

STUDENT HANDBOOK

2013-2014

PARIS HIGH SCHOOL

308 WEST SEVENTH STREET

PARIS, KENTUCKY 40361

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Administration and Office Staff

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This handbook has been prepared in order to give each student an adequate source of information about the school and its activities. In the course of years, any institution acquires certain customs and traditions that give it a spirit of its own. Through this handbook we hope that the members of the student body and their families may more fully understand and appreciate their school, and that each student may be inspired to strive to live up to these and bring honor to Paris High School.

Paris High School Student Handbook
2012-2013

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FROM THE PRINCIPAL

Welcome to Paris High School for the 2013- 2014 school year! We have a beautiful historic building of which we are very proud. I hope you will share this pride and do your part to maintain the dignity of our school.

Our school website is a great source of information. Please explore the site at www.paris.kyschools.us . You will find current information on our school programs, upcoming events, and athletics. Make sure you check out our teacher pages located on the school home page. Each teacher is required to keep a current description of their unit of study and weekly events. Many teachers post assignments and links to their class presentations. We also post our weekly newsletter entitled “Paris Happenings” on the principal’s page.

A copy of the SBDM policies is available on our website. SBDM meetings are scheduled monthly. We value your input and welcome you to be a part of our decision-making.

We will continue using the “traditional approach” to school this year. This is more fully explained later in this handbook. Our district mission is “Success One by One”. The PHs goal is to be a top 20 school in the state. I expect each student to set personal academic and behavior goals. Feel free to call on faculty, staff and administration to help you reach your goals.

Sincerely,

*Jami Dailey, Principal
Paris High School*

DISTRICT MISSION STATEMENT

“Success ~ One by One” ATTENDANCE SECTION

Early Dismissal from School

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

Tardies

Students are considered **tardy to class** if they are not in the classroom when the tardy bell rings. Students who are **tardy to school** must report to the office for an admittance slip. Tardies will be dealt with as a disciplinary matter. Students will be allowed only two (2) tardies per class per semester before being referred to the office. Each teacher will keep a record of tardies and warn the student on the first two tardies to class. On the third tardy and with each subsequent tardy, the student will be referred to the office.

ATTENDANCE POLICY AND PROCEDURE

(The specific policy can be found on pages 10-12 in the district handbook)

Throughout the year a student may have up to **5 absences (full day or half day) excused by a parent note**, phone call, or other parent contact and up to 5 tardies excused by a parent note, phone call, or other parent contact. A student may have an **unlimited number of doctor’s notes** (but doctor’s notes are REQUIRED after a student has submitted their parent notes/calls/contacts). **ALL excuse notes are to be handed into school staff within 5 days of the student’s return to school.**

A student is truant when he/she is absent from school without a valid excuse for **3 days or more**, or **tardy** without a valid excuse for **3 days or more**. **When a student is truant**, the student (if middle or high school age) and their parents will receive a letter from the courts to **enter a truancy diversion program**. The program will make every effort to help students and families resolve any issues which are impacting student attendance. **If truancy issues are not resolved through the truancy diversion program, and the student continues to be absent from school, a referral to the courts will be made.**

BELL SCHEDULE

8:15	-	8:30	Homeroom
8:35	-	9:25	First Period
9:30	-	10:20	Second Period
10:25	-	11:15	Third Period
11:20	-	12:15	Fourth Period
12:15	-	12:45	Lunch
12:50	-	1:40	Fifth Period
1:45	-	2:35	Sixth Period
2:40	-	3:30	Seventh Period

CAFETERIA REGULATIONS

Students are to use the walkway in front of the gym going to and from lunch. All students are to report to the cafeteria 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 in the trash their milk cartons, napkins, straws, and uneaten food, and to return their plate and silverware to the return area. Any food or milk spilled on the floor should be reported to one of the lunchroom workers. 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 lunch, only the restrooms next to the cafeteria are to be used. No food items are to be taken from the cafeteria. Students may bring their lunches but cannot leave school for lunch or have restaurants or others deliver lunch to school. Food and drinks, other than water, are not allowed in the classroom.

CLASSIFICATION AND PROMOTION

All students must be enrolled in seven (7) subjects per year unless an exception is granted by the principal. Students are promoted on the basis of units of credit earned by passing classes. To be promoted a student must have earned a set number of credits for the year. Those are as follows:

Freshman to Sophomore	5 credits
Sophomore to Junior	12 credits
Junior to Senior	18 credits

To be classified as a junior a student must have passed two (2) English credits, two (2) math, two (2) science, two (2) social studies and one (1) Literature or foreign language plus three (3) electives.

Students must also pass an additional twelve (12) credits during their junior and senior years, including all required classes to be eligible for graduation.

