

Paris Independent Schools

STATEMENT ON RIGHTS AND RESPONSIBILITIES AND STUDENT CODE OF CONDUCT

2014-2015 School Year



Paris Board of Education
310 W. 7th St.
Paris, KY 40361
(859) 987-2160

School Start and Ending Times:
Paris Elementary 7:50 am to 2:50 pm
Paris Middle 8:30 am to 3:30 pm
Paris High 8:30 am to 3:30 pm

As required by law, the Board of Education does not discriminate on the basis of race, color, national origin, age, religion, sex, genetic information or disability in its programs and activities and provides equal access to its facilities to the Boy Scouts and other designated youth groups.

Title IX Coordinator Cary Barr Section ---504 Coordinator Amanda Evans

The Paris School District provides equal educational and employment opportunities.

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INTRODUCTION

The Board of Education requires high standards of personal conduct from each student to promote respect for the rights of others and to accomplish the purposes of the schools. The Board also requires compliance with established standards and rules of the district and the laws of the community, state and nation.

The central purpose of the school system is to educate each student to the highest level possible. To support the success of the educational program, the Board directs employees to hold each student accountable to Code standards in a fair manner. Compliance with the standards is necessary to provide:

- Orderly operation of the schools,
- A safe environment for students, district employees and visitors to the schools,
- Opportunities for students to achieve at a high academic level in a productive learning environment,
- Assistance for students at risk of failure or of engaging in disruptive behavior,
- Regular attendance of students, and
- Protection of property.

This Code applies to all students in the District while at school, on their way to and from school, while on the bus or other District vehicle, and while they are participating in, or attending school-sponsored trips and activities. The Superintendent/designee is responsible for its implementation and application of this Code throughout the District. The Principal is responsible for administration and implementation of this Code within his/her school in a uniform and fair manner without partiality or discrimination.

Each school/council must select and implement appropriate discipline and classroom management techniques necessary to carry out this Code and shall provide a list of the school's rules and discipline procedures in the school handbook. Teachers and other instructional personnel are responsible for administering Code standards in the classroom, halls, and other duty assignment locations.

This Code establishes minimum behavior standards. Recognizing that each school, grade or class may require special provisions, school councils, administrators and teachers have full authority to make rules to enforce these standards in keeping with their areas of responsibility.

DISTRICT MISSION

The mission of the Paris Board of Education is to ensure success – one by one. The District Vision is to be a Top 20 Kentucky School District by eliminating achievement gaps, increasing graduation rates, and increasing proficient and distinguished performance in all schools.

DISTRICT BELIEFS

- All children can learn.
- All people have intrinsic worth.
- High expectations are essential for optimal growth.
- People do best in an environment where they are valued.
- Creating and adapting to change are essential for optimal growth.
- Effort is the most important contribution people make to achieve success.
- Valuing individual differences is essential to a democratic multicultural society.
- Teamwork requires trust and communication.
- All American children have an inherent right to be educated in a challenging, nurturing, and safe environment.
- Excellence is the standard for which we hold ourselves accountable.
- Quality schools are effective when the total community works together with a shared commitment.
- The Board and the schools will make program decisions on the basis of student needs.
- School success results in future success.
- Schools are responsible for creating an environment in which learners can and do succeed.
- The District will not tolerate incompetent performance, mediocre effort or harmful behavior by students or staff.
- Students, families, educators, and the community share the responsibility for student success and for providing safe schools to facilitate academic achievement.
- Teachers/school officials shall involve parents at the earliest stage when a student shows signs of serious behavior problems.

NOTICE OF NONDISCRIMINATION

As required by federal law, the District does not discriminate on the basis of race, color, national origin, sex, genetic information, disability, or age in its programs and activities and provides equal access to its facilities to the Boy Scouts and other designated youth groups.

Notice of the name, work address and telephone number of the Title IX Coordinator and the Section 504 Coordinator for the District shall be provided to employees, applicants for employment, students, parent/guardians, and other beneficiaries such as participants in activities offered to the public.

Title IX Coordinator --- Mr. Cary Barr; Section 504 Coordinator--- Ms. Amanda Evans

Please contact Mr. Gary Wiseman , Superintendent at 310 W. 7th St., Paris , KY 40361, or at 859-987-2160 if you have questions/inquiries regarding the nondiscrimination policy.

This Student Code of Conduct is a guide and does not serve as the complete authority of information. Please refer to the following for complete information:

- Other Board of Education policies
- The District's Safety Plan
- Student records information (FERPA)
- The District's special education policy and procedures manual
- Kentucky Revised Statutes and Administrative Regulations
- Council policies
- School handbooks
- Acceptable Use Policy

This code is part of the Board's policy on student behavior and discipline. CAUTION: After this code is distributed for the school year, changes to Board policy, including those affecting provisions of this Code, may be necessary due to new/revised statutes and regulations and/or case law.

A complete copy of the policy manual is available for inspection at each school and at the Central Office.

RIGHTS AND RESPONSIBILITIES

As citizens of the United States of America, students may participate in activities that do not (1) materially or substantially disrupt the education process, (2) present a clear and present danger to the health and safety of others or property, or (3) infringe on the rights of others.

Specifically, students have **the right to:**

- An orderly educational atmosphere conducive to learning.
- Personal safety and security while at school and school sponsored activities.
- Academic grades based on academic performance, not on conduct.
- Be respected by faculty, staff, and other students.
- A fair discipline system.

STUDENTS

As a student, I have the responsibility to:

1. Attend school and classes regularly, arrive on time, and have needed materials.
2. Do my best to meet the requirements of each course.
3. Respect and cooperate with teachers, school staff, and other students.
4. Respect the rights of others.
5. Honor reasonable requests made by school district employees and student teachers.
6. Act safely and properly while on a school bus.
7. Complete classroom work or school activities without creating disorder or invading the rights of others.
8. Inform school personnel immediately if I become aware of threats, weapons/dangerous instruments on school property or other safety concerns or violations of this Code.
9. Take care to protect my belongings. (Lost or stolen personal items are the responsibility of the student and parents and are not covered by the school district's insurance.)

10. Earn grades fairly without cheating or plagiarism.
11. Be responsible for my grades and conduct.
12. Know my grades and class rank.
13. Tell my parents about my grades.
14. Know all school rules and the consequences of violating the rules.
15. Respect personal or school property.
16. Keep school doors closed to visitors and follow proper visitor check-in procedures.

PARENTS

As a parent, I can expect:

1. To be respected as an individual regardless of race, color, religion, creed, national origin, economic status, political affiliation, sex, age, or disabling condition.
2. To be treated with courtesy by all members of the school staff.
3. To be informed about academic requirements, school programs, grading, and promotion policies, and to have access to Board and school-based decision making council policies and administrative procedures.
4. To participate in parent/teacher conferences.
5. To have access to my child's cumulative records, written work and student portfolios, request the removal or correction of any false or misleading information, or request the names and addresses of outside recipients of information about my child. (See Section XXI.)
6. To have information about programs for exceptional students and to participate in my child's placement in a special education class.
7. To receive any available help to further the educational progress and improvement of my child.
8. To expect classroom discipline to be maintained and to be informed of any formal disciplinary steps taken affecting my child.
9. To receive prompt and appropriate communications about my child.
10. The right to participate in groups (PTA, PTSA, SBDM, etc.) at the school level that deals with school policy, program development and evaluation, and dissemination of information.

PARENT RESPONSIBILITIES

As a parent, I have the responsibility to:

1. Stress to my child the importance of education and learning.
2. Make sure my child attends school on time every day.
3. Verify my child's absence from school by sending a signed written excuse to school on the day of return from absence.
4. Provide resources to help my child complete class work and homework.
5. Be involved with school activities.
6. Keep in touch with the school about my child's progress and communicate in a civil manner.
7. Participate in parent/teacher conferences and other school-requested meetings regarding my child's academic performance.
8. Provide information to our school as to where to find me during school hours.
9. Cooperate with our school if disciplinary action is necessary.
10. Notify my child's school when my child has any medical condition that threatens the safety of my child or other children in the school. I shall notify the school when: (a) the medical conditions become known; (b) upon enrollment in school; or (c) when my child has other problems that may affect my child's performance in school.
11. Know the rules of conduct of the Paris Independent School district and of the school.

****Unless a provision of law or board policy requires otherwise, the term parent utilized throughout this Code includes a legal guardian.***

The Board expects employees, students, parents, guardians and others associated with the schools to apply the following standards in a reasonable and fair manner:

- To promote the full implementation of conduct standards, and
- To maximize safety in the school environment. The Board requires all employees to make supervision of all students at all school activities a top priority among their assigned duties. The younger the child, the greater the need for adult guidance and protection.

