center Principal*

\*This is to certify that this Code of Pupil Conduct and Attendance of the Clinton County School System has been reviewed by legal counsel.

\*\*The Code of Pupil Conduct and Attendance was approved by the Clinton County Board of Education on August 11, 1986. Revised June 21, 2018. This version approved July 16, 2018.

# INDEX

<b>PURPOSE</b>	<b>1</b>
<b>POLICY STATEMENT</b>	<b>1</b>
<b>PHILOSOPHY OF RIGHTS AND RESPONSIBILITIES</b>	<b>1</b>
<b>STUDENTS' RIGHTS</b>	<b>2</b>
<b>STUDENT BEHAVIOR – DRUG/ALCOHOL AND OTHER CONTROLLED SUBSTANCES</b>	<b>3</b>
<b>CORPORAL PUNISHMENT</b>	<b>5</b>
<b>STUDENT SUCCESS AND SAFETY PRECAUTIONS</b>	<b>7</b>
<b>PARENT/GUARDIANS RIGHTS</b>	<b>8</b>
<b>PARENT/GUARDIANS' RESPONSIBILITIES</b>	<b>8</b>
<b>TEACHERS' RIGHTS</b>	<b>8</b>
<b>TEACHERS' RESPONSIBILITIES</b>	<b>9</b>
<b>PRINCIPALS' RIGHTS</b>	<b>9</b>
<b>PRINCIPALS' RESPONSIBILITIES</b>	<b>10</b>
<b>DISCIPLINARY PROCEDURES</b>	<b>10</b>
<b>BUS DISCIPLINE</b>	<b>11</b>
<b>REFERRAL</b>	<b>12</b>
<b>TELECOMMUNICATION DEVICES</b>	<b>13</b>
<b>CONDUCT WARRANTING DISCIPLINARY ACTION</b>	<b>14</b>
<b>SUSPENSION AND EXPULSION</b>	<b>18</b>
<b>TOBACCO PRODUCTS</b>	<b>19</b>
<b>CRIMINAL VIOLATIONS</b>	<b>19</b>
<b>WEAPONS</b>	<b>20</b>
<b>GRIEVANCE PROCEDURES</b>	<b>21</b>
<b>STUDENT ATTENDANCE</b>	<b>22</b>
<b>ANTI-HARASSMENT POLICY</b>	<b>25</b>
<b>HARASSMENT/DISCRIMINATION PROCEDURE</b>	<b>26</b>
<b>SUMMARY OF DISTRICT POLICY AGAINST HARASSMENT/DISCRIMINATION</b>	<b>30</b>
<b>BULLYING/HAZING</b>	<b>31</b>
<b>ACTIONS NOT TOLERATED</b>	<b>31</b>
<b>EMPLOYEE REPORTS OF CRIMINAL ACTIVITY</b>	<b>32</b>
<b>REPORTING OF CODE VIOLATIONS</b>	<b>33</b>
<b>KRS 508 OFFENSES IN THE SCHOOL SETTING</b>	<b>33</b>
<b>SCHOOL WIDE TITLE I PROGRAM INFORMATION</b>	<b>34</b>
<b>STUDENT RESPONSIBLE USE POLICY (RUP)</b>	<b>37</b>
<b>STUDENT ACCESS RELEASE AND AUTHORIZATION FORM</b>	<b>40</b>
<b>SCHOOL CALENDAR</b>	<b>41</b>

## Code of Pupil Conduct

### PURPOSE

The purpose of this handbook is to provide a concise outline of rights and responsibilities of Preschool – 12<sup>th</sup> grade students in the Clinton County Public Schools and of those people, including parents/guardians and school personnel directly involved in the education process. The Board of Education of Clinton County does not discriminate on the basis of sex in the educational programs or activities that it operates, and is required by Title IX of the Educational Amendments of 1972 (P.L. 92-113) not to discriminate in such a manner; further, the Board of Education does not discriminate on the basis of handicap, in treatment, admission or access to, or employment in, its programs or activities, as required by the Rehabilitation Act of 1973 (P.L. 93-112), as amended, Section 504; nor does the Board of Education discriminate on the basis of age, race, color, national origin, religion, creed, or marital status, in the education programs or activities it operates.

### POLICY STATEMENT

The Board of Education's primary concern is that students who wish to learn can do so in an environment conducive to learning and that disciplinary means be employed on behalf of those who would destroy or deny such an environment. In an attempt to promote this environment, a Code of Conduct has been developed.

This Code of Conduct provides for consistent treatment of all pupils, fairness as required by constitutional due process and an atmosphere of open communication and clearly understood rules, which encourages behavior that will enable the pupils to develop to their fullest potential. Students will be responsible for this code in school, at school sponsored or related activities and on school buses. It is expected that sound, fair, and equitable judgement should be considered by pupils, teachers, principals, parents/guardians, and others in applying the principles of the Code of Conduct. This policy applies to all students in the Clinton County Public Schools.

This Code of Conduct is the result of the expressed concerns on the part of the community and provides for an annual review by the school community and the Board of Education to insure an effective document which meets the needs of the total educational community.

## **PHILOSOPHY OF RIGHTS AND RESPONSIBILITIES**

The protection and safeguards of the United States Constitution and, more particularly, of the Bill of Rights, apply to all students. Responsibility is inherent in all rights. No student or other person involved in the public schools can realize his/her rights unless he/she also exercises the self-discipline and care to afford all others the same right and not allow his/her own actions to infringe upon the rights of others. In a social situation such as the public schools all participants, students, parent/guardians, teachers, bus drivers, administrators and others in the educational process have the right and responsibility to know the basic standards of conduct and behavior which are expected. The school environment is a community of individuals who live and interact based on commonly shared rules, rights and responsibilities, expectations and common sense.

### **STUDENTS' RIGHTS**

The Uniform Code of Student Conduct describes standards of conduct which are important to the success of both learning and community life in our schools. For students to have a successful educational experience, they must understand that individual rights and responsibilities go hand in hand.

This includes the responsibilities of following rules and respecting the authority of adults whose jobs are to ensure a successful education for many students and not just one individual student.

In light of this concept, it follows that students at different ages and grade levels will exercise their rights differently; the younger the child, the greater the need for adult guidance and protection.

1. Students, until they have either successfully completed K – 12 educational program or reached the age of 21 years, whichever comes first, are entitled to receive a free public education.
2. Students have the right to receive academic grades based on academic performance.
3. Students 18 years of age or older, and other students with their parent's and/or guardian's written consent, have the right to inspect, review and transfer their educational records, including the right to challenge any misleading or inaccurate statement contained in their record.
4. Students are given the right to be represented by students in the decision-making process on matters which relate to standards of achievement, conduct, elections and participation where system-wide committees are appointed to address these matters.
5. Students are guaranteed the right to freedom of expression as related to speech, assembly, appearance, publication, and the circulation of petitions and literature, freedom of expression and assembly, which cannot be exercised to interfere with the orderly educational process.

6. Students are entitled to freedom from verbal and/or physical abuse by other students, faculty members, school administrators, and other school personnel.
7. Students have the right to organize or to have membership in groups/clubs within the school so long as the group/club follows established Board of Education guidelines, does not disrupt the orderly educational process, and does not discriminate against any student because of sex, religion, age, race, color, national origin, economic status, marital or parental status, handicapped condition and/or veteran status.
8. Students are guaranteed the right of procedural due process when any charge or accusation has been made against them
9. Reasonable and timely notice of all rules, regulations, policies, and penalties to which they may be subject are student rights.
10. Physical safety and protection of their personal property are student rights.
11. Students and/or their parents or guardians have the right to appeal any action taken by the school which they feel is unfair or inequitable regarding any of the rights listed in this document. Students and/or their parents or guardians also have the right to file a complaint when they feel the student has been discriminated against because of race, color, sex, age, religion, national origin, economic status, marital or parental status, handicapped condition, and/or veteran status.

**Students**  
**Student Behavior**  
**Drug/Alcohol and Other Controlled Substances**

No pupil shall possess, use, sell, or transfer any controlled drug substance or alcoholic beverage (or any substance which “looks like” a controlled substance) or any non-controlled product with the intent to use as a mind altering substance, on or about school property, at any location of a school-sponsored activity, or in route to or from school or a school-sponsored activity.

Controlled substance means any substance or immediate precursor listed in *Chapter 218A* of the Kentucky Revised Statutes, or any other substances which may be added by the Kentucky Department of Human Resources under regulations pursuant to KRS 218.080

Drug and/or alcohol violations may constitute reason for suspension or expulsion.

The use of illicit drugs and unlawful possession and/or use of alcohol is wrong and harmful; therefore, if there is a reasonable belief by the principal and/or faculty members that a student is under the influence of drugs or alcohol or has such substances in his/her possession, the principal shall contact the parents of the

student, if possible, and request them to pick the student up immediately. If parents cannot be contacted, the student shall be kept at school for the remainder of the day. The student may be suspended from school, at the discretion of the principal, for as many as ten (10) days. Following investigation and any disciplinary action, the principal shall:

- (a) Refer the student to the school counselor for drug counseling.
- (b) Refer the parents to the school counselor who shall provide them with information regarding any available drug and/or alcohol counseling performed by agencies outside the school.