- Students will need 25 credits to graduate.
- Students must complete writing portfolio requirement
 - 1 Research Paper in Social Studies
 - 2 Content Pieces (Not from an English class)
 - 1 Literary (Completed in English class)
- Student must complete all portions of required state testing if enrolled in a Kentucky public school.

The principal may classify a junior as a senior if there is reasonable expectation that the student may graduate at the end of the school year.

Students who have not completed all of the above requirements will not be permitted to participate in graduation activities and will not receive a diploma.

If a student transfers from a school which operates under a different credit system, the principal and or counselor reserve the right to modify the number of credits required for graduation based on a sliding credit scale. (Rev. 8/10)

The Council will not allow any student who has not completed the credits required for graduation before the actual graduation date to participate in the ceremony. Parents will be notified at the end of the third nine week grading period if their child is in jeopardy of failing. Other requirements include: all school debt must be paid in full, school equipment and uniforms must be returned, library books and textbooks must be returned.

It is the student's responsibility to work with the counselor to be sure requirements are being met.

COLLEGE VISITS

Each student is permitted three college visits during their academic career at Paris high School. Students must schedule these visits in advance and complete and Educational Enhancement Opportunity form at least five (5) days prior to the scheduled visit.

CURRICULUM

Paris High School uses a traditional approach to education. The Traditional Program was designed for several reasons:

To provide strong basic skills in a highly structured educational environment

To clearly establish discipline and dress code

To promote learning with daily follow-up assignments

To teach student's the concepts of courtesy, patriotism, morality, and respect for others.

The key to successful students is parents. Within the Traditional Program, parents are expected to monitor their children's schoolwork and to support academic and extracurricular activities.

The selection of a program of studies is always a serious responsibility. Today's choices will greatly influence the future career of each student and making those choices is not an easy task. However, plans must be formulated to help each student plan a high school program wisely.

DIPLOMA TYPES

General Diploma:

English	4 credits
Math	3 credits
Science	3 credits
Social Studies	3 credits
Arts/Humanities	1 credit
Health/PE	1 credit
Electives	Remainder of credits

College Prep Diploma:

General Diploma requirements, plus two years of the same foreign language and four years of math including pre-calculus or higher (Rev. 2/11)

Kentucky Scholars Diploma:

College Prep requirements plus Physics

EXAMINATIONS

Tests will be given at the discretion of the classroom teachers. Tests are administered during the regular class period unless otherwise announced.

Beginning 2012, designated courses will be administered an end of course exam that will count as 10% of their final grade for the course.

Final Exam Policy - No student will be required to take more than two core content exams in one day. In the event that a student is scheduled to take three tests in one day, the third exam would be scheduled for another day agreed upon by teacher,

student and administrator with the exam date being bound by a written and signed contract. Exemption from this policy may occur due to absences.

EXTRACURRICULAR PARTICIPATION

Participation in school events which take place after the regular school hours (such as sports contests) will be permitted only to students who are passing five (5) out of seven (7) classes. Grades will be checked weekly during the season. For the year, students must be on track for graduation as defined under CLASSIFICATION AND PROMOTION.

A student must be in attendance at school at least one-half day on the day of an extracurricular event in order to participate that night, and the partial absence must be an excused absence as defined by the principal. The day after an extracurricular event, the student must attend school in order to participate in the next scheduled extracurricular event. Any absence during any portion of the school day on the school day after an extracurricular event must be excused, as defined by the principal, in order for the student to participate in the next scheduled event. The principal will decide on special situations on an individual basis. Students who leave school because of illness must have a physician's written verification of fitness to participate in that day's competition.

FEE SCHEDULE

Textbook and Locker Fee:

Paris High School requires a non-refundable \$40 book and locker fee for each student. The book and locker fee will be due the first day of school. **A \$10.00 late fee will be added to the textbook and locker fee if amount is not paid within 30 days of the first day of school or within 30 days of enrollment.** Students eligible for free or reduced lunch are granted a reduction in textbook and locker fees. Students who qualify for Reduced Lunch will owe a \$20 textbook and locker fee and those who qualify for Free Lunch will owe a \$10 textbook and locker fee. You also may be eligible for a waiver of this fee if you meet certain criteria. If you believe that your child qualifies for the lunch program or the fee waiver please call the office at 987-2168 to obtain the required paperwork.

Advanced Placement Fee:

Each student who takes an Advanced Placement class will be charged a \$50 fee due before the first day of school. Students are not required to take the AP test to get credit for the class, however the test is a requirement for fulfilling the Commonwealth Diploma criteria.

Athletic Fee:

All students playing a high school sport will be required to pay an annual athletic fee to participate in one or more sports. This fee is \$20 for the first child, \$15 for the second child, and \$10 for each child thereafter per household. This fee is due August 15th for Fall sports, November 15th for Winter sports, and March 15th for Spring sports and is not subject to waiver. If fees are not paid by the 1st athletic contest of their sport, the student cannot participate.