A professionally planned and positive school atmosphere is necessary for academic progress and a safe environment. Therefore, students shall not interfere with the orderly environment of the school or school activity. Examples of prohibited behavior include, but are not limited to:

- Actions such as harassment of, or discrimination against, other students on the basis of race, color, national origin, age, religion, marital status, political beliefs, sex or disability.
- Insubordination (disobedient or defiant behavior)
- Sale of items for school fund raising purposes without prior approval of the Superintendent or Principal
- Wearing apparel, accessories or hairstyles that disrupt the educational process or threaten health or safety
- Possession of prohibited items, such as cell phones, laser lights, electronic devices (includes ipods, mp3 players, etc), and paging devices (except for members of a volunteer fire fighting or emergency medical organization) The exception would be instructional use under a teacher's supervision.

Regular and punctual school attendance is both a privilege and a responsibility of the student. Good attendance is necessary to satisfactory progress and high academic achievement. Examples of attendance violations include but are not limited to:

- Absence from school without valid excuse
- Tardy without valid excuse

Students shall exercise self-control as required by the particular situation and in keeping with school and district rules, or be subject to removal from the regular classroom setting or transportation system. In addition, a student may be barred from participating in extracurricular activities, pending investigation that s/he has violated either the District's behavior standards or the school council's criteria for participation.

Examples of prohibited behaviors include, but are not limited to:

- Fighting and physical attacks
- Possession of a weapon
- Threats by verbal or written statements or gestures with intent to harm or demean others
- Use of alcohol or prohibited drugs
- Use of prohibited tobacco products

School property belongs to the community and the state. It must be protected and preserved for educational and community use. Therefore, students shall respect school property and the property of others. Examples of prohibited behaviors include, but are not limited to:

- Theft of school property or personal property of employees or other students
- Abuse of school or personal property to include intentional or careless damage or destruction
- Extortion of money or property
- Prohibited use of electronic media and other District technological resources.
- Littering

Students shall work cooperatively and productively with each other and with school personnel in a manner that is consistent with standards of respect and courtesy. Examples of prohibited behaviors that would detract from a safe and orderly learning environment include, but are not limited to:

- Making abusive and/or harassing statements regarding race, gender, disability, religion or nationality
- Use of profanity
- Lying
- Cheating
- Ignoring or breaking rules and procedures established to maintain order
- Otherwise behaving in a manner disrespectful of others

DISCIPLINE

Discipline at Paris Independent Schools is predicated on the right of every student to the best education his/her abilities permit. Any action by the student which deprives others of that right will be grounds for disciplinary action, whether specifically stated in the rules or not.

It is hoped that all students will grow in self-discipline as they mature. An attitude of courtesy and respect for others by students, faculty, and staff is essential to a well-run school. Students should remember that in the eyes of the public, they represent Paris Schools and should conduct themselves as ladies and gentlemen at all times.

The Board has included samples of prohibited behaviors to help the reader understand how the behavior standard will be enforced. Other behaviors not included in the examples may also be prohibited.

PROCEDURES FOR DISCIPLINARY REFERRALS

1. Teacher completes appropriate referral form (except in emergency situations).
2. Offender is sent or taken to principal's or designee's office.
3. Principal or designee investigates the issue, observing the student's right to due process.
4. Principal or designee determines action to be taken.

SUSPENSION AND EXPULSION DEFINED

Out of School Suspension is a severe disciplinary action by which a student is prohibited from attending school, coming on the school grounds, participating in, or attending any school event. Parents or guardians are notified of all suspensions and are usually required to attend an administrative conference before the student may return to school.

The principal may suspend for five (5) days or less; the superintendent has the authority to suspend for longer periods. Most suspensions will be one (1) to three (3) days.

Expulsion is the most extreme penalty that can be imposed. It must be an action of the School Board on recommendation of the superintendent if it involves the removal of the student's privilege of attending school and the loss of credits. Expulsion is most generally for the remainder of the school year.

The students and parents must appear for a hearing before the Board before a recommendation to expel is made. Expelled students are not permitted to be on the grounds of the Paris Schools or to attend any school-approved function wherever it is conducted.

SUSPENSION, EXPULSION & DUE PROCESS

For certain violations the Superintendent may remove (suspend) a student from school for up to ten (10) days per incident. Unless immediate suspension is necessary to protect persons or property or to avoid disruption of the educational process, students shall not be suspended until they have been given due process (required by law). Due process must be given before educational benefits are taken away and shall include:

1. Oral or written notice of the charge(s) against them,
2. An explanation of the evidence, if the student denies the charge(s).
3. An opportunity to present their own version of the facts concerning the charge(s).

A report of the suspension shall be made in writing to the Superintendent and to the parent of the student being suspended.

Suspension of primary school students shall be considered only in exceptional cases where there are safety issues for the child or others.

Following legally required due process; the Board may expel any pupil from the regular school setting for misconduct as defined by law for periods longer than ten (10) days. In cases of expulsion, provision of educational services will be required unless the Board determines, on the record and supported by clear and convincing evidence, that the expelled student poses a threat to the safety of other students or school staff and cannot be placed in a state-funded agency program.

Action to expel a pupil shall not be taken until the parent of the pupil has had an opportunity for a hearing before the Board.

In cases of severe misconduct, the Principal may set up an administrative hearing with the student.

When drug or alcohol violations have occurred, the Principal may request the convening of the Disciplinary Review Committee.

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

VIOLATION OF SCHOOL RULES

It is expected that students follow the rules of the school. However, when violations occur, it becomes necessary to take disciplinary action. A list of main violations is listed. Other acts not listed could be disciplined if the act is disruptive to the educational process, hinders other students learning, or is deemed inappropriate for a school setting. The penalties listed in the Behavior Violation grid are possible actions and not necessarily a step-by-step process. Penalties will depend upon the circumstances in the individual situation but will be consistently handled in like situations.

BEHAVIOR VIOLATION GRID

NOTE: State and federal law requires special consideration and possible designation of alternative consequences when dealing with behavior and disciplinary issues involving students with disabilities.

Violation of Standard	Response Options		
	Scope	1 st Time	Repeats
Tardiness	Minimal	Conference	Parent Involvement
	Excessive	Detention	Saturday School
Unexcused Absence	Minimal	Parent Involvement	Detention
	Excessive	Saturday School	Court Proceedings
Insubordination (defiance of authority)	Minimal	Conference	Parent Involvement
	Excessive	Suspension	Expulsion
Disrupting the educational process (verbal abuse, unauthorized rallies, etc.)	Minimal	Conference	Parent Involvement
	Excessive	Suspension	Expulsion
Dress Code	Minimal	Conference	Parent Involvement
	Excessive	Suspension or Alternative to Suspension	
Forgery/Lying/Cheating	Minimal	Parent Involvement	
	Excessive	Suspension	
Stealing	Minimal	Parent Involvement	
	Excessive	Suspension	Expulsion
Tobacco Violation	Minimal	Parent Involvement	Saturday School Cessation Classes
	Excessive	Suspension	Expulsion
Alcohol and Drug Violation	Minimal	Alternative Assignment	Suspension
	Excessive	Suspension	Expulsion

Behavioral violations of a minor nature should be handled by the classroom teacher, who may choose from a variety of response options to include, but not be limited to:

- | | |
|--|---|
| <ul style="list-style-type: none"> • Verbal warning • Teacher-student conference • Notification of parents • Alternative assignment • Classroom isolation | <ul style="list-style-type: none"> • Loss of privileges • Behavior contract • Detention • Referral for counseling/mediation • Other techniques established by council policy |
|--|---|

For repeated or more serious violations, administrators may also use these options:

- | | |
|--|---|
| <ul style="list-style-type: none"> • Saturday school • Alternative placement • Suspension (up to 10 days) • Referral to Board (Possible expulsion) | <ul style="list-style-type: none"> • Referral to police • Petition to Juvenile Court • Referral to court-designated worker |
|--|---|

The principal or teacher may choose other options for minor offenses, such as care of school property, apologies, isolation from classmates and exclusion from school extra-curricular activities. Offenders may also be assigned to counseling sessions. In some instances a combination of actions will be taken, such as suspension and social probation or monetary restitution and a formal reprimand.

SEARCH AND SEIZURE

Students have the right to be secure from unreasonable searches of their person and property. However, school authorities are authorized to search a student if they have reasonable suspicion that the search will reveal evidence that the student has violated or is violating this Code or a school rule or the law. Also, school authorities may conduct general inspections of jointly held property on a regular basis. All searches will be conducted in accordance with Board policy. Unannounced searches by law enforcement officers using canine units may be conducted.