If, in the opinion of the principal, a student's behavior warrants expulsion from school, then the case may be referred by the principal to the Clinton County Board of Education for possible expulsion. In such case, the principal shall notify the student's parents that the case is referred to the Board, giving notice of the specific time and place of the official Board meeting wherein action is to be considered by the Board.

If a student is under the influence of drugs or alcohol and becomes belligerent to the extent that he or she may do physical harm to another person or whose language is so profane as to shock the conscience of those present, local law enforcement officials shall be called and the student(s) shall be released to their custody. Also, at the discretion of the principal, any student(s), whether under the influence of drugs or alcohol or in possession of such, may be turned over to law enforcement authorities.

The Clinton County Board of Education adopted a mandatory drug testing policy governing the illegal use of drugs by student participants in the County Middle and High school athletic teams and extracurricular activities. The subsequent addition of any extracurricular activity, varsity or subvarsity sport shall immediately be subject to this policy.

All student participants and their parents/guardians must sign the "Student and Parent/Guardian Consent to Perform Urinalysis for Drug Testing" form before the student shall be permitted to try out for any athletic team, become a member of an extracurricular activity at the middle and high school levels, or be authorized to drive or park on school property.

This revised Board policy was approved by the Clinton County Board of Education on March 14, 2005.

# **CORPORAL PUNISHMENT**

The Board authorizes the use of corporal punishment as a disciplinary measure, under guidelines set out in this policy.

The board authorizes each school to determine whether corporal punishment shall be utilized as a disciplinary measure at that school. In SBDM schools, the school council shall make the determination; in other schools, a committee appointed and chaired by the Principal shall make the decision.

## **DEFINITION**

Corporal Punishment shall refer to the deliberate infliction of physical pain by any means upon the whole or any part of a student's body as a punishment or penalty for misbehavior.

## **APPLICATION**

Corporal Punishment shall be administered by striking the student's buttocks with a paddle. No other form of corporal punishment may be administered.

## **PARENT NOTIFICATION**

Within one (1) school day of the occurrence, the Principal or designee shall notify the student's parents in writing that corporal punishment has been administered on their child.

## **WHO CAN ADMINISTER**

Corporal punishment may be administered by a certified staff member, but only in the presence of another certified employee.

Either the staff member who witnesses or the staff member who administers corporal punishment shall be the same gender as the student being punished.

## **REASON**

Prior to punishment, and in the presence of the witness, the student shall be informed of the reason for the punishment and permitted to give his/her account of the incident or infraction.

## **OTHER PUPILS NOT PRESENT**

Corporal punishment shall not be administered in the presence of other students.

**LAST RESORT**

Corporal Punishment is a last resort to be utilized only after other disciplinary means have been tried and found to be ineffective. Prior to exhibiting the misbehavior resulting in corporal punishment, the student shall have been made aware that the misbehavior could result in corporal punishment.

**NOT EXCESSIVE**

Corporal punishment shall not be excessive or unreasonable. Among the factors to be considered shall be the age, size, and health of the student.

**EXCUSED ON REQUEST**

At the parent's written request, a student shall be excused from the corporal punishment. When parents request that it not be used with their child, other appropriate punishment, including suspension, shall be administered in lieu of corporal punishment.

**REQUIRED RECORDS**

Each use of corporal punishment shall be documented by a written record that includes the student's name and age; the name and the gender of person administering the punishment; and the name and gender of the witness.

The written record shall also include a complete description of the circumstances requiring this punishment, including the misbehaviors for which the punishment was administered, the severity of the punishment recorded by the number of strikes administered. The certified employee who administers the punishment, as well as the official witness shall provide written verification of this information.

Each school shall maintain all corporal punishment records that may be required by law.

**STUDENTS WITH DISABILITIES**

In cases which involve students with disabilities, the procedures mandated by federal and state law shall be followed.

## **Student Success and Safety Precautions**

Clinton County Schools encourages the safety and success of their students, in an effort to help them grow into successful adults.

In keeping with this policy, the following precautions will be taken:

1. No student will be released from school early on the basis of an invalidated telephone call.
2. Under no circumstances shall a student be dismissed from school prior to the end of the school day or into any person's custody without the direct prior approval and knowledge of the building principal or his/her designee.
3. The principal or his/her designee shall not excuse a student before the end of the school day without a request for the early dismissal from the student's parents/guardian.
4. Be punctual and present in the regular school program to the best of his/her ability.
5. Be accountable for his/her own conduct and for showing consideration for the rights and property of others.
6. Exhibit neatness and cleanliness of personal dress and hygiene. Students need to refer to individual school dress code.
7. Refrain from fighting, creating disturbances, excessive noise, abusive language, denying others the use of school facilities or buildings, using or carrying any weapon on school premises or at school activities, intentionally injuring another person or exposing others to harm, or using threats or intimidation against another person.
8. Refrain from gambling, extortion, theft, or any other unlawful activity.
9. Refrain from using or possession tobacco products.
10. Practice self-control at all times.
11. Care for the equipment and physical facilities of the school by refraining from willful destruction and damage.
12. Follow the rules and regulations of the Board of Education and/or the school administration.
13. Abstain from the possession and/or use of dangerous instruments, fireworks and other incendiary devices.
14. Refrain from acts of truancy such as being absent without permission from school and/or class.
15. Complete all homework, class work, and assessments in accordance with the teacher's instruction.
16. Represent the truth in all school matters.
17. Refrain from cheating on all academic and/or athletic activities.
18. Refrain from leaving school grounds prior to dismissal for the day.
19. Abstain from any form of disruptive classroom behavior.
20. Complete state required assessments in order for a diploma to be awarded.

## **PARENT/GUARDIANS RIGHTS:**

1. Send their child to a school with an environment where learning is valued.
2. Expect that classroom disruptions will be dealt with fairly, firmly, and quickly.
3. Expect the school to maintain high academic standards.
4. Review the student's academic progress and other pertinent information which may be contained in the student's personal records.
5. Address a question concerning their child to the proper authority and to receive a reply in a reasonable time period.

## **PARENT/GUARDIANS' RESPONSIBILITIES**

1. Instill in their children the values of an education.
2. Instill in their children a sense of responsibility.
3. Instill in their children a sense of respect.
4. Understand that unnecessary interruptions in the school are detrimental to the educational process for all students.
5. Be familiar with the educational program and procedures.
6. Inform children about the disciplinary procedures of the school and emphasize the importance of following same.
7. Ensure that children attend school regularly and promptly.
8. Check with the proper school officials regarding the facts of any situation that they might question.
9. Demonstrate respect for the teachers, administrators, school personnel at school and at all school related activities.
10. See that students exhibit neatness and cleanliness in their personal attire and hygiene.
11. Inform the school officials of any long-term illness affecting their student.
12. Inform school officials of concerns pertaining to disciplinary procedures.
13. Exhibit concern for the academic progress and grades of their students.
14. Maintain up-to-date records and forms.

## **TEACHERS' RIGHTS**

1. Expect the support of co-workers, administrators, and parents.
2. Work in an educational environment with a minimum of disruptions.
3. Expect all assignments, including homework, to be completed and turned in as assigned.
4. Safety from physical harm and freedom from verbal abuse.
5. Provide input to aid in the formulation of policies that relate to their relationships with students and school personnel

6. Take action, necessary in emergencies, to protect their own person or property or the persons or property of those in their care.

## **TEACHERS' RESPONSIBILITIES**

1. Present subject matter and experiences to students and to inform students and parents or guardians of achievement and/or problems.
2. Aid in planning a flexible curriculum which meets the needs of all students and which maintains high standards of academic achievement.
3. Assist in the administration of such discipline as is necessary to maintain order throughout the school without discrimination on any basis.
4. Evaluate students' assignments and return them as soon as possible.
5. Exhibit exemplary behavior in action and speech.
6. Exhibit neatness and cleanliness of personal dress and hygiene.
7. Reward exemplary behavior or work of students.
8. Maintain an atmosphere conducive to good behavior and to exhibit an attitude of respect for students.
9. Recommend for retention in a class any student who fails to meet the basic standards for such class.
10. Maintain necessary records of students' progress and attendance as accurately as possible.
11. Care for the equipment and physical facilities of the school.
12. Implement all aspects of the educational program to improve learning and comply with the policies, regulations, procedures, and laws of the district, state, and nation.

## **PRINCIPALS' RIGHTS:**

1. Expect the support of students, parents, and teachers in carrying out the educational programs and policies established by the school system.
2. Provide input for the establishment of procedures and regulations that relate to the school.
3. Expect safety from physical harm and verbal abuse.
4. Take necessary action in emergencies to protect their own person or property, or the person or property of those in their care.
5. Suspend any students whose conduct disrupts the educational process.
6. Administer the school environment to provide the proper learning atmosphere.
7. Search any student, his/her possessions, his/her locker, or his/her automobile, if there is reasonable belief that he/she has weapons, alcohol, any illegal or controlled substance, or any other form of contraband in his/her possession.