School Records Fee:

\$.10 (ten cents) per page

Summer School Fee:

There will be a \$50 per class fee for all students who participate in the summer credit recovery program. In order to participate students must be recommended by their

teachers and must meet certain academic criteria.

Transcript Fee:

\$2 per transcript

FIRE/TORNADO DRILLS

Procedures for fire and tornado procedures are posted in each classroom. Teachers will review these with students and drills will be held throughout the course of the year.

GRADING SCALE

A	93- 100
B	85- 92
C	77- 84
D	70- 76
E	0- 69

GRADING SYSTEM

No student will receive credit without completing the full course. An average of the grade "D" must be maintained in order for a student to be considered as passing in any subject. To receive credit for a subject at the end of the semester or year, a student must have earned a final average of at least the grade "D". It is the student's responsibility to know the grading procedures in each of his/her classes.

Homework, class participation, and class attendance are essential parts of each student's work. They are given due consideration along with examinations in our grading system to determine the final grade and credit earned at the end of the semester.

No work will be accepted after the last bell on the last day of class unless it is through a credit recovery program.

Calculation of GPA is based solely on completion of courses scheduled through the counseling department and taken during the regular school day. (Rev. 8/10)

Weighted Courses - All AP Courses, College Algebra or higher and English 101 will be weighted courses. Any new classes added to course catalog will be considered individually for weighted/non-weighted status.

GUIDANCE DEPARTMENT

The Counseling and Guidance Department of Paris High School has as its major aim, to assist each pupil to gain the most from his/her educational opportunities and to make the best use of his/her abilities. The program is based on the premise that each student develops physically, mentally, emotionally and socially at his/her own rate.

Students are urged to consult with the counselor on problems concerning school work, occupational information, course selection, college admission, scholarships, group or social problems, personal problems, and /or any problem for which the student feels counseling is needed. The counselor is eager to help you. The Guidance Program protects the privacy of the individuals involved and strict confidentiality measures are followed except in cases of danger to self and/or others. The student should arrange for a scheduled conference.

The Counselor is in charge of planning, administering, and interpreting tests. The results of these tests are posted on the pupil's cumulative records, which is kept in the counselor's office, along with other pertinent information for use in assisting the pupils, parents, and interested personnel.

The Guidance Office is located in Room 319. Numerous materials such as career booklets, vocational guidance information, life adjustments materials, charts, college catalogs and other higher educational information, and scholarship pamphlets are located there. Also, you will find a selection of books and other guidance material in the library. Students are invited to use these materials in the office during their free time or check them out for use at home.

LIBRARY

The library will be open each day from 8:00 – 3:45 PM. Students may independently use the library before and after school and during the school day, with teacher permission (using the library pass).

Reference books, newspapers and magazines are to be used in the library only. Books are checked out for a period of fourteen (14) days and may be rechecked additional times, unless the book is reserved.

LIBRARY COMPUTER POLICY

1. The computers and technology available through library are for the purpose of academic research and assignments, i.e. word processing, spreadsheets, research, and presentations.
2. Game playing is prohibited.
3. No one will reconfigure the hardware or software in any manner.
4. No one may save anything to the hard drive. Save to your sky drive, U; drive, or flash drive.
5. You may download files from the Internet to a thumb drive only.
6. No software may be loaded and no hardware may be attached to the computers.
7. Computers and technology will not be used for commercial, personal, or for-profit purposes.
8. All users must abide by the applicable Paris Independent, local, state and federal laws and regulations pertaining to Internet usage, especially in regard to minors.
9. Violation of regulations may result in loss of computer privileges.
10. Anyone making disturbances while using the computers will be asked to leave with possible loss of computers privilege for the rest of nine weeks or longer.

LOCKERS

Each student will be assigned a locker. **Sharing a locker with another student is not allowed.** These lockers are for the purpose of storing books, clothing, and other school supplies. Each student must assume responsibility for keeping his/her locker neat and locked. Do not write or mark on the lockers. Stickers and posters, etc., are not permitted on the outside of the locker. No locker should be visited except during time between classes unless by special permission from the teacher. When there is an assembly program, all books should be left in the classroom or locker. Each locker has a built in combination lock.

Students share their lockers with the school as co-tenant. The school has the right to conduct periodic searches in order to clean out old food and papers that could endanger health and safety or to look for over due books. The searches will be conducted on a regular basis.

PRINCIPAL'S LIST AND HONOR ROLL

Students making all "A's" will qualify for the Principal's List. Students making a 3.5 overall grade point average with no grade lower than a "B" will qualify for the Honor Roll. To make a 3.5 standing, the total number of points is based on 4 for an "A", 3 for a "B".