Students cannot expect to have complete privacy in their use of school property assigned for their use, such as desks and lockers.

GRIEVANCES

Students and parents wishing to express an educational concern or grievance shall observe the following order of appeal:

1. Teacher
2. Principal
3. School council where appropriate
4. Superintendent
5. Board

GRIEVANCE PROCEDURES

Board Policy #09.4281, provides the opportunity for student grievances to be addressed and resolved at each level. Procedures and forms are available from the Policies and Procedures Manuals located in the counselor's and principal's offices.

PHYSICAL RESTRAINT/CORPORAL PUNISHMENT

All school personnel may restrain when a student's behavior poses an imminent danger of physical harm to self or others in clearly unavoidable emergency circumstances.

The Board does not permit use of corporal punishment as a disciplinary technique.

REPORTS TO LAW ENFORCEMENT OFFICIALS

When they have reasonable belief that certain violations have taken place, principals are required by law to immediately report them to law enforcement officials. Violations on school property or at a school-sponsored function requiring a report to the law enforcement officials include:

- 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
- Damage to school property

In addition to violations of this Code, students may also be charged with criminal violations.

WEAPONS

Students are never allowed to bring a weapon to school. The Board urges parents and other citizens to make sure that students do not have inappropriate access to weapons. Both Board policy and the law prohibit the carrying, bringing,

using, or possessing of any weapon or dangerous instrument in any school building, on school grounds, in any school vehicle or at any school-sponsored activity. Except for authorized law enforcement officials, the Board specifically prohibits the carrying of concealed weapons on school property.

When a student violates the prohibition on weapons, the Principal shall immediately make a report to the Superintendent, who shall determine if charges for expulsion are to be brought before the Board. Unless the Board chooses to consider charges on a case-by-case basis, the penalty for students bringing a firearm or other deadly weapon, destructive device, or booby trap device to school or onto the school campus/property under jurisdiction of the District shall be **expulsion for a minimum of twelve (12) months.** (The Gun-Free Schools Act of 1994 and KRS 158.150)

District employees must also report to law enforcement officials if they know or have reasonable cause to believe that conduct has occurred that constitutes the carrying, possession, or use of a deadly weapon on the school premises, on a school bus, or at a school sponsored or sanctioned event.

HARASSMENT/SEXUAL HARASSMENT

Board Policy 09.42811 prohibits “Harassment/Discrimination due to an individual's race, color, national origin, age, religion, marital status, political beliefs, sex or disability.” Procedures and forms are available from the Policy and Procedures Manuals located in the counselor’s and principal’s offices.

Sexual harassment is unwelcome, unsolicited, or undesired attention of a sexual nature. Unwelcomeness is determined by the person at whom the behavior is directed and/or by third parties - not by one's intent.

Harassment/Discrimination is intimidation by threats of or actual physical violence; the creation, by whatever means, including electronic (computers, internet, etc), of a climate of hostility, or intimidation, or the use of language, conduct, or symbols in such manner as to be commonly understood to convey hatred, contempt, or prejudice or to have the effect of insulting or stigmatizing an individual.

PROHIBITION

Harassment/Discrimination, including cyber-bullying, due to an individual's race, color, national origin, age, religion, marital status, political beliefs, sex, or disability is prohibited.

DISCIPLINARY ACTION

Students who engage in harassment/discrimination of an employee or another student on the basis of race, color, national origin, age, religion, marital status, political beliefs, sex, or disability shall be subject to disciplinary action including but not limited to suspension and expulsion.

PROCEDURES

The Superintendent shall develop procedures for:

1. Investigation of allegations of harassment/discrimination to commence as soon as circumstances allow, but not later than three (3) school days after submission of the original written complaint. A written report of all findings of the investigation shall be completed within thirty (30) calendar days, unless additional time is necessary due to the matter being investigated by a law enforcement or governmental agency. The Superintendent/designee may take interim measures to protect complainants during the investigation.
2. A process to identify and implement, within five (5) school days of the submission of the written investigative report, methods to correct and prevent reoccurrence of the harassment/discrimination. If corrective action is not required, an explanation shall be included in the report.
3. Age-appropriate training during the first month of school to include an explanation of prohibited behavior and the necessity for prompt reporting of alleged harassment/discrimination.
4. Development of alternate methods of filing complaints for individuals with disabilities and others who may need accommodation.

PROHIBITED CONDUCT

Conduct and/or actions prohibited under this policy include but are not limited to:

1. Name calling, stories, jokes, pictures, or objects that are offensive to one's gender, race, color, national origin, religion, or disability;
2. Unwanted touching, sexual advances, requests for sexual favors, and spreading sexual rumors,

3. Members of one gender in a class being subjected to sexual remarks of the other gender in the context of the classroom;
4. Impeding the progress of a student in class by questioning the student's ability to do the required class work based on the gender, race, color, religion, national origin, or disability of the student;
5. Limiting students access to education tools, such as computers, based on the student's gender, race, color, religion, national origin, or disability; and
6. Teasing a student's subject choice or assignment based on the gender, race, color, religion, national origin, or disability of the student.

APPEAL

Upon the completion of the investigation and correction of the conditions leading to the harassment/discrimination, any party may appeal any part of the findings and corrective actions to the Superintendent.

If a supervisor is an alleged party in the harassment/discrimination complaint, procedures shall also provide for addressing the complaint to a higher level of authority.

Failure by an employee, immediate supervisor, Principal, and/or Superintendent to initiate an investigation of alleged harassment/discrimination, to follow approved procedures, or to take corrective action shall be cause for disciplinary action.

RETALIATION PROHIBITED

No one shall retaliate against an employee or student because s/he files a written grievance, assists or participates in an investigation, proceeding, or hearing regarding the charge of harassment/discrimination of an individual or because s/he has opposed language or conduct that violates this policy.

Upon the resolution of allegations, the Superintendent shall assure those employees and students are protected against retaliation.

REFERENCES: 42 USC 2000 Racial Incidents and Harassment Against Students at Educational Institutions: Investigative Guidance (U. S. Department of Education) US Supreme Court - Franklin vs. Gwinnett County

BULLYING

A S.T.O.P. Tipline is available to report violence/bullying at www.paris.kyschools.us

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

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

These may include, but are not limited to, name calling, teasing, threatening, social exclusion, and cyberbullying. Cyberbullying refers to the use of Information and Communications Technology (ICT), particularly mobile phones and the internet, deliberately to upset someone else. Cyberbullying is a sub-set or method of bullying. Cyberbullying can include a wide range of unacceptable behaviors, including harassment, threats and insults, and like face-to-face bullying, cyberbullying is designed to cause distress and harm. Bullying may be physical, verbal, emotional or sexual in nature.

The use of lewd, profane or vulgar language is prohibited. In addition to bullying, students shall not engage in behaviors such as hazing, menacing, taunting, verbal or physical abuse of others, or other behavior that disrupts a student's access to an education or is harmful to his/her well-being. Such behavior is disruptive of the educational process and interferes with the ability of other students to take advantage of the educational opportunities offered.

These provisions shall not be interpreted to prohibit civil exchange of opinions or debate protected under the state or federal constitutions where the opinion expressed does not otherwise materially or substantially disrupt the education process. However, students who violate this policy shall be subject to appropriate disciplinary action. Any student who feels he/she has been the victim of bullying/hazing or any violation of this Code should immediately report the incident to any teacher, counselor or administrator in the student's school. In serious instances of peer-to-peer bullying/hazing/harassment, employees must report to the alleged victim's Principal as directed by Board policy 09.42811. The Principal/designee shall investigate and address alleged incidents of such misbehavior. Harassment/Discrimination allegations shall be governed by policy. KRS 158.156 governs reporting requirements.

STUDENT RECORDS

Records containing student information shall be made available to the parent of the student, guardian, or eligible student on written request. Eligible students include those 18 years of age or older or those enrolled in a post-secondary school program.

For information concerning access or corrections to student records, contact the Principal or the Superintendent at the Central Office (address and telephone number listed on the front cover).