## **PRINCIPALS' RESPONSIBILITIES:**

1. Create and foster an atmosphere of mutual respect and consideration among pupils and staff members.
2. Administer discipline fairly and equally, following the guidelines set forth herein, but in doing so use his/her own best judgement.
3. Exhibit exemplary behavior in action, dress, and speech.
4. Implement and evaluate all aspects of the educational program to improve learning and comply with the policies, regulations, procedures, and laws of the district, state and nation.
5. Direct a program of dissemination of information explaining the Code of Conduct to the school community.

## **DISCIPLINARY PROCEDURES**

The following rules, regulations and procedures are in no way attempting to replace or remove routine classroom discipline from the teachers of the Clinton County Public Schools. Teachers will still have, at their disposal, disciplinary measures such as detention and conferences with student and/or parents/guardians, as described in Board Policy, to be used at their discretion.

This section of the code contains a description of discipline procedures that will be used by principals in administering the code. This is followed by a definition of the most common rule infractions. Listed under each rule infraction are the discipline procedures for offenses. It is mandatory that the principal, or designee, administer one or more means of discipline.

There will certainly be other acts of misbehavior or violation of criminal laws or school laws that are not included in this list. In such instances, disciplinary action will be at the discretion of the principal or of the principal and the superintendent.

Of course, students and parents/guardians shall have access to due process as spelled out in this document.

## BUS DISCIPLINE

Student conduct on school buses, as a part of the school environment, follows all the requirements and provisions as outlined in the code. Disciplinary action removing a student's privilege to ride a school bus must be a result of behavior serious enough to warrant suspension from riding the bus, from school or both.

**Section 1.** The principal or the person or persons designated by the board of education shall be responsible for the discipline of the pupils that ride the school buses to and from school and shall assist the school bus driver with discipline problems that arise on the bus when the school bus driver shall have made the proper report on the discipline problem either in person or in writing.

**Section 2.** Should a pupil create a serious safety or discipline problem on the school bus or persist in creating discipline problems on the school bus after having been reported by the school bus driver to the principal or to the person or persons designated by the board of education are warned or disciplined, the principal or the person or persons designated by the board of education shall forbid the pupil to ride the school bus until written permission for the pupil to again ride the school bus has been given to the school bus driver by the person or persons designated by the board of education to grant such permission.

**Section 3.** The principal or the person or persons designated by the board of education may cause a list to be made of the names and addresses of the pupils in each of the district's schools that are served by school buses that are assigned to ride each particular school bus on each particular trip, and may keep these lists current. A copy of the list of pupils that are assigned to ride a particular school bus on a particular trip may be provided for the school bus driver to keep in a secure place on the school bus to use for pupil identification purposes and for use in case of an emergency or disaster.

**Section 4.** Pupils shall wait at their assigned bus stop off the traveled roadway and shall remain there until the driver has stopped the bus, opened the entrance door, and signaled the pupils to enter the bus.

**Section 5.** When pupils must cross the roadway to enter the bus or cross the roadway when leaving the bus, they shall not cross the roadway until signaled to do so by the bus driver.

**Section 6.** For safety reasons, when pupils are required to cross the roadway when entering the school bus or leaving the school bus, these roadway crossing shall be made in front of the bus. The pupils shall cross the roadway a distance of approximately ten (10) feet in front of the bus in order that they may be seen by the bus driver.

**Section 7.** When pupils enter the bus, they shall proceed promptly to their assigned seat.

**Section 8.** Pupils shall remain seated until the bus has come to a complete stop before leaving their bus seats to get off the bus.

**Section 9.** For safety reasons, pupils shall not extend their arms, legs, or heads out of the bus windows while the bus is in motion

**Section 10.** Pupils shall not change from one seat to another while the bus is in motion.

**Section 11.** Pupils shall not create noise on the bus to the extent that it might interfere with the driver's ability to hear the signals of emergency vehicles or an approaching train.

**Section 12.** Pupils shall not eat food, candy, chew gum, drink water or drink soft drinks on regular route buses. Food, candy, chewing gum, water and soft drinks shall only be transported on the bus in a back pack, book bag, or lunch box.

## **REFERRAL**

Discipline problems referred to the school administrator are usually handled by in-school measures short of suspension and/or expulsion. These options include:

1. Counsel with student regarding the offense to correct the behavior and prevent its recurrence.
2. Set up a conference with the parents/guardian which may include the referring teacher, counselor, or other staff members.
3. PBIS Measures
4. Detention
5. Extended loss of school privileges
6. Probation.
7. Recommendation to Clear Creek Academy

The principal or his/her designee may specify that the student may be readmitted to class upon probation, conditional upon good behavior during a specified period. Probation may be imposed for infractions of school rules of policies (including the Discipline Policy) where the infraction does not necessarily warrant removal from school suspension. Written notice of probation shall be given to the student and his/her parent(s) and shall be placed in the student file. Should this student breach the conditions imposed for probation, the student may be suspended from school, or may be subject to any one of the other authorized actions pursuant to the Discipline Policy.

A probation period may be established for student when a school principal determines that it would better benefit the student to remain in the classroom than to incur out-of-school suspension. A conference will be held with the student, the

student's parent/guardian, a counselor and the teacher involved with the student in order to develop a behavioral contract which will enable the student to remain in class. The contract becomes effective when it is signed by the student, parent/guardian and the principal or his/her designee.

A contract will be drafted on terms readily understood by the student. The contract will simply state the name and title of the persons entering into the contract; the expected or required behavior of the student, and the consequences of violation of the required behavior.

A breach of contract may result in an alternative to the contract, such as out-of-school suspension.

No allowance will be made concerning grades or make-up tests for work missed while suspended. Suspension will be considered as an unexcused absence.

Student missing detention room (during break) will be considered unexcused and be dealt with by the principal.

Pupils may be disciplined for misconduct committed during extracurricular activities, off school premises, and after school hours (OAG 77-427)

## **TELECOMMUNICATIONS DEVICES**

While on school property or while attending school sponsored or school-related activities, whether on or off school property, students shall be permitted to possess and use personal telecommunications devices as defined by law, provided they observe the following conditions:

1. Devices may not be used in a manner that disrupts the educational process. Unless an emergency situation exists that involves imminent physical danger or a certified employee authorizes the student to do otherwise, devices may be turned on and operated only before and after regular school hours and during lunch at Clinton County Middle and High Schools.

When students violate this prohibition, they shall be subject to disciplinary action, including losing the privilege of bringing the device onto school property. In addition, an administrator may confiscate the device, which may only be returned to the student's parent/guardian.

2. Students are responsible for keeping up with devices they bring to school. The district shall not be responsible for loss, theft, or destruction of devices brought onto school property.
3. Students shall comply with any additional rules developed by the school concerning appropriate use of telecommunications devices.

## **CONDUCT WARRANTING DISCIPLINARY ACTION**

\* The loss of instructional physical activity periods shall not be used as a sole disciplinary consequence.

**SUGGESTED DISCIPLINE:** Whenever a student's conduct warrants disciplinary action by the principal, an effort should be made to inform the parent/guardian of the offense and the disciplinary action taken. The principal has available to him/her the following means of discipline.

- A. Suspension of recess
- B. Conference with parents/guardians
- C. Deny riding the bus.
- D. Suspension from school
- E. Refer offender to proper law enforcement authorities and/or proper state agency.
- F. Recommend for expulsion to the superintendent for presentation to the board.
- G. Clear Creek Academy
- H. Detention/Time-Out/In-School Suspension
- I. Suspension or dismissal from athletic teams/extracurricular activity/other school sponsored activities and/or driving privileges.
- J. Revoke access to School District's Computer Network
- K. Counseling/Intervention
- L. Corporal Punishment

### **1. DISORDERLY CONDUCT**

Conduct and/or behavior which is disruptive to the orderly educational procedure of the school. Scuffling and horseplay may lead to more serious conflicts; therefore, it is not allowed in halls, classrooms, on campus, buses, or on the way to and from school.

*Recommended Discipline:* A, B, C, D, G, H, K, L

### **2. DEFIANCE OF AUTHORITY**

Refusal to comply with reasonable request of school personnel:

*Recommended Discipline:* A, B, C, D, E, G, H, K, L

**3. FIGHTING**

Students who willfully engage in physical contact for the purpose of inflicting harm on the other person.

*Recommended Discipline:* A, B, C, D, E, F, G, H, J, K, L

**4. THREAT/INTIMIDATION (Verbal or Physical)**

Disruption of educational process through violent or physical threats that makes one fear for his/her safety.

*Recommended Discipline:* B, C, D, E, F, G, H, K

**5. MALICIOUS REMARKS**

To willfully intimidate, insult, or in other manner abuse verbally or in writing any member of the school staff or student body.

*Recommended Discipline:* A, B, C, D, E, G, H, K, L

**6. FORGERY**

The act of falsely using the name of another person, or falsifying documents or correspondence from or to the school.

*Recommended Discipline:* A, B, C, D, E, F, G, H, K

**7. SMOKING**

The use or possession of tobacco products, alternative nicotine products, and/or vapor products, in any form on school property or school sponsored event.