PROM

Attendance

All juniors and seniors are invited to prom and allowed to bring a date. (No dates from the middle school, and students outside of school must present a form of ID at the door.) You may buy your ticket(s) as long as you and your date—if from PHS—**do not have more than 3 unexcused absences, from the beginning of school until prom.** If you purchase your ticket, then get more than 3 unexcused absences before prom, you will not be allowed to attend prom, and we will not refund your money.

The day before prom, you are required to attend school for the entire day. This includes no tardies or early dismissals, no leaving during the day and returning or YOU WILL NOT BE ALLOWED TO ATTEND PROM!

Money

If you owe the school money for candy, book fees, band or other fundraisers, lost books, sports uniforms, etc., you will not be allowed to attend prom. Please pay these debts so you may participate!

Dress Code

Dress code at prom is formal.

REPORT CARDS

The school year is divided into four (4) nine-week periods. Two (2) nine-week grading periods constitute a semester. Report cards are issued shortly after the grading period ends. Midterm reports will be issued half-way through each grading period. The following symbols will be used to explain student's achievement on report cards and permanent records.

- A - Superior, 4 quality points
- B - High Achievement, 3 quality points
- C - Average, 2 quality points
- D - Poor, 1 quality point
- E - Failure, no quality points

SATURDAY SCHOOL PROGRAM

Saturday School is a detention with the sole purpose of improving behavior in the High and Middle Schools. The program is intended to provide a constructive and meaningful alternative to most suspensions. It also seems reasonable to believe that requiring students to correct their problem on their own time rather than on school time will serve as a deterrent not only to repeat offenders, but to most first time offenders.

RULES FOR SATURDAY SCHOOL

Saturday School is held in the Paris High School from 8:00 a.m. until 11:30 a.m. Students will enter the building by the front door of the high school before 8:00 a.m. If the

student is unable to attend Saturday School the parent or guardian must send a note with the student the following school day. The parent or guardian will have the sole responsibility for getting the student to and from Saturday School. Students must be present at 8:00 am and attendance will immediately be taken. They will not be able to leave the room until 11:30 a.m. (all students will be given the privilege of one restroom break at the midpoint of the session for a maximum of 5 minutes). **Students who are late will not be admitted and will be counted absent!**

All books and supplies shall be supplied by the student.

Students assigned to Saturday School shall maintain exemplary behavior at all times while on campus.

Students will not be dismissed early from Saturday School unless approved by the principal.

Students who communicate in anyway, pass materials of any kind, do not appear to keep busy, or put their heads down will be dismissed with no credit for the time spent.

All regular school rules (including dress code), as printed in the student handbook, are in effect.

SCHOOL LOAD

The normal load at Paris High School is seven (7) classes per semester. All correspondence or extension courses for high school credit shall be approved in advance by the principal or his/her designee.

A student who earns high school credits during the summer by attending summer school and/or completing correspondence courses for promotion to the next grade level shall be promoted provided the required course work is completed prior to the opening day of school and the guidance counselor had been so notified by the school or college sponsoring the course.

All students are expected to spend seven (7) periods per day in school in grades 9-12 except fifth year students who are required only to take the course lacking for graduation.

SCHOOL SAFETY

Paris Independent Schools is partnering with Crimestoppers. There is a Crimestoppers mailbox located in the outer room of the counselor's office for tips. There is a cash reward for any information that leads to an arrest. We also have a Safe School Helpline at 1-800-4-1-VOICE. This is available for students to call if they spot any activity which hurts students or our school. Their names are never asked. We would like to encourage our students to take advantage of these services which can only serve to make our school community a safer place.

VALUABLES

Students should not leave valuable items where they may be picked up. This includes cell phones or other technologies. The school will not be responsible for lost or stolen valuables or personal items.

YOUTH SERVICES CENTER

The Youth Service Center has been created in keeping with school-based decision making concept of the Kentucky Education Reform Act. The intent of the Center is to enhance students' abilities to succeed in school by assisting youth and families in meeting some of their basic needs. The program at the center is designed to work with such students as potential drop-outs, pregnant teenagers, children of substance abusers, victims of physical, sexual or psychological abuse and those with alcohol/drug problems. This is done by providing services in the Center and by linking families to agencies in Paris-Bourbon County. All students enrolled in Paris High School and their families are eligible to receive services from the Center. Services provided are 1)

referrals to health and social services; 2) arranging for employment counseling, training, and placement; 3) promoting summer and part-time job development; 4) providing drug and alcohol abuse counseling; 5) arranging family/life and mental health counseling. The Center welcomes all students and their families. Anyone not wanting family members to use the services of the Center, please send a written statement to the school. Various education support groups will be offered throughout the year. Anyone having questions or concerns is invited to call Miriam Wagner at 987-2081.