Release of Information: The Paris Board of Education can release directory information. Directory information is not considered confidential as defined in KRS 160.700. Directory information means the student's name, address, telephone listing, date and place of birth, participation in school recognized sports and activities, height and weight of members of athletic teams, dates of attendance, awards received, major field of study, and the most recent previous educational agency or institution attended by the student, contained in educational records in the custody of the public schools. If a parent does not want directory information released, they must notify the Superintendent in writing. *Upon request, the District will disclose records without consent to officials of another school district in which the student seeks or intends to enroll.*

ABSENCES AND EXCUSES

School Start and Ending Times:

Paris Elementary 7:50 am to 2:50 pm

Paris Middle 8:30 am to 3:30 pm

Paris High 8:30 am to 3:30 pm

All pupils are expected to attend school regularly and to be on time for classes in order to gain the most benefit from the instructional program and to develop desirable traits of punctuality, self-discipline and responsibility. Therefore, the Board has adopted the following attendance provisions:

DEFINITION OF ABSENCE (702 KAR 7:125)

- A **half day absence** shall be recorded for a pupil who is absent 35 percent to 84 percent of the regularly-scheduled school day for the pupil's grade level.
- A **full day absence** shall be recorded for a pupil who is absent more than 84 percent of the regularly-scheduled school day for the pupil's grade level.
- A **tardy** shall be recorded for a pupil who is absent less than 35 percent of the regularly scheduled school day for the pupil's grade level.

EXCUSED ABSENCES. Pupils may have up to five (5) absences (full days or ½ days) in a school year excused by parental note, phone call, or other parent contact. Pupils may have up to 5 tardies in a school year excused by a parental note, phone, call, or other parent contact. (Once the allotted parent notes have been submitted, a physician's note is required for verification of all subsequent absences for illness). After the tenth (10) physician's note, the parent/guardian must have a Medical Excuse Form 09.123 AP.2 completed by the physician,

An excused absence or tardiness includes the following:

1. Death or severe illness in the pupil's immediate family,
2. Personal illness, injury, or medical or dental emergency,
3. School activities with prior approval by the Principal,
4. One (1) day for attendance at the Kentucky State Fair, or
5. Other valid reasons for attendance as determined by the Principal.
6. Documented military leave. Students are to be excused for absences up to 10 days to visit a parent or legal guardian serving in the U.S. military and stationed out of the country who is on leave.
7. One (1) day prior to departure of parent/guardian called to active military duty.
8. One (1) day upon the return of parent/guardian from active military duty.
9. Students participating as part of a school-sponsored interscholastic athletic team, who compete in a regional or state tournament sanctioned by the Kentucky Board of Education or KHSAA, that occurs on a regularly scheduled school day shall be counted and recorded present at school on the date or dates of the competition, for a

maximum of two (2) days per student per school year. Students shall be expected to complete any assignments missed on the date or dates of the competition.⁵

10. Up to ten (10) school days to pursue an educational enhancement opportunity determined by the Principal to be of significant educational value. This opportunity may include, but not be limited to, participation in an educational foreign exchange program or an intensive instructional, experiential or performance program in one (1) of the core curriculum subjects of English, science, mathematics, social studies, foreign language, and the arts. An application form obtained from the school must be completed and returned to the Principal at least five (5) days prior to the absence. Unless the Principal determines there are extenuating circumstances, requests for dates falling within State or District testing periods shall not be granted. The Principal's determination may be appealed to the Superintendent/ designee, whose decision may then be appealed to the Board through the grievance procedure.

Students are expected to turn in excuses within five (5) days of the absence. Excuses will not be accepted after this period. **If a student is sent home for illness by the school, the student will be excused for that day, however, if the student is absent for subsequent days the note requirements apply.**

UNEXCUSED ABSENCES All absences or tardiness exceeding the five (5) parent note limit in a school year will be unexcused unless an excuse is provided as described under the "Excused Absence" section above or verified by medical statement (doctor's note), court order, or declared an emergency by school authorities.

Doctor's notes must show office name, location, and phone number, and must include:

- 1) Date and time of appointment
- 2) When student is able to return to school
- 3) Physician's signature

VERIFICATION REQUIRED

A signed statement of the parent, when presented upon the student's return to school, will be accepted as proper verification for up to five (5) days absence per year. Absences verified by a doctor's statement shall not be counted as one of the initial five (5) days

Up to ten (10) absence events with doctor's statements shall be allowed. Any absences due to medical reasons in excess of ten (10) shall require the presentation of a completed Medical Excuse Form 09.123 AP.2 before those absences shall be excused. Medical Excuse Forms shall be available at each school and the central office.

When a student returns to school following an absence, s/he must bring a signed note with the dates of the absence(s). When notes are turned in, the student will be issued an excused admit slip. The student is responsible for presenting the admit slip to each teacher upon return to class following the absence and at that time, turn in any work due and request any missed assignments.

Students are expected to turn in excuses within five (5) days of the absence. Excuses will not be accepted after this period. If a student is sent home for illness by the school, the student will be excused for that day. However, if the student is absent for subsequent days the note requirements apply.

If a child has a chronic illness, the parent/guardian may request additional parent notes by contacting the Director of Pupil Personnel at Central Office.

TRUANCY DEFINED

Kentucky Revised Statutes (KRS 159.150) defines truancy as "Any student...who has been absent from school without valid excuse for 3 or more days, or tardy without valid excuse on three (3) or more days, is a truant." Paris Independent School will send notification of truancy by standard mail to parents or guardians of students with 3 unexcused absences or 6 unexcused tardies. Parents with students in the middle and high schools will be encouraged to attend a Truancy Diversion meeting which will be held at Paris High School. This meeting brings together representatives from the school and the court system to provide information to parents on the school truancy process.

Habitual Truancy:

Kentucky Revised Statutes (KRS 159.150) defines habitual truancy as "Any student who has been reported as a truant two (2) or more times is an habitual truant." This means a student who has accumulated six (6) unexcused absences or tardies

is a habitual truant. Paris Independent School will send notification of habitual truancy via mail to the parents of students with 6 unexcused absences or 9 unexcused tardies. The DPP or designee, or Family Resource and Youth Service Center representative will attempt to contact the parent or guardian to offer assistance to improve the student's truancy. If truancy is not resolved, additional unexcused absences or tardies may result in a "Final Notice" being issued personally or by certified mail, notifying the parent/guardian of the student's state of truancy. Any unexcused absence or tardy after the final notice is issued will result in the school filing truancy charges and/or neglect charges with the Bourbon County Family Court system in compliance with state compulsory attendance laws.

CONFERENCE If the Principal and DPP/designee believe the student's absences are without just cause or that the absences are questionable, a conference shall be held with the parent, student, Principal, and DPP/designee. The conference date and time shall be determined by the Principal and the parent's attendance shall be mandatory. If the parent fails to attend the conference, truancy proceedings shall be initiated.

MAKE-UP WORK Students shall be given a reasonable amount of time to make up missed assignments. For unexcused absences, students need an opportunity via extended school services or other before/after school programs to learn the missed curriculum. Mastery of learning is the goal for every student. Each school SBDM Council policy includes specifics regarding makeup work.

CHECK IN – CHECK OUT

Students who are leaving school before the end of the school day must have an adult who is listed on the student's emergency card physically sign the student out. The person signing a student out of school must present a valid form of identification.

OUT-OF-DISTRICT STUDENTS

All non-resident students (students who do not live within the Paris Independent School District) agree to attend school regularly, maintain grade point averages appropriate for individual potential, and follow school rules. The district may return a child to the district of residence if any of these standards fail to be met. Changes shall be made at semester and end-of-year breaks.

AUTOMOBILE AND PARKING REGULATIONS

Faculty and Staff must display a parking permit and park in designated parking lots.

Students who drive to school must obtain a parking permit from the office. Students who drive to school shall park in the student parking lot. Drivers shall adhere to all motor vehicle regulations and school regulations in regard to driving. Any time a student fails to abide by these regulations, he/she may forfeit the right to drive a motor vehicle to school. A parent or guardian signature/permission is necessary for a student to receive a parking permit. Anyone picking up or dropping off a student should do so in the designated area. Please make parents, guardians, brothers, sisters, etc. aware of this policy. Students may not return to their vehicles during the day except with permission from the office.

TELEPHONES

No school telephone is to be used by students, except in emergencies or on behalf of a teacher. A telephone for student use, available in the office, is to be kept in use no more than two (2) minutes at a time. Students should advise parents and friends of the above regulations. Cell phones are not to be used by students on the bus to and from school.

FIRST AID

Students who become ill or are injured during the school day are to obtain a pass from their teacher and present it to the office. If the student is not able to return to class, he/she should make arrangements to go home through the school office.

FINANCES

All money collected for school purposes must be recorded in an internal account. Anyone collecting money shall, whenever practical, issue receipts in duplicate. An accurate record of all money collected should be turned in to the Central Fund Treasurer in a lump sum as soon as you have collected it. You will be given a receipt. You should keep all receipts. Under no circumstances should money be left in classrooms or lockers.

No student is authorized to write a check on school accounts. The bookkeeper should be given the name of the student in each class or club who is authorized to make purchases. The student must get a purchase request signed by the sponsor of his/her class or club, and have it approved by the principal.

CAFETERIA REGULATIONS

All students are to report to the cafeteria at lunch unless they are given permission otherwise.