*Recommended Discipline:* A, B, C, D, E, G, H, K, L

**8. GAMBLING**

Participating in games of chance for the express purpose of exchanging money.

*Recommended Discipline:* A, B, C, D, E, G, H, K

**9. PHYSICAL ASSAULT**

Physical assault of one person or a group of persons, upon another who does not wish to engage in the conflict, and who has not provoked the attack. A person who finds himself/herself the victim of an assault has the right to defend himself/herself against the attack in such a manner as to protect his/her person.

*Recommended Discipline:* A, B, C, D, E, F, G, H, K, L

**10. THEFT**

The taking of property of others, (students, teachers, visitors, etc.) without their consent, possession of stolen property, or possession without owner's permission, selling of school property.

*Recommended Discipline:* A, B, D, E, F, G, H, K, L

**11. DESTRUCTION OR DEFACEMENT OF SCHOOL PROPERTY**

The destroying or mutilation of objects or materials of the school. Restitution and/or repair will be made by the offending student.

*Recommended Discipline:* B, C, D, E, F, G, H, K, L

**12. POSSESSION AND USE OF WEAPONS**

The possession of any instrument such as fireworks, explosives, knives, ring, clubs, guns, chains, and the like that can be used to inflict bodily injury to another person.

*Recommended Discipline:* B, C, D, E, F, G, H, K, L

**13. EXTORTION**

The solicitation of money, or something of value, from another student regardless of the amount, in return for protection, or in connection with a threat to inflict harm.

*Recommended Discipline:* B, C, D, E, F, G, H, K

**14. LOITERING BY UNATHORIZED STUDENTS**

Being on school grounds or in the school without authority or permission of school personnel. This would include students on shortened programs or suspended students.

*Recommended Discipline:* C, D, F, G, H, K

**15. USE OF, POSSESSION OF, TRANSFER OF, OR UNDER THE INFLUENCE OF ALCOHOLIC BEVERAGES OR OTHER ILLEGAL SUBSTANCES**

Alcoholic beverages include any beverage with alcoholic content. Illegal substances include glue, dangerous drugs, narcotics, marijuana, barbiturates, amphetamines, and any other material that has a harmful or unnatural effect on the person using them. Possession includes items found in the locker assigned to the student.

*Recommended Discipline:* C, D, E, F, G, H, K

**16. AGGRESSIVE MISBEHAVIOR TOWARD ANY SCHOOL EMPLOYEE(S)**

Physical contact or the threat of physical contact towards school employees with the intention of doing bodily harm by a student or a group of students.

*Recommended Discipline:* C, D, E, F, G, H, K

**17. BOMB THREAT**

Making a threat that a bomb has been placed, or is about to explode in a school.

*Recommended Discipline:* C, D, E, F, G, H, K

**18. FALSE FIRE ALARM**

Falsely alerting the Fire Department or school to a non-existent fire.

*Recommended Discipline:* C, D, E, F, G, H, K, L

**19. ARSON (OR ATTEMPTED ARSON)**

Starting a fire within the school or on the school grounds, for any purpose that results in destruction or disruption.

*Recommended Discipline:* C, D, E, F, G, H, K

**20. INTIMIDATION OF WITNESS**

Any physical or verbal intimidation of any witness to any school violation.

*Recommended Discipline:* C, D, E, F, G, H, K, L

**21. REPEATED VIOLATIONS**

Repeatedly failing to comply with directions of teachers, student teachers, substitute teachers, bus drivers, teacher aides, principal or other authorized school personnel during any period of time when the student is properly under the authority of the school personnel.

*Recommended Discipline:* A, B, C, E, G, H, K

**22. PUBLIC DISPLAY OF AFFECTION**

Hugging, kissing, holding hands, etc.

*Recommended Discipline:* A, B, C, E, G, H, K

**23. INAPPROPRIATE SEXUAL CONDUCT**

*Recommended Discipline:* B, C, D, E, F, G, I, K

**24. LEAVING SCHOOL CAMPUS DURING THE SCHOOL DAY WITHOUT PROPER AUTHORIZATION**

*Recommended Discipline:* B, E, D, H, G, K

**25. UNEXCUSED TARDINESS TO CLASS OR HOMEROOM**

(Tardy shall consist of arriving late or leaving early)

*Recommended Discipline:* A, B, E, G, H, K

**26. NON-ATTENDANCE OF CLASS**

(Skipping class while remaining on school grounds)

*Recommended Discipline:* A, B, E, G, H, K

**27. DELIBERATE CLASSROOM DISRUPTION**

*Recommended Discipline:* A, B, E, G, H, K, L, M

**28. PROFANITY/VULGARITY**

*Recommended Discipline:* A, B, C, E, G, H, K, L

**29. FAILURE TO SIGN-IN OR OUT OF SCHOOL**

*Recommended Discipline:* A, B, E, G, H, K

**30. FALSE COMPLAINTS**

*Recommended Discipline:* A, B, C, D, E, F, G, H, K, L

**31. TESTING POSITIVE ON DRUG TEST**

*Recommended Discipline:* I, K

**32. VIOLATION OF DISTRICT COMPUTER NETWORK'S ACCEPTABLE USE POLICY**

*Recommended Discipline:* A, B, C, D, E, F, G, H, I, J, K

**33. BULLYING / HAZING**

*Recommended Discipline:* A, B, C, D, E, F, G, H, I, K, L

# SUSPENSION AND EXPULSION

## 1. Behavior That May Result in Suspension or Expulsion

All students enrolled in the Clinton County Schools shall comply with the lawful regulations for the government of the schools. Willful disobedience or defiance of the teachers or administrators, use of profanity or vulgarity, assault or battery or abuse of others students or school personnel, the threat of force or violence, the use or possession of alcohol or drugs, stealing or destruction or defacing of school property or personal property, the carrying or use of weapons or dangerous instruments, or other incorrigible bad conduct on school property as well as off school property and at school sponsored activities constitutes cause for suspension or expulsion from the school.

## 2. Who May Suspend or Expel Pupils

The superintendent, principal, assistant principal or head teacher may suspend a pupil but shall report such action in writing immediately to the superintendent and to the parent, guardian, or other person having legal custody or control of the pupil. The board may expel any pupil for misconduct as defined in subsection (1), but such action shall not be taken until the parent, guardian, or other person having legal custody or control of the pupil has had an opportunity to have a hearing before the Board. The decision of the Board shall be final.

## 3. Due Process Suspension

No pupil shall be suspended from the Clinton County Schools until after at least the following due process procedures have been provided:

- A. The pupil has been given oral or written notice of the charge or charges against him/her which constitute cause for suspension.
- B. The pupil has been given an opportunity to present his/her own version of the facts relating to the charge or charges. These due process procedures shall precede any suspension unless immediate suspension is essential to protect persons or property or to avoid disruption of the ongoing process. In such cases, the due process procedures outlined above shall follow the suspension as soon as practicable, but no later than (3) school days after the suspension.

#### **4. Due Process Expulsion**

No pupil may be expelled from the Clinton County Schools until after at least the following due process procedures have been provided.

- A.** The pupil shall be given written notice of the charge or charges against him/her which constitute cause for the expulsion and the names of witnesses who will be called to testify against him/her.
- B.** The pupil shall be advised in writing of his/her right to counsel, confront and cross-examine his/her accusers, and present witnesses on his/her behalf, and
- C.** The pupil, parent, guardian or custodian shall be given an opportunity for a hearing before the Board.
- D.** The decision of the Board shall be final.

### **TOBACCO PRODUCTS**

Students shall not be permitted to use or possess any tobacco including alternative nicotine products or vapor products as defined by KRS 438.305 on property owned or operated by the Board, inside Board-owned vehicles, on the way to and from school, or during school-sponsored trips and activities. Students who violate these prohibitions while under the supervision of the school shall be subject to penalties set forth in the local code of acceptable behavior and discipline.

### **CRIMINAL VIOLATIONS**

Students are accountable to their school in their role as students as well as to the law in their capacity as citizens. The criminal laws of the Commonwealth of Kentucky and of the federal government apply to the conduct of all persons on school property. Violations should be dealt with according to these laws and local board policy.

Schools will report these offenses to the appropriate law enforcement agency and assist these agencies in investigating and prosecuting the offender. In cases of assault and/or battery on a student or school employee, it is suggested that these persons press charges. The Clinton County Board of Education encourages this practice and gives full support to the aggrieved individual in the legal pursuit of this matter.

## **WEAPONS**

### **WEAPONS PROHIBITED**

Except where expressly and specifically permitted by Kentucky Revised Statute, the carrying, bringing, using, or possessing any weapon or dangerous instrument in any school building, on school grounds, in any school or vehicle or at any school-sponsored activity is prohibited.

### **FEDERAL REQUIREMENTS REGARDING STUDENTS**

The penalty for students possessing a firearm at school or bringing a firearm or other deadly weapon, destructive device, or booby trap device to school or onto school campus/property under jurisdiction of the District shall be expulsion for a minimum of twelve (12) months under Policy 09.435. However, the Board may modify such expulsions on a case-by-case basis. Any case by case modification of the one (1)-year expulsion requirement, including those made for students with disabilities to meet the requirements of IDEA and Section 504, shall be in writing and may be based upon a recommendation of the Superintendent/designee.