Students are expected to leave their tables as clean as possible. Therefore, it is the responsibility of all students and teachers to place their milk cartons, napkins, straws, and uneaten food in the trash, and to return their tray and silverware to the return area. Any food or milk spilled on the floor should be reported to the custodian or to one of the lunchroom staff. Student behavior in the lunchroom is subject to the policies of student behavior of the entire school. Loud noise and horseplay disturb other students and cannot be tolerated. Students should not move chairs from table to table. No one is to leave the cafeteria at lunch without permission. During breakfast and lunch, only the restrooms next to the cafeteria are to be used. No food items are to be taken out of the cafeteria by students. **Students may bring their lunch but cannot leave school for lunch or have restaurants, parents or others deliver restaurant or fast-food breakfast or lunch to school.**

CAFETERIA CHARGES

All Students (regardless of income) will be able to eat an eligible breakfast and lunch at no charge for the 2014-15 school year.

Students shall only be allowed to charge up to a maximum of (\$25.00) per student. Charge balances of \$.01 to \$9.99 will be sent home weekly with each child.

Once the charge balance reaches ten dollars (\$10.00), the parent/guardian will be notified by Food Service personnel and asked to settle the account. A free and reduced price meal application will accompany this letter. Notices will be sent weekly until the account is settled.

If the account reaches \$20.00 the parent/guardian will be asked to meet with either the Food Service Director, Family Resources liaison, or School Administrator to establish a plan to settle the account.

Should the account reach \$25.00 in meal charges, no more charges will be allowed. The parent/guardian will be given one final five (5) day notice to pay the account in full.

After final notice is given, the account will be deemed uncollectible and forwarded to District Court for collection. Any court costs incurred will be the responsibility of the student's parent/guardian.

Ala Carte or extra item charging will be limited to beverages for students who do not have a drink with their meal. Example: students that bring meals from home or those who are not feeling well and only want to purchase a beverage.

HALLWAYS AND STAIRWAYS

In passing between classes, students are asked to keep to the right of the hallways as much as possible. This will allow for a better flow of hallway traffic.

Students are expected to be orderly when using the hallways and stairways. Running, horseplay, and other forms of disorder are dangerous and cannot be tolerated. Students are subject to the authority of all teachers while in the halls.

RESTROOMS

There will be no loitering in the restrooms at any time. Regulations concerning student conduct are also applicable in the restrooms. There shall be only one student per stall at one time.

Every effort is made to provide you with the cleanest restrooms possible. Take pride in helping keep your restrooms clean.

Defacing the restrooms by marking on walls or by damaging fixtures will be considered a serious offense and will be handled accordingly.

PERSONAL POSSESSIONS

In promoting the process of education and protecting the health and welfare of all students, a search of school property and/or personal belongings may be conducted, including automobiles and lockers. Items such as firearms, knives, dangerous weapons, alcohol, and drugs are a threat to the safety and welfare of students and school personnel. Any items of this nature may be removed from the student's possession. Return of such items is subject to the nature of the item and the circumstances under which it was removed.

Random searches will be conducted using drug-sniffing dogs and/or metal detectors. They may also be used if there is reasonable suspicion that a violation has occurred.

STUDENT INSURANCE

A student accident insurance plan will be purchased by the Board of Education for every student. This policy will cover all students during the school day and during involvement in school activities. Accident insurance claim forms are available

in the office and are the responsibility of the student and the parent/guardian. This insurance pays a very minimum amount and should be considered as secondary to personal/family coverage.

Paris Independent Schools are not responsible for any accident occurring at school or for any medical expenses not covered by the insurance policy. In case of any injury or illness, every effort will be made to see that students are given proper first aid, or in case of emergency, get proper medical attention.

MEDIA PUBLICATIONS

As a part of recognizing student achievement and promoting the schools and district, photos and positive articles are often published in newspapers and other publications. By checking and signing on the return page of this booklet you are hereby giving permission to Paris Independent Schools to publish photographs of your child in any publication portraying a positive image of the child and the schools. Furthermore you waive any right that you may have to inspect and/or approve the finished product or any written copy that may be used in conjunction therewith. ***YOUR CONSENT TO THESE TYPES OF PHOTOGRAPHS OR VIDEOTAPES IS ASSUMED, UNLESS YOU NOTIFY YOUR CHILD'S SCHOOL IN WRITING THAT YOU DO NOT WANT YOUR CHILD INCLUDED IN SUCH PHOTOGRAPHS OR VIDEOTAPES. Surveillance cameras are in use in our school buildings for security purposes***

PLANS FOR CLOSING SCHOOLS

Occasionally hazardous road conditions exist due to weather and it becomes necessary to make changes in the daily school schedule. Once a decision has been made to close schools or change the daily time schedule, information will be given to media sources. **IF THERE IS NO ANNOUNCEMENT FROM THESE SOURCES, SCHOOL WILL BE IN SESSION AS USUAL.**

INTEGRATED PEST MANAGEMENT (IPM)

The Board of Education has implemented a program that minimizes economic, health and environmental risks. All individuals applying pesticides will be properly certified in keeping with applicable legal requirements. Applications will be done on Fridays after school is dismissed. If you wish to be notified 24 hours in advance of a planned pesticide application or as soon as possible when an emergency application is necessary, please register at the front office of the school. You may also register by phone by calling (859) 987-2160.

VISITORS

1. Parents and guardians are urged to visit school at their convenience. Please call beforehand if possible.
2. All visitors must first register with the **office**.
3. Students are not allowed to bring visitors other than parents/guardians. Smaller brothers and sisters create disturbances and cannot be brought to school.
4. Upon request, all visitors must identify themselves to proper school authorities in the school building or on school grounds.
5. Paris High and Middle School offices will be staffed from 8:00 a.m. to 4:00 p.m. when school is in session. Paris Elementary school office will be staffed from 7:20 a.m. to 3:45 p.m. when school is in session.

ACCIDENTS

Any accident occurring on school premises which requires first aid or the services of a doctor should be reported to the office at once. If the student has school insurance, he/she should obtain an insurance accident report from the office to submit to the insurance company.

TRANSPORTATION RULES AND REGULATIONS

The Rules and Regulations for Students Riding School Buses are published for good communications and to help provide an environment for excellence in learning. It is our objective to be firm, fair and consistent with all students. Because the driver must give attention to traffic flow, road conditions and driving the bus, students must exhibit the best of behavior so as not to distract the driver. For the safety of all riders, the rules and regulations will and must be enforced. Passengers jeopardizing the safety and welfare of others through misbehavior will be denied the privilege of riding the bus to and from school.

PARENTS' RESPONSIBILITIES

It shall be the responsibility of the parent, guardian, or person authorized in writing by the parent of any Preschool or Elementary Student to provide safe supervision to and from the bus stop. If the parent/guardian or authorized person are not present upon delivery, the child shall be returned to the school he/she attends.

PUPILS' RESPONSIBILITIES

Pupils shall conform to transportation rules and regulations prescribed under state statutes and under state and local regulations.

INSTRUCTION IN BUS CONDUCT AND SAFETY

Instruction in bus conduct and safety shall be provided to all transported students. Instruction shall include but not be limited to the following rules:

- Students shall be on time at the bus stop. The bus cannot wait for those who are late.
- Pupils shall wait at their assigned bus stop off the roadway and shall remain there until the driver has stopped the bus, opened the door and signaled the students to enter the bus.
- Pupils shall not cross the roadway when entering the school bus until signaled to do so by the driver.
- When students are required to cross the roadway when entering or leaving the school bus, crossings shall be made in front of the bus. Pupils shall cross approximately ten (10) feet in front of the bus in order that they may be seen by the bus driver.
- When pupils enter the bus, they shall proceed directly to a seat assigned by the bus driver.
- Pupils shall remain seated until the bus has come to a complete stop.
- Pupils shall not extend their arms, legs or heads out the bus window.
- Pupils shall not change from one bus seat to another at any time unless given permission by the bus driver or monitor.
- Only articles small enough to be held in the student's lap shall be brought onto the bus.
- Pupils shall not create noise on the bus to the extent that it might distract the driver or to the extent that it might interfere with the driver's ability to hear the signals of emergency vehicles or an approaching train.
- Use of telecommunication devices (including but not limited to cell phones, I-pods, audio/video devices, headphones) is banned at all times on school buses.

DRIVER'S/MONITOR'S AUTHORITY

The driver and monitor shall be responsible for the bus and the behavior of the passengers. Students shall comply fully and promptly with the driver's and monitor's instructions and without arguing viewpoints.

STUDENT BEHAVIOR

- Students shall be courteous to the driver, monitor and to fellow students.
- Students shall not mar or otherwise deface the bus.
- If a student willfully damages a bus, he/she may lose his/her riding privileges until charges for the repair of damages have been paid in full.
- Students are not to tamper with mechanical equipment, accessories or controls of the bus.
- Students shall assist in keeping the bus safe and clean at all times. They shall not throw litter of any kind onto the floor of the bus.

EMERGENCY

Students shall not leave the bus through the emergency doors except in an emergency situation or when instructed to do so in a practice drill. In the case of a road emergency involving the bus or the bus and another vehicle, the students shall remain in the bus unless given other instruction by the driver or monitor.

WITHHOLDING OF RIDING PRIVILEGES

The following improper behaviors may result in withholding of riding privileges and/or other disciplinary action: insolence, not following driver's/monitor's instructions, vulgar actions or gestures, obscene language, fighting, pushing/shoving, smoking on the bus, throwing articles or objects on or from the bus, obstructing an aisle in any manner, occupying more space in a seat than is needed and refusing another passenger to sit down, and other disruptive and disturbing actions.

DUE PROCESS

Any student who violates these regulations shall be reported to the principal of the school for disciplinary actions. The disciplinary action taken will depend on the nature of the student's behavior. If the behavior is severe and jeopardizes the safety and welfare of others, suspension can occur with the first offense and can be immediate. For less serious infractions, due warnings will be given to the student by the principal or designee. If the conduct does not become acceptable after three (3) warnings, the driver will again report the student to the principal, who shall suspend the student from riding any Paris Independent School vehicle for whatever period of time is proper.

Only the Board of Education, acting upon the Superintendent's recommendation, has the authority to suspend the student from riding a vehicle for the remainder of the school year and then only after the due process procedure has been followed.

Bus suspension by the principal stipulates that the student shall attend school for the period of suspension with transportation provided by means other than a Paris Independent School vehicle until the period of suspension is completed. Violation of this regulation will be considered a serious infraction.

Written notice of the action taken by the principal shall be provided to the parents or guardians, the bus driver, transportation director and the Superintendent. However, such notice need not precede the action of the principal.

Any complaints of students, parents or drivers not specified in these regulations shall be reported to the principal first, then, if necessary, they may be reported through the administrative channel to the Superintendent.

When actions taken by the driver or other school employees are not supported by the parent or guardian, the proper channel for the hearing of the issues shall be as follows:

At the request of the parent or guardian, the principal will review the facts and hear the various viewpoints of the student, parent, driver and monitor. After reviewing the facts and hearing all the viewpoints, the principal will make a decision as to the disposition of the case. Should the parent or guardian feel that a fair decision was not made, an appeal may be made to the Director of Transportation who will have a meeting with the student, parent and principal to review the case and make recommendations to the Superintendent. The Superintendent will make the final decision.

Riding a School Bus is a Privilege
 School Bus Incident Report
Paris Independent Schools

Behavior Violation		Disciplinary Options								
Mark Violation	Principal may choose to use more than one action	Warning Remedial Training	1 day off bus	2 days off bus	3 days off bus	5 days off bus	10 days off bus	Handled under student code of conduct	Referred for possible bus expulsion	Driver removes student immediately
	Physical Abuse of School Personnel							X	X	X
	Dangerous Weapon/Fireworks							X	X	X
	Drugs/Alcohol							X	X	X
	Fighting				X	X	X	X	X	X
	Use of Tobacco Products/Open Flame	X	X	X	X	X	X		X	
	Sexual Behavior/Abuse/Harassment			X	X	X	X		X	
	Verbal Abuse (school personnel or students)			X	X	X	X		X	
	Vandalism			X	X	X	X		X	
	Profanity	X	X	X	X	X	X	X	X	
	Bullying	X	X	X	X	X	X		X	
	Refusing to follow instruction	X	X	X	X	X	X		X	
	Not staying in seat/pushing/tripping	X	X	X	X	X	X		X	
	Screaming/Hanging out of window	X	X	X	X	X	X		X	
	Eating/drinking/littering	X	X	X	X	X	X		X	
	Excessive Mischief/Annoying	X	X	X	X	X	X		X	
	Possession of prohibited items (glass, balloons, animals)	X	X	X	X	X	X		X	
	Possession/use of cell phones, other electronic items	X	X	X	X	X	X		X	
	Other (specify)	X	X	X	X	X	X	X	X	X

Preliminary Action Taken by Driver ___ Student Warned ___ Student Assigned Seat ___ Other _____	Driver's Comments
Action Taken by Principal /Designee ___ Student Warned –Remedial Training ___ Conference with Student's Parent/Guardian ___ Student Suspended from all buses for ___ number of days beginning _____	Principal's Comments

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DISPENSING MEDICATION

Medication Procedures

Paris Independent Schools adopted the *Medication Training Manual for Non-Licensed School Personnel* which is endorsed by the Kentucky Department for Public Health. All medication policies and procedures are aligned with the regulations of the Kentucky Department for Public Health and the Kentucky Department of Education.

1. Any medication dispensed or applied to any student while in the care of Paris Independent Schools, must be administered by staff trained in medication administration by the Kentucky Department for Public Health.
2. If medications can be given at home rather than at school, we ask that you please do so. (For example, medications indicating 2 times a day, or 3 times a day may be given at home rather than during the school day). In the event medication is needed for your student during school hours, we ask that the parent or guardian be responsible for the safe delivery of the medication to the respective school office. All medication is kept in the school office or other designated area and is stored according to specific guidelines.
3. All medications, ointments, etc. are required to be delivered to the school office in their original container. Medication permission forms are available in the office and must be completed when delivering medication to the school office. The dosage requested by the parent or guardian must match the instructions on the prescription label or box label. All medications will need to have a current date; expired medications cannot be accepted. Additionally, the school cannot provide medication for your student; it must be sent from the student's home.
4. All medications must be picked up by the parent/guardian or designee at the end of the school year. Any medications left at the school will be destroyed.
5. Students may never share medications with any other student or faculty member. Any medication in a student's possession must follow the regulations in this medication policy.
6. Types of medication and consent forms:
 - A. Over-the-Counter Medications – These medications are purchased without a doctor's order from local retail outlets. If the parent/guardian provides the medication and the signed "Medication Permission Form", the school will distribute these medications according to the instructions on the label. There is a three (3) CONSECUTIVE day limit on administering over-the-counter medications. If your student requires more than 3 consecutive days on an over-the-counter medication, a doctor's order must accompany the request.
 - B. Prescription Medications – These medications are purchased in pharmacies and are labeled according to a physician's order. A "Medication Permission Form" must be signed by the parent and the medication must be in the original container.
 - C. Emergency Medications – These medications are for students requiring emergency medication for a life-threatening condition such as asthma, epilepsy, severe allergic reactions, or other serious conditions. A doctor is required to complete the "Emergency Medication and Permission Form" giving the school specific instructions regarding the use of the specific medication.
 - D. Self Carry Medications - If the student is required to keep a medication in their possession during the school day, a doctor must complete the "Self-Carry" portion of the "Emergency Medication and Permission Form." School health personnel will meet with the student and make certain the student understands all responsibilities of carrying the medication on school premises and a copy of the permission form will remain on file with the School Health Coordinator.

The school staff has the right to refuse any medication that does not follow these guidelines.

IMMUNIZATION LAWS

Several notices are sent home to the parents pertaining to immunizations that are expired or soon to be expired. If your child needs an immunization, has an expired immunization certificate or any other required health document they may be held out of school until these are current. **It is the law for all for these to be current for your child to attend school.**

Please make sure everything is current by the first day of the school year and continue to be current throughout the school

year. Any new or returning student that does not have current records on file will **not** be enrolled in school until the requirements have been met.

COMMON CHILDHOOD DISEASES – PINK EYE/RINGWORM/LICE

All cases of suspected Pink eye must be referred for medical evaluation. Students appearing to have symptoms of pink eye will be sent home and may return after receiving proper treatment.

Students with Ringworm may only attend school if they have been treated and the affected area remains covered throughout the school day.

Students with active head lice (bugs) are not permitted at school. Students who are sent home for lice treatment will be given one day excused absence. Absences after the first day will be unexcused.

SMOKING

Board Policy number 09.4232 states, "Students shall not use or possess tobacco products on school property. Students who are determined by any means to be in violations of this policy (i.e., cigarettes observed in pockets, strong smell of smoke on the breath, etc.) will be subject to disciplinary action.

State law prohibits smoking anywhere on Paris Independent School property.

TECHNOLOGY USE

Students may only use school technology equipment (computers, etc.) after an Acceptable Use Policy (AUP) has been signed by both student and parent. Student AUP's will remain on file as long as the student is enrolled at Paris Schools.