### **SEARCH AND SEIZURE**

OAG 79-168. A student in the public common schools has the constitutional right to be secure in his or her person from all unreasonable searches and seizures. A search of a student by school officials is generally reasonable if it bears a rational relationship to a legitimate educational interest, and is based upon reasonable suspicion. Limitations on the reasonableness of a search exist depending upon the nature of the place searched, along with other factors such as the age of the student and the purpose of the search, and a teacher or administrator who participates in or conducts an unreasonable search of a student could be sued for damages in state court on the theory for invasion of privacy, trespass, or assault and battery, in federal court for a civil rights violation. A student's consent to be searched must be scrutinized carefully.

### **159.180 PARENTS RESPONSIBLE FOR CHILDREN'S VIOLATIONS**

Every parent, guardian, or custodian of a child residing in any school district in this state is legally responsible for any violation of KRS 159.010 to 159.170 by the child. Before any proceedings are instituted against the parent, guardian, or custodian for violation of KRS 159.170, a written notice of the violation shall be served on the person by the Director of Pupil Personnel and one (1) day shall be given for the

termination of the violation. After such a notice, if the violation is continued or if the provisions of KRS 159.010 to 159.170 are again violated during the school term by the child, no further notice shall be necessary and the parent or guardian shall be punishable as provided in KRS 159.990. A notice by certified mail, return receipt requested by personal service by the Director of Pupil Personnel shall be a legal notice.

## **CLINTON COUNTY SCHOOL DISTRICT GRIEVANCE PROCEDURES**

The Clinton County School District does not discriminate on the basis of race, color, national origin, sex, disability, and age with regard to admission, access to services, treatment, or employment in its programs or activities. Any alleged discriminatory practices should be addressed through the grievance procedure. This grievance procedure can be used for complaints of discrimination on the basis of race, color, national origin, sex, disability, and age.

### **Step 1.**

The person who believes he/she has a valid basis for grievance shall informally discuss the complaint with the District 504 Coordinator, Eddie Tallent at 306 King Drive, Albany KY 42602, phone number (606) 387-9452, within fourteen (14) days of the occurrence of the discrimination.

### **Step 2.**

If the complaint is not satisfactorily resolved through Step 1, the alleged grievance may be filed in writing by the complainant. To be considered, the written complaint must fully set forth the circumstances giving rise to the alleged grievance and must be filed with the District 504 Coordinator within five (5) working days of disposition at Step 1.

The District 504 Coordinator will appoint a tribunal to consist of one administrator, one teacher, and one counselor, within fourteen (14) days of the receipt of the written complaint.

The tribunal will conduct a hearing regarding the alleged grievance within fifteen (15) working days of appointment. The tribunal shall give the complainant full and fair opportunity to present evidence relevant to the issues raised under the grievance. The complainant may at his/her own expense, be assisted or represented by individuals of his/her choice including legal counsel. If the complainant is assisted

or represented by others, then the other party is to be notified in advance. The tribunal will present their written decision to the District 504 Coordinator and complainant within ten (10) working days of the hearing.

**Step 3.**

If the complaint is not satisfactorily resolved through Step 2, the complainant may file a written appeal to the Clinton County Board of Education. To be considered, the written complaint must fully set out the circumstances giving rise to the alleged grievance and must be filed with the district Superintendent's Office within five (5) working days of the disposition at Step 2.

The Board of Education will address the complaint at its next regularly scheduled meeting provided the written complaint is received in the Superintendent's Office at least one (1) week prior to the next scheduled meeting of the Board of Education. The portion of the meeting (and that portion of minutes) dealing with the 504 complaint shall be closed to the public at the complainant's request. The complainant, at his/her own expense, may also be assisted or represented by an individual of his/her choice including legal counsel during Step 3. The decision of the Clinton County Board of Education is final.

## **STUDENT ATTENDANCE**

Recognizing the direct relationship between attendance and achievement, realizing that a day of school missed can never be entirely made up, and accepting our responsibility to see that our students are taught not only subject matter but also how to develop good habits in punctuality, self-discipline, and responsibility, the following policy on school attendance is to be implemented.

The progress of a student at school depends greatly on the punctuality and regularity of attendance. It is desirable that every student should be in the designated area five minutes prior to the beginning of school. Also, each student should be in each class on time.

We firmly believe that attendance is a student-parent/guardian responsibility. The intent of this attendance procedure for the Clinton County Schools is to provide a structure within which students can gain maximum benefit from the

instructional program. Regular attendance in class is necessary if students are to receive adequate guidance through their class work and benefit from the discussions. All students are expected to attend class every day that school is in session.

All students shall be enrolled in class or a school-related activity for a full school day.

When a student must be absent from school for illness, death in the family, communicable disease, injury, quarantine, or other unforeseeable emergency, it is the responsibility of the parent/guardian to call or write a note to the school where the child is enrolled to inform the principal or head teacher of the reason for absence. The written excuse should include the full name of student, date or dates, reason, and full signature of the parent/guardian.

If, due to an illness or an injury, it is believed by the principal, assistant principal, teacher, counselor, or parent that a student will be absent from school for five (5) days or more, efforts are to be made to place that student on homebound instruction. It is the responsibility of the parent/guardian to obtain a doctor's statement certifying that the student is unable to attend regular classes. These statements/applications, furnished by the central office are to be turned in to the Director of Pupil Personnel or the homebound teacher. The purpose of the homebound instruction is to provide the student with continuity of his/her ongoing education. Students may not be penalized for work not assigned to them by their teacher while on HH instruction.

All absences, up through six, for which parents/guardians have sent written excuses giving legitimate reasons for the absence will be excused. Thereafter, a doctor's statement is required for each absence due to illness.

### **MAKE-UP WORK**

Students having excused absences shall be allowed to make-up work. It is the students' responsibility to contact the teachers concerning make-up work. For the initial day of an excused absence a student shall be given three days to make up missed assignments (tests, homework, etc.) The return day shall count as one of the three days. For each successive day of excused absence the student shall receive one additional day for make-up. In the event the assignment was of such a nature that it cannot be made up, no penalty of the student's grade shall result.

## **EXCUSED ABSENCES**

1. Illness.
2. Family emergencies.
3. Authorized school activities.
4. Participation in 4-H activities.
5. Death in family (three days in town/five days out of town)
6. Doctor or dentist appointment that can't be made after school hours.
7. Driver's license  $\frac{1}{2}$  day – Driver's permit  $\frac{1}{2}$  day
8. Absences which, according to the discretion of the principal, and parent or guardian, may be deemed appropriate but not covered in the above stated instances.
9. Educational Enhancement Opportunity – up to 10 days per school years. Must be approved by the principal in advance of the absence.

## **ATTENDANCE PROCEDURES (FOR UNAUTHORIZED AND UNEXCUSED ABSENCES AND/OR TARDIES)**

1. The principal or designee shall notify, by phone or in writing, the parent/guardian when his/her child has accumulated a total of three (3) absences or tardies (the law does not distinguish between an absence and a tardy) and presented no legal excuse for the absences.
2. A student will be considered a habitual truant once they have accumulated six (6) unexcused absences, six (6) unexcused tardies or any combination of absences/tardies equaling the number of six (6). This may result in court proceedings against the parent and/or the student.

## **ATTENDANCE INCENTIVES**

We are aware of the fact that the main reason for a student's presence in school should be for the intrinsic value of education itself. However, in order to promote better attendance in the Clinton County School System, we strongly encourage the use of various types of attendance incentives – annual awards, public service announcements, free food coupons, certificates, perfect attendance, honor roll in newspaper, and any other activity which may be deemed appropriate.

## **SUSPENSION OR EXPULSION OF EXCEPTIONAL STUDENTS**

For discipline of IDEA and Section 504 students, refer to the District Special Education and Section 504 Procedures.

To view these procedures contact Eddie Tallent, 306 King Drive, Albany KY 42602, (606) 387-9452

## **CLINTON COUNTY SCHOOL DISTRICT ANTI-HARASSMENT POLICY**

- A.** It is the policy of the Clinton County School District to maintain a learning environment that is free from religious, racial, or sexual harassment. The School District prohibits any form of religious, racial, or sexual harassment and violence.
- B.** For purposes of this policy, racial harassment of a student consists of verbal or physical conduct relating to an individual's race or color when
- 1)** The harassing conduct is sufficiently severe, persistent or pervasive that it affects a student's ability to participate in or benefit from an educational program or activity or creates an intimidating, threatening, or abusive educational environment.
  - 2)** The harassing conduct has the purpose or effect of substantially or unreasonably interfering with an individual's academic performance;  
or
  - 3)** The harassing conduct otherwise adversely affects an individual's learning opportunities.
- C.** Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct or other verbal or physical conduct of a sexual nature when:
- Submission to that conduct or communication is made a term or condition, either explicitly or implicitly, of obtaining an education; or
  - Submission to or rejection of that conduct or communication by an individual is used as a factor in decisions affecting that individual's education.
  - That conduct or communication has the purpose or effect of substantially or unreasonably interfering with an individual's education or creating an intimidating, hostile, or offensive educational environment.

Sexual Harassment may include but not be limited to:

- a)** Unwelcome verbal harassment of a sexual nature of abuse;
- b)** Unwelcome pressure for sexual activity;
- c)** Unwelcome, sexually motivated or inappropriate patting, pinching, or physical contact;

- d) Unwelcome sexual behavior or words, including demands for sexual favors, accompanied by implied or overt threats concerning an individual's education status;
  - e) Unwelcome behavior, verbal or written words or symbols directed at an individual because of gender.
  - f) The use of authority to emphasize the sexuality of a student in a manner that prevents or impairs that student's full enjoyment of educational benefits, climate, or opportunities.
- D.** This (the prohibition against sexual harassment) applies whether the harassment is between people of the same or different gender.
- E.** This prohibition (against sexual harassment) does not preclude legitimate, nonsexual physical contact such as the use of necessary restraints to avoid physical harm to person or property, or conduct such as (a) teacher's consoling hug of a young student; or one student's demonstration of a sports move requiring contact with another student.
- F.** In determining whether alleged conduct constitutes a violation of this policy, the Clinton County School District will consider the surrounding circumstances, the nature of the behavior, the relationships between the parties involved and the context in which the alleged incidents occurred. Whether a particular action or incident constitutes a violation of this policy requires a determination based on all of the facts and surrounding circumstances,
- G.** The School District will discipline or take appropriate action against any pupil, teacher, administrator, or other school personnel who retaliates against (or attempts to retaliate against) any person who reports alleged harassment or violence, files a complaint of harassment, who testifies, assists or participates in any investigation, hearing or proceeding related to such harassment, or violence. Retaliation includes but is not limited to any form of threat, intimidation, reprisal, or discrimination.
- H.** False Complaints – Deliberately false or malicious complaints or harassment/discrimination may result in disciplinary action taken against the complainant

## **HARASSMENT/DISCRIMINATION PROCEDURE**

1. Any person who believes he or she has been the victim of harassment/discrimination based on race, color, national origin, age, religion, marital status, political beliefs, sex or disability by a student, employee, or any other person who is participating in, observing, or otherwise engaged in District activities is encouraged to report immediately the alleged acts to an appropriate District official as designated by this procedure.

2. Any employee who has or receives notice that a student may have been the victim of harassment/discrimination based on race, color, national origin, age, religion, marital status, political beliefs, gender, or disability by a student, employee, or any other person who is participating in, observing or otherwise engaged in District activities is required to report immediately the alleged acts to an appropriate District official as designated by this procedure.
3. The District strongly encourages the reporting party or complainant to complete the report form available from the principal of each school building or available from the District central office. However, oral reports will be investigated.
4. In each school building, the building principal is the person responsible for receiving reports of harassment/discrimination at the building level. In the alternative, reports of harassment/discrimination may be made directly to the Superintendent. Additionally, if sexual discrimination or harassment is being alleged, reports may be made directly to the District Title IX Coordinator. The District will not be deemed to have notice of the harassment/discrimination complaint unless the report is made to one of the officials specified in this paragraph.
5. Upon receipt of a report, the school building principal must notify the superintendent immediately, without screening or investigating the report. The principal will request that the reporting party complainant complete the District report form. A written statement of the facts alleged will be forwarded as soon as practicable by the principal to the superintendent. Failure to forward any harassment report or complaint as provided herein will result in disciplinary action against the principal. If the complaint involves the principal, the complaint shall be made or filed directly with the Superintendent by the reporting party or the complainant.
6. Upon receiving notice of a report or complaint alleging sexual discrimination or harassment, the Superintendent shall assure that the Title IX Coordinator has been placed on notice.
7. The District has designated Julie York at the District Title IX Coordinator with the responsibility to identify, prevent, and remedy sexual discrimination/harassment.
8. Upon receipt of a report or complaint alleging harassment/discrimination, the Superintendent or designee shall immediately undertake or authorize an investigation. The investigation may be conducted by District officials or by a third party designated by the district.
9. The investigation may consists of personal interviews with the complainant, the individual against whom the complaint is filed, and others who have knowledge of the alleged incident or circumstances giving rise to the complainant. The complainant and the individual against whom the complaint is filed shall be given an opportunity to identify other witnesses

and to present all relevant evidence. Witnesses shall be interviewed separately. The investigation may also consist of the evaluation of any other information or documents which may be relevant to the particular allegations.

**10.** In determining whether the alleged conduct constitutes a violation of the District harassment/discrimination policy, the District shall consider.

- The nature of the behavior
- Where and how often the conduct occurred
- Whether there were past incidents or past continuing patterns of behavior
- The relationship between the parties involved
- The identity of the individual charged with harassment/discrimination, including whether the individual was in a position of power over a student allegedly subjected to harassment.
- The number of individuals charged with harassment/discrimination
- The age of the individual charged with harassment/discrimination
- Whether there have been other incidents in the school involving the same or other employee/students
- Whether the conduct adversely affected the complainant's education or educational/working environment.
- The context in which the conduct occurred.
- Whether a particular action or incident constitutes a violation of District policy requires a determination based on all the facts and surrounding circumstances.

**11.** A written report of all findings of the investigation shall be completed within thirty (30) calendar days after notice to the Superintendent of the complaint, unless additional time is necessary due to complexity or due to the matter being investigated by a law enforcement or governmental agency. The written report shall contain the following information.

- a.** A copy of the written complaint, a copy of the written response, if any, made by the person against whom the complaint is made, and any written statements obtained from other persons interviewed.
- b.** The names of all persons interviewed and the date of said interview;
- c.** A summary for the factual findings, including a determination of whether the allegations have been substantiated, and, if so, whether they appear to be violations of the District Harassment/Discrimination policy.
- d.** A summary of how the matter is to be resolved and of any corrective action required. If corrective action is not required, the report shall contain an explanation of why such an action is not needed.

**12.** Within three (3) school days after completion of the written investigative report, the Superintendent or designee shall identify and implement methods to correct and prevent reoccurrence of any harassment/discrimination found to exist. In doing so, the District will take steps to prevent recurrence of any harassment/discrimination determined to exist and to correct its discriminatory effects on the complainant and others, if appropriate. Methods which may be utilized to correct and prevent reoccurrence of harassment/discrimination may include but are not limited to counseling, awareness, training, parent-teacher conferences, warning, suspension, exclusion, expulsion, transfer, remediation, termination, or discharge. In determining an appropriate response to a finding that harassment/discrimination has occurred, the District shall consider:

- What response is most likely to end any ongoing harassment/discrimination
- Whether a particular response is likely to deter similar future conduct by the harasser or others
- The amount and kind of harm suffered by the victim of the harassment/discrimination
- The identity of the party who engaged in the harassment/discrimination
- Whether the harassment/discrimination was engaged in by school personnel, and if so, the District will also consider how it can best remediate the effects of the harassment/discrimination

**13.** At the conclusion of the investigation, the complainant and the individual charged with harassment/discrimination will be notified in writing that the investigation has been concluded and, if appropriate, will be notified in writing that the investigation has been concluded and, if appropriate, will be notified of any corrective action will be taken.

**14.** Throughout the investigative process, the District and its employees shall respect, to the extent possible, the privacy and anonymity of all individuals involved in the investigation, consistent with the District's legal obligations to investigate, to take appropriate action, and to conform with any discover or disclosure obligations.

**15.** Throughout the investigative process the Superintendent shall take steps to protect any employee or student filing a written complaint or assisting or participating in the investigation from retaliation. Additionally, the Superintendent or designee may take interim measures to protect complaints during the investigation.

**16.** Copies of all complaints of harassment/discrimination and the investigations conducted pursuant to them shall be maintained for a period of five (5) years at the District office in a manner which protects privacy and anonymity of all individuals in the investigation to the extent possible.

## **SUMMARY OF DISTRICT POLICY AGAINST HARASSMENT/DISCRIMINATION**

1. Everyone in Clinton County School District has a right to feel respected and safe. Consequently, we want you to know about our policy to prevent sexual harassment because of race, national origin, or disability.
2. A harasser may be a student or an adult. Harassment may include the following when related to sex, race, national origin or disability:
  - a. Name calling
  - b. Pulling on clothing
  - c. Graffiti
  - d. Notes or cartoons
  - e. Unwelcome touching of a person or clothing
  - f. Offensive or graphics posters or book covers: or
  - g. Violent acts
3. If any words, texts, communications, or actions make you feel uncomfortable or fearful, you need to tell the school principal, the Title IX Coordinator, or the District Superintendent
4. You may also make a written report. It should be given to the school principal, the Title IX Coordinator, or the District Superintendent.
5. Your right to privacy will be respected as much as possible.
6. We take seriously all reports of sexual harassment and harassment based upon race, national origin, and disability, and will take appropriate action to investigate such claims, to eliminate that harassment, and to discipline any persons found to have engaged in such conduct.
7. The school district will also take action if anyone tries to intimidate you or take action to harm you because you made such a report.
8. This is a summary of the School District's policy against sexual harassment, and harassment because of race, national origin, and disability. A complete copy of the policy is available at the principal's office upon request.