Violation of AUP may result in revocation of Internet access. The Paris Independent School District has access to and use of the Internet and E-mail as part of the instructional process.

Students must sign a student Acceptable Use Policy agreement before direct access to Internet or teacher directed electronic mail will be provided. Written parental consent shall be required before any student is given direct, hands on access to the Internet or to teacher directed electronic mail. However, educators may use the Internet during class directed group demonstrations with or without parental consent. Students will be held accountable for violations of the student Acceptable Use Policy agreement and understand that disciplinary action may be taken.

STUDENT USER CONTRACT

Parent or Guardian

As the parent or guardian of this student I have read the Student Acceptable Use Policy for The Paris Independent School District Internet and E-Mail access. I understand that this access is designed for educational purposes and The Paris Independent School District has taken available precautions to eliminate access to controversial material. However, I also recognize it is impossible for The Paris Independent School District to restrict access to all controversial materials and I will not hold them responsible for materials this student may acquire on the network. Further, I accept full responsibility for supervision if and when my child's use is not in a school setting.

The Outlook Live e-mail solution is provided to your child by the district as part of the Live@edu service from Microsoft. By signing this form, you hereby accept and agree that your child's rights to use the Outlook Live e-mail service, and other Live@edu services as the Kentucky Department of Education may provide over time, are subject to the terms and conditions set forth in district policy/procedure as provided and that the data stored in such Live@edu services, including the Outlook Live e-mail service, are managed by the district pursuant to policy 08.2323 and accompanying procedures.

You also understand that the Windows Live ID provided to your child also can be used to access other electronic services that provide features such as online storage and instant messaging. Use of those Microsoft services is subject to Microsoft's standard consumer terms of use (the Windows Live Service Agreement), and data stored in those systems are managed pursuant to the Windows Live Service Agreement and the Microsoft Online Privacy Statement. Before your child can use those Microsoft services, he/she must accept the Windows Live Service Agreement and, in certain cases, obtain your consent. I hereby give my permission for the student named above to have Internet and email access and certify that the information contained on the form is correct.

LOCAL TECHNOLOGY RESOURCES

- The use of your account must be in support of education and research and consistent with the educational objectives of the Paris Independent School District.
- You may not share your password with anyone.
- You may not transmit obscene, abusive or sexually explicit language.
- You may not create or share computer viruses.
- You may not destroy another person's data.

- You may not break into the network or use it for commercial purposes.
- You may not monopolize the resources of the Paris Independent School District Network by such things as running large programs, downloading copyrighted music files, creating P2P networks and/or applications over the network, sending massive amounts of e-mail to other users, or using system resources for games.
- You may not break or attempt to break into any computer networks or change passwords on district installed remote programs.
- You may not use an other account for any purpose.
- You may not use MUD (multi-user games) via the network.
- You are not permitted to get from or put onto the network any copyrighted material (including software), or threatening or sexually explicit material. Copyrights must be respected.

INTERNET REGULATIONS

- Internet access through the school is to be used for instruction, research, and school related activities. School access is not to be used for private business or personal, non-school related communications.
- Teachers, library media specialist, and other educators are expected to select instructional materials and recommend research sources in print or electronic media. Educators will select and guide students on the use of instructional materials on the Internet.
- You may not offer Internet access to any individual via your Paris Independent School District account.
- Purposefully annoying other Internet users, on or off the Paris Independent School District system, is prohibited. This includes such things as continuous talk requests and chat rooms.
- Students should not reveal their name or personal information to or establish relationships with “strangers” on the Internet, unless a parent or teacher has coordinated the communication.
- The school should never reveal a student’s personal identity or post a picture of the student or the student’s work on the Internet with personally identifiable information unless the parent has given written consent.
- A student who does not have a signed AUP on file may not share access with another student.

As a user of this educational system, users should notify a network administrator or a teacher of any violations of this contract taking place by other users or outside parties. This may be done anonymously.

ELECTRONIC MAIL REGULATIONS

Students and employees of The Paris Independent School District are prohibited from using district resources to establish Internet E-mail accounts through third party providers. Only Kentucky Education Technology Systems e-mail can be used.

- Be polite. Do not write or send abusive messages to others.
- You may not use electronic mail for communications that are not directly related to instruction or sanctioned school activities. Do not use electronic mail, for instance, for private business or personal, non-related communications.
- You may not swear, use vulgarities or any other inappropriate languages.
- You may not send or attach documents containing pornographic, obscene, or sexually explicit material.
- You may not access, copy or transmit another user’s messages without permission.
- Do not reveal your personal address or phone number or those of other students unless a parent or a teacher has coordinated the communication.
- You may not send electronic messages using another person’s name or account.
- You may not send electronic messages anonymously or from another person’s account.
- Do not create, send, or participate in chain or spam e-mail.

The electronic mail is not guaranteed to be private. People who operate the system do have access to all mail. Messages relating to or in support of illegal activities may be reported to the authorities.

COMMUNICATION DEVICES

A person shall not use communication devices for purposes of transmitting or receiving messages (INCLUDING TEXT MESSAGING and picture phones) in The Paris Independent School District. *(Unless under direct supervision of a teacher for instructional purposes.)*

- Devices must be turned off upon entering the school building and remain turned off until bell rings for the day.
- All devices must be stored in a secure place (purses, pockets, etc.)
- Use of communication devices is banned at all times on school busses and any assigned detention, including but not limited to Friday, Saturday School, etc.
- Any use of picture phones and/or any other media/audio devices to transmit personal images or school course evaluation materials or disparages to anyone will be dealt with as a serious breach of security and disciplined accordingly.
- Any violations of these usage policies may result in confiscation. If the device has been confiscated, a parent/guardian will need to come to school to pick the device up from the office. Chronic non-compliance may result in PERMANENT loss of privileges.

The school district accepts no responsibility for use, breakage, theft or loss of these personal items including communication devices or other items including music players, computing or other audio/video devices.

UNIFORM DRESS CODE

It is the expectation of the Board of Education that the dress code be enforced fairly and consistently within and across all schools

- Any apparel or issue that calls attention to itself (e.g. excessive make-up, see-through clothing, etc.) will be responded to as deemed necessary,
- Students may not carry or wear anything that advertises drugs, alcohol, or tobacco products or promotes/suggests a lewd message,
- Clothing must not have holes or tears and must have finished hems (no cut-offs or frayed edges).
- Sunglasses will not be worn in the building (exception given for medical reasons).
- No head coverings are to be worn in the building, (exception given for religious or medical reasons).
- No sweatbands or bandanas, combs, picks, chains or pierced (other than in the ear) jewelry.
- No bare midriffs or crop tops.
- Belts are required for apparel (pants skirts/jumpers or shorts) made with belt loops in grades 4-12. Belts are optional in grades Pre-3. Belt loops may not be cut off.
- All shoes must be secured to the foot by a strap or lace. Shoes with laces must be tied. Flip Flops, beach shoes, clogs, and Heely's (shoes with wheels) are not permitted.
- All outerwear such as coats, jackets etc. is to be stored in lockers during the day.
- String-type backpacks are allowed.

DETAILS OF ACCEPTABLE ATTIRE

PANTS/SHORTS

- Navy, black, or tan color only.
- Proper size worn at waist.
- No body-hugging styles.
- No sweatpants.
- Any material except Lycra, spandex or denim.
- Shorts must be knee length - Flamingo test (leg bent with lower leg parallel to floor, item hem must touch the back of the calf of the bent leg).
- Cargo shorts

SKIRTS. JUMPERS DRESSES

- Any solid color or stripes.
- Pleated or straight and worn at waistline.
- No body hugging styles.
- No splits more than 4 inches above the knees.
- Knee length - Flamingo test (leg bent with lower leg parallel to floor, item hem must touch the back of the calf of the bent leg).
- Dresses must have sleeves (not sleeveless).
- Any material except Lycra, spandex or denim. No "jeggings"

SHIRTS, BLOUSES TURTLENECKS.

Any solid color and may have stripes

All shirts must have a defined collar with short or long sleeves and may have an emblem/logo no larger than a credit card

Properly fitted; tucked in

Must be worn in appropriate manner (i.e., buttoned up if designed for buttons, worn right side out)

The Administrative staff at each school retains the right to determine what is an acceptable and modes appearance within the guidelines of policy

SWEATSHIRTS, SWEATERS/VESTS,CARDIGANS/FLEECE

- Any solid color and may have stripes but must be worn with a dress-code appropriate shirt/blouse/turtleneck/ or dress
- All Shirts and blouses must have a defined collar with short or long sleeves and may have an emblem/logo no larger than a credit card..
- No Hoodies.
- Must be worn in appropriate manner (i.e. buttoned up if designed for buttons, worn right side out).