**SEXUAL HARASSMENT AND HARASSMENT BASED ON RACE, NATIONAL  
ORIGIN AND DISABILITY ARE AGAINST THE LAW.  
DISCRIMINATION IS AGAINST THE LAW.**

Contact: Julie York, Title IX Coordinator

Clinton County Board of Education  
1273 KY HWY 90 West, SUITE 103

Albany, KY 42602

Telephone: 606-387-6480

## **BULLYING/HAZING**

Bullying means any unwanted verbal, physical, or social behavior among students that involves real or perceived power imbalance and is repeated or has the potential to be repeated that occurs on school premises, on school transportation, or at a school sponsored event or that disrupts the educational process. This definition set forth by KRS 158.148 shall not be interpreted to prohibit 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 educational process.

In order to effectively participate in the democratic process as adults, students must learn to respect the right 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 and visitors to the schools.

## **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. Students who violate this policy shall be subjected to appropriate disciplinary action.

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 education process or intrude upon the rights of others.

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

## **EMPLOYEE REPORTS OF CRIMINAL ACTIVITY**

To promote the safety and well-being of students, the District requires employees to make reports required by state law in a timely manner. Supervisors and administrators shall inform employees of the following required reporting duties:

### **KRS 158.154**

When the principal has a reasonable belief that an act has occurred on school property or at a school-sponsored function involving assault resulting in serious physical injury, a sexual offense, kidnapping, assault, involving the use of a weapon, possession of a firearm in violation of the law, possession of a controlled substance in violation of the law, or damage to the property, the Principal shall immediately report the act to the appropriate local law enforcement agency. For purposes of this section, "school property" means any public school building, bus, public school campus, grounds, recreational area, or athletic field, in the charge of the Principal.

### **KRS 158.155**

An administrator, teacher, or other employee shall promptly make a report to the local police department, sheriff, or the Department of Kentucky State police, by telephone or otherwise, if:

1. The person knows or has reasonable cause to believe that conduct has occurred which constitutes:
  - a. A misdemeanor or violation offense, or use of a deadly weapon; or
    - i. Carrying, possession, or use of a deadly weapon; or
    - ii. Use, possession, or sale of controlled substances; or
  - b. Any felony offense under the laws of this Commonwealth; and
2. The conduct occurred on school premises or within one thousand (1,000) feet of school premises, on a school bus, or at a school sponsored or sanctioned event.

### **KRS 158.156**

Any employee of a school or a local board of education who knows or has reasonable cause to believe that a school student has been the victim of a violation of any felony offense specified in KRS Chapter 508 committed by another student while on school premises, on school-sponsored transportation, or at a school-sponsored event shall immediately cause an oral or written report to be made to the Principal of the school attended by the victim. The Principal shall notify the parents, legal guardians, or other persons exercising custodial control or supervision of the student when the student is involved in an incident reportable under this section. The Principal shall file a written report with the local school board and

the local law enforcement agency or the Department of Kentucky State Police or the County Attorney within forty-eight (48) hours of the original report.

### **KRS 620:030**

Any person who knows or has reasonable cause to believe that a child is dependent, neglected, or abused shall immediately cause an oral or written report to be made to a local law enforcement agency or the department of Kentucky State Police; the cabinet or its designated, representative; the Commonwealth's Attorney or the County Attorney; by telephone or otherwise. Any supervisor who receives from an employee a report of suspected dependency, neglect, or abuse shall promptly make a report to the proper authorities for investigation

## **REPORTING OF CODE VIOLATIONS**

Students wishing to report a violation of the Code of Acceptable Behavior and Discipline may report it to any school/district employee, who shall take appropriate action as defined by the code. The employee shall refer the report to the Principal/designee for further action when the report involves an offense that may warrant suspension or expulsion of a student, any felony offense, or a report that may be required by law, including reports to law enforcement.

### **RETALIATION PROHIBITED**

Employees and other students shall not retaliate against a student because she/he reports a violation of the code or assists or participates in any investigation, proceeding, or hearing regarding the violation. The Superintendent/designee shall take measures needed to protect students from such retaliation.

## **KRS 508 OFFENSES IN THE SCHOOL SETTING**

- (1) Assault in the first degree. (Felony)
- (2) Assault in the second degree. (Felony)
- (3) Assault in the third degree. (Felony)
- (4) Assault in the fourth degree.
- (5) Assault of family member or member of unmarried couple –enhancement of penalty.
- (6) Assault under extreme emotional disturbance. (Felony)
- (7) Menacing
- (8) Felony Wanton endangerment. (Felony)
- (9) Misdemeanor Wanton endangerment
- (10) Terroristic threatening in the first degree. (Felony)

- (11) Terroristic threatening in the second degree. (Felony)
- (12) Terroristic threatening in the third degree. (Felony)
- (13) Felony criminal abuse first degree. (Felony)
- (14) Felony criminal abuse second degree. (Felony)
- (15) Misdemeanor criminal abuse.
- (16) Felony stalking. (Felony)
- (17) Misdemeanor stalking.
- (18) Restraining order upon violation of KRS 508.140 or 508.150
- (19) Disarming a police officer. (Felony)
- (20) Harassment
- (21) Harassing communications

Any offense perceived as a (Felony), pertaining to KRS 508 of HB 91 shall require the school principal to file a written report with the local board of education (through the superintendent) and one of the three following agencies.

1. Local law enforcement agency
2. The Kentucky State Police
3. The County Attorney

Disciplinary action from the school district can result in expulsion, suspension, and/or alternative school placement at Clear Creek Academy.

## **SCHOOL WIDE TITLE I PROGRAM INFORMATION**

Each of the schools in the Clinton County school system has a school wide Title I program. Successful school wide programs will demonstrate and establish these characteristics:

- Successfully implement school-wide decision making.
- Allocate available resources more effectively.
- Provide ongoing support to classroom teachers.
- Institute instructional reforms for disadvantaged students.
- Create effective working plans for improvement through Comprehensive Improvement Plan (CIP)
- Integrate other existing categorical programs into a coherent instructional program for all children.

We encourage parents to become involved in the educational process of their child(ren). Please call the school to get information on how to become involved in your child(ren)'s educational program. These are the numbers for Albany Elementary (387-5828), Clinton County Middle School (387-6466) and Clinton County High School (387-5569), and the Clinton County Early Childhood Center (387-4283).

## **TITLE I- PARENT INVOLVEMENT POLICY**

This policy and the plan to implement it have been developed jointly and in agreement with, and will be distributed to, parents of students participating in the Title I program.

### **EXPECTATIONS FOR PARENT INVOLVEMENT**

It is the intent of this board that parents of participating students shall be provided with frequent and convenient opportunities for full and on-going participating in the Title I program, including opportunities to suggest modifications, based on changing needs of parents and the school.

All comments indicating parents' dissatisfaction with the Title I plan shall be collected and kept on file at the Central Office.

The Title I program shall be designed to assist students, to acquire the capacities and achieve the goals established by law, as well as the goals and standards established by the Board. These goals and standards shall be shared with parents in a manner that will enable them to (1) participate in decisions concerning their child's education (2) monitor and improve the educational achievement of their child.

### **SUPPORT FOR PROGRAM**

If the District's Title I allocation is \$500,000 or more, the District shall reserve one percent (1%) of its allocation for the purpose of promoting parent involvement. Parents of participating students shall be provided the opportunity to help decide how this portion of the Title I funds will be used.

The District will provide coordination, technical assistance, and other support necessary to assist schools in planning and implementing effective parent involvement activities. These measures may include, but shall not be limited to, the following:

1. Designation of resources to assist in communicating with parents, transporting them to meeting sites and/or implementing home visits, providing child-care for meetings, encouraging them to use available parent resource center, and working with them to improve parenting skills, particularly those that will assist them in working with their child to improve his/her educational achievements. Resources may include individuals, agencies, materials and services.
2. Sharing options for coordinating and integrating Title I program strategies with services of other community programs, businesses, and agencies.
3. Identification of ways in which parents can be involved in staff training activities to demonstrate the value of parent involvement and various techniques designed to successfully engage parents as equal partners in their child's education.

4. Designing and conducting an effective annual evaluation process whereby parents can share their ideas about the content and effectiveness of this policy and the plan designed to implement it. The process shall focus on the following questions:

- Does this policy increase parent participating?
- What barriers to parent participation still exist, and how can they be reduced or removed?

The findings produced by the annual evaluation shall be utilized to design strategies for school improvement and for revising this policy, if necessary.

5. In the design of activities and materials for parents, particular attention shall be given to reaching and involving those who are economically disadvantaged, are disabled, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority background.

### **TITLE I – PARENT INVOLVEMENT POLICY SCHOOL POLICY**

Each school shall submit to the Superintendent and Board, for review and comment, its Title I school parent involvement policy, which must meet all legal requirements. This policy shall be developed jointly with and distributed by the school to, parents of participating students.

A copy of each school's parent involvement policy and accompanying checklist shall be kept on file in the central office.

#### **REFERENCES**

Section 118 of Improving America's Schools Act (IASA) of 1994

KRS 158.645

KRS 158.6451

RELATED POLICY:

O8.1345

ADOPTED/AMENDED 11/2/96

ORDER 96-11-655

You may contact the parent liaison, for Title I at 387-6480, ext. 1109 to offer suggestions or comments.

***CLINTON BOARD OF EDUCATION IS AN EQUAL OPPORTUNITY EMPLOYER AND DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, NATIONAL ORIGIN, AGE, RELIGION, MARITAL STATUS, SEX, OR DISABILITIES IN EMPLOYMENT, EDUCATIONAL PROGRAMS, OR ACTIVITIES AS SET FORTH IN CIVIL RIGHTS LAW, TITLE VI, TITLE VII, TITLE IX, AND IN SECTION 504.***

## ***CLINTON COUNTY SCHOOLS – STUDENT RESPONSIBLE USE POLICY (RUP)***

The Clinton County School District is pleased to provide access to the District’s computer network and the Kentucky Educational Network. This access includes Internet, email, the district’s internal network, servers, switches, wireless access points, and all other technology resources provided by computing devices and accessed via that internal network (from this point forward, all of these resources and access will be referred to simply as “The Network”). To gain access to the network all students must obtain parental permission and must sign and return the attached student authorization form to the school office. While our intent is to make the network access available to further educational goals and objectives, students may find ways to access other materials as well. Although the district may implement filters to decrease the risk, families should be warned that some material accessible via the Internet might contain content that is illegal, defamatory, inaccurate, sexually explicit, or otherwise potentially offensive to some people. This may include fraudulent offers and communication with strangers. Additionally, the content of the Internet includes statements and opinions, which may not necessarily be those of the district.

Ultimately, parents and guardians are responsible for setting and conveying the standards that their children should follow on the use of the Internet and email just as they do on the use of all media information sources such as television, telephones, movies, radio, and print.

**The educational opportunity afforded to students via the network entails a certain amount of responsibility. It is important that students and parents/guardians read and understand the following guidelines from the Clinton County School’s Acceptable Use Policy (RUP).**

When access to the network is granted, it is extremely important for students to adhere to these guidelines. Failure to follow these guidelines may result in disciplinary action up to and including temporary or permanent loss of access to the network, suspension from school, and when applicable, law enforcement agencies may be involved.

## STUDENT RESPONSIBILITIES

The network is provided for students to enhance learning opportunities. Students are responsible for good behavior on school computers and/or the network just as they are in a classroom and on school grounds or trips as outlined in the Code of Pupil Conduct and Board Policies. Students shall be instructed in age appropriate digital citizenship, including but not limited to, appropriate online behavior, interacting with other individuals on social networking sites and in chat rooms, and cyberbullying awareness and response.

Access to network services is provided to students who, by signing this agreement, agree to abide by the Clinton County School's RUP. Student and parent/guardian signatures are required. **Access is a privilege, not a right, and entails responsibility.**

Students may be provided network storage areas for educational use. Network storage areas are the property of Clinton County Schools. Clinton County Schools reserves the right to review, monitor, and restrict information stored on or transmitted via Clinton County Schools owned or leased equipment and to investigate suspected inappropriate use of resources.

*Although faculty /staff are responsible for monitoring student computer use, students shall be held accountable for their actions and loss of privileges may occur if the terms of the Responsible Use Policy are violated.*

## NETWORK / INTERNET TERMS & CONDITIONS

The use of your account must be in support of education/research and be consistent with the educational objectives of the Clinton County Schools District.

### **You shall not:**

- give your password to anyone except school personnel, if requested.
- log on with or use any other person's password or account and/or communicate anonymously.
- alter another person's data.
- copy material from the Internet and represent it as your own, commonly known as plagiarism.
- bypass or attempt to bypass the Clinton County Schools content filter.
- load, save, or run games, chat programs, or software which do not support educational goals.
- post or exchange personally identifiable information on the Network without permission from district personnel.
- use the Network for private, commercial, or illegal use.
- use obscene, offensive, threatening material, or otherwise harass, bully or demean other users.
- use programs to infiltrate computing systems and/or damage software components.
- remove applications from or add to the Network without written approval from school personnel.
- use network storage space i.e. home folders or state provided services for non-instructional use.
- vandalize, hack into, or maliciously alter school network property.
- change computer configurations on any school computer including desktop appearance, screensavers, etc.
- violate existing Board policy or public law.
- use computers, tablets, cell phones or any other communication device, district or personal owned, to bully or cyberbully any individual or group either at or away from school.

**You shall:**

- report security violations to the principal and/or appropriate district staff member immediately.
- obey copyright laws.
- inform a teacher immediately if:
  - Accidentally entering an Internet site that is inappropriate, as defined by this Policy
  - Receive message(s) that make you feel uncomfortable, are offensive, or are of a bullying nature.

**ELECTRONIC MAIL TERMS AND CONDITIONS**

- When provided, only District and/or State provided email shall be used.

**You shall not:**

- compose or send messages or attach items which are abusive, bullying, defamatory, degrading, lewd, vulgar, obscene, pornographic, sexually explicit or consist of inappropriate language from district or personally owned devices, either at or away from school.
- use electronic mail for communications that are not directly related to instruction or sanctioned school activities.
- use electronic mail for private business or personal, non-school related communications.
  
- access, copy or transmit another user's messages without permission.
- send electronic messages using another person's name or account.
- send electronic messages anonymously.

**School provided email may be monitored. District personnel and others who operate the Network have access to all email. Messages relating to or in support of illegal activities, violate the school discipline code, and/or indicate that a student may be in danger or may harm himself/herself or another person will also be reported to the school administration and other appropriate authorities.**

# ***CLINTON COUNTY SCHOOLS - STUDENT***

## **Access Release and Authorization Form**

Student Name (Print) \_\_\_\_\_

Last Name First Name Middle

As a user of the Clinton County School Districts' computer network, I have read and hereby agree to comply with the District's RUP and related board policies in a responsible manner while abiding by all relevant laws and restrictions. I further understand that violation of the regulations is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges may be revoked and school disciplinary action and/or legal action may be taken.

Student Signature: \_\_\_\_\_ Date \_\_\_\_\_

By signing this form, you accept and agree that your child's rights to use the electronic resources provided by the District and/or the Kentucky Department of Education (KDE) are subject to the terms and conditions set forth in district policy/procedure. Please also be advised that data stored in relation to such is managed by the district pursuant to policy 08.2323 and accompanying procedures. You also understand that the email address provided to your child also can be used to access other electronic services or technologies that may or may not be sponsored by the District, which provide features such as online storage, communications and collaborations, and instant messaging. Use of those services is subject to standard consumer terms of use or a standard consent model. Data stored in those systems, where applicable, may be managed pursuant to the agreement between KDE and designated service providers or between the end user and the service provider. Before your child can use online services, he/she must accept the service agreement and, in certain cases, obtain your consent.

As the parent or guardian of the student signing above, I grant permission for my child to access networked computer services such as electronic mail and Internet. I also grant permission for his/her photograph, video, and/or work to be published. I understand that these services are designed for educational purposes; however, I also recognize that some materials on the Internet may be objectionable, and accept responsibility for guidance of Internet use by setting and conveying standards for my child to follow when selecting, sharing, researching, or exploring electronic information. Clinton County School District cannot be responsible for ideas and concepts that he/she may gain by use of the Internet. I likewise grant permission for emergency and non-emergency notices to be delivered via telephone and or other communications (text, social media, etc.) by the District's automated calling system.

The Clinton County School District is committed to providing a 21<sup>st</sup> Century learning environment for Staff and Students. As part of this vision, staff and students who demonstrate an understanding of proper digital citizenship may be allowed to use their own technology devices to enhance productivity and promote learning. Digital Citizenship proficiency shall be determined by an assessment provided by the school / district. Students may only use personally owned devices under the direction of their teacher and only when given permission by the teacher. Devices brought to school should be fully charged. Schools will not provide charging for student owned devices.

Although student owned devices may be useful for furthering educational goals, there are some risks involved. For identification purposes, students should record model and serial numbers of devices prior to bringing them to school. The Clinton County School District is not responsible for the theft or damage of any personally owned device and/or accessories. No student shall be compelled or required to bring a personally owned device to school.

I understand and accept the conditions stated in this agreement and agree to hold harmless, and release from liability, the school and school district.

**Parent/Guardian Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

School \_\_\_\_\_ Grade \_\_\_\_\_

**Home Phone** \_\_\_\_\_ **Birth Date** \_\_\_\_\_ Revised 06/11/2018

**July 2018**

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

**August 2018**

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

**September 2018**

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

**October 2018**

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

**November 2018**

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

**December 2018**

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

**January 2019**

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

**February 2019**

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28		

**March 2019**

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

**April 2019**

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

**May 2019**

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

**June 2019**

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

15 MAKEUP	NO SCHOOL	2 OPEN/CLOSE	4 PD	4 HOLIDAYS	170 INSTRUCTIONAL	6 WORK DAYS
--------------	-----------	--------------	------	------------	-------------------	-------------