Any dress down days will be limited to school colors and/or emblems and blue jeans.

The administrative staff at each school retains the right to determine what is an acceptable and modest appearance within the guidelines of this policy.

MILITARY RECRUITERS

Under current law, U.S. military recruiters have access to the names, addresses and telephone numbers of secondary school students. A parent, guardian or student may choose not to have this information released. To request that recruiters not receive information on a student, a Release of Information to Military Recruiters Opt-Out Form (available at each high school) must be completed and sent to the Superintendent's office. The opt-out request will remain in effect unless revoked by the parent/guardian or student.

WAIVER OF FEES

Students who qualify are eligible fee waiver provisions for instructional resources, necessary school supplies, lab fees, etc. Parents must complete the required documentation to be eligible for exemption from payment of fees. Contact your school's office for more information.

NOTIFICATION OF RIGHTS UNDER FERPA FOR ELEMENTARY AND SECONDARY SCHOOLS

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. These rights are:

- (1) The right to inspect and review the student's education records within 45 days of the day the School receives a request for access. Parents or eligible students should submit to the School principal a written request that identifies the record(s) they wish to inspect. The School principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
- (2) The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate. Parents or eligible students may ask the School to amend a record that they believe is inaccurate. They should write the School principal, clearly identify the part of the record they want changed, and specify why it is inaccurate. If the School decides not to amend the record as requested by the parent or eligible student, the School will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
- (3) The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the School as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the School has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the School discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.

[NOTE: FERPA requires a school district to make a reasonable attempt to notify the parent or student of the records request unless it states in its annual notification that it intends to forward records on request.]

- (4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the *School District* to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:
Family Policy Compliance Office U.S. Department of Education 400 Maryland Avenue, SW
Washington, DC 20202-5901

NOTIFICATION OF RIGHTS UNDER THE PROTECTION OF PUPIL RIGHTS AMENDMENT (PPRA)

PPRA affords parents certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

- *Consent* before students are required to submit to a survey that concerns one or more of the following protected areas (“protected information survey”) if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED)–

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

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

1. Any other protected information survey, regardless of funding;
2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.

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

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

These rights transfer to from the parents to a student who is 18 years old or an emancipated minor under State law.

Paris Independent Schools have developed policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes.

Paris Independent will directly notify parents of these policies at least annually at the start of each school year and after any substantive changes. Paris Independent will also directly notify, such as through U.S. Mail or email, parents of students who are scheduled to participate in the specific activities or surveys noted below and will provide an opportunity for the parent to opt his or her child out of participation of the specific activity or survey. Paris Independent will make this notification to parents at the beginning of the school year if the District has identified the specific or approximate dates of the activities or surveys at that time.

For surveys and activities scheduled after the school year starts, parents will be provided reasonable notification of the planned activities and surveys listed below and be provided an opportunity to opt their child out of such activities and surveys. Parents will also be provided an opportunity to review any pertinent surveys.

Following is a list of the specific activities and surveys covered under this requirement:

- Collection, disclosure, or use of personal information for marketing, sales or other distribution.
- Administration of any protected information survey not funded in whole or in part by ED.
- Any non-emergency, invasive physical examination or screening as described above.

Parents who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-5920

REVIEW PROCEDURES

A committee representing schools, the Central Office, the Board of Education, students, parents, and the community developed this Code. The Board of Education adopted it on July 16, 2013.

Schools have distributed copies of the Code to all students and employees of the district and to parents of students, including those who enroll after the beginning of the school year. The Superintendent has directed that the Code be posted in each school, with the Principal being responsible for seeing that guidance counselors and other personnel discuss its contents with students in a timely and age-appropriate manner.

In addition, each school will reference the Code in the school's handbook(s). On request, the Principal shall provide help for non-English speaking, blind, deaf or non-reading students and parents so that they can have access to the information contained in this Code. Each year, the Code Committee will review the Code in preparation for the coming school year. It welcomes suggestions as to how to improve this document. Individuals may send written comments to the address listed on the front cover and they will be forwarded to the Code Committee.

Title I Paris Elementary and Paris Middle School Highly Qualified Staff

Parents may request information regarding the professional qualifications of their child's teachers. This information may include state requirements for licensure and certification, college major or degree, and the field of discipline of the teacher's certification or degree. Please contact the school's principal for this information or the Title I Coordinator at 987-2160.



CONFIRMATION OF RECEIPT OF CODE

(Please sign and send back to the student's homeroom teacher.)

I have received a copy of the Code of Acceptable Behavior and Discipline for the 2014-2015 School Year.

I have read the code and agree to abide by its content.

Parent/Guardian _____ Date _____

Student _____ Date _____

While all sections of the District Code of Conduct are important, please pay close attention to the following sections. Please check the box next to the section title indicating you have reviewed that section. Signature Required at bottom of this page.

Automobile and Parking Regulations – Page 12

Check In – Check Out - Page 12

Media Publications Permission - Page 14 and Page 25

Transportation Rules and Regulations - Page 15 - 16

Technology Use Permission - Page 18 - 19

Uniform Dress Code – Page 20

Parent/Guardian Signature _____

Student _____

Driving Permission (High School only)

I give my permission for my son/daughter to drive to school with the understanding they are to abide by the rules and regulations pertaining to driving and to parking in the designated student parking lot.

Parent/Guardian _____ Date _____

I agree to abide by the school's rules and regulations pertaining to driving and to parking in the designated student parking lot.

Student _____ Date _____

Date Form Received by School _____

Initial of school personnel _____

Exclusion Form For Photos, Videos, Interviews and Web Publication

PARIS INDEPENDENT PUBLIC SCHOOLS
310 W 7th Street
Paris, KY 40361
(859) 987-2160

PARENTAL EXCLUSION FOR MEDIA USE OR DISTRICT BROADCAST, WEB OR OTHER PUBLICATION OF STUDENT'S PHOTOGRAPH, LIKENESS, WORK AND/OR VOICE FOR SCHOOL YEAR 2011-2012

This form is used to establish an exclusion for students and their work to be shown in photographs, audio/videotapes, and interviews with the news media and or Paris Independent Public Schools (PISD) web site. Please call your school if you have questions. Surveillance cameras are in use in our school buildings for security purposes.

GENERAL MEDIA AND SCHOOL COVERAGE

Throughout the year there may be in-school programs, events or meetings (such as a school-wide assembly, sports, or PTA event) that are open to the public and where large group photographs or videotapes will be taken by the media or school district staff. In these cases, students would not be identified by name. ***YOUR CONSENT TO THESE TYPES OF GROUP PHOTOGRAPHS OR VIDEOTAPES IS ASSUMED, UNLESS YOU NOTIFY YOUR CHILD'S SCHOOL IN WRITING THAT YOU DO NOT WANT YOUR CHILD INCLUDED IN SUCH PHOTOGRAPHS OR VIDEOTAPES.***

SPECIFIC MEDIA COVERAGE AND SCHOOL PUBLICATIONS

In addition to the above situations, there may be times the media (newspaper, television or radio) or school district staff, ***with the approval of the building principal***, may take photographs, audio/videotape students or interview students in a manner that would ***individually identify a specific student***. The school district may display student pictures and projects in a variety of ways that reasonably portray programs of the PISD, including pictures of field trips, sports events, science fairs, and other activities appearing in yearbooks or school/district publications. Student likeness and work may also appear on the district web site, thereby making it available to anyone with internet access.

YOUR CONSENT TO THESE TYPES OF PHOTOGRAPHS OR VIDEOTAPES IS ASSUMED, UNLESS YOU NOTIFY YOUR CHILD'S SCHOOL IN WRITING THAT YOU DO NOT WANT YOUR CHILD INCLUDED IN SUCH PHOTOGRAPHS OR VIDEOTAPES

- I ***DO NOT*** give permission for my child to be individually photographed, audio/videotaped or interviewed by ***the media***
- I ***DO NOT*** give permission for my child's photograph to appear on the ***PISD web site or in district publications.***
- I ***DO NOT*** give permission for my child's full name and grade to appear on the ***PISD web site or in district publications.***
- I ***DO NOT*** give permission for my child's work, first name, grade, and school to appear on the ***PISD web site or in district publications.***

I further release the Board of Education of Paris Independent Schools, Paris, Kentucky, and any of its employees or agents, from any compensation or damages in its use of photographs, audio/videotapes or interviews for district dissemination via the website, print or cable access channel or the media's use of same. I do further certify that I am of full legal capacity to execute the above authorization and release.

Student's Name: _____ Date: _____

Parent/Guardian Name: _____

Parent/Guardian Signature: _____