



2026-2027 STUDENT HANDBOOK

STATEMENT ON RIGHTS AND RESPONSIBILITIES AND STUDENT CODE OF CONDUCT



Stephen M. McCauley, Superintendent

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

School Start and Ending Times:

Paris Elementary	7:35 am to 2:50 pm
Paris Middle	8:15 am to 3:30 pm
Paris High	8:15 am to 3:30 pm
Preschool - Morning	7:15 am to 10:15 am
Preschool - Afternoon	11:05 am to 2:05 pm

The Paris School District provides equal educational and employment opportunities.

As required by law, the Board of Education does not discriminate based on 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 - Kyle Campbell & Stephanie Harmon Section ---504 Coordinator - Stephanie Harmon

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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 the implementation and application of this Code throughout the District. The Principal is responsible for the 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 be included in the school's SBDM policies. 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.

NOTICE OF NONDISCRIMINATION

As required by federal law, the District does not discriminate based on race, color, national origin, sex, genetic information, disability, or age in its programs and activities and provides equal access to its facilities to 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, parents/guardians, and other beneficiaries such as participants in activities offered to the public.

Title IX Coordinator --- Mr. Kyle Campbell and Stephanie Harmon; Section 504 Coordinator--- Stephanie Harmon

Please contact Mr. Stephen McCauley, 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. 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 online for inspection on the District's website.

RIGHTS AND RESPONSIBILITIES

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 are 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. I do my best to meet the requirements of each course/class.
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 deal 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 classwork and homework.
5. Be involved with school activities.
6. Keep in touch with the school about my child's progress and communicate civilly.
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 school enrollment; or (c) when my child has other problems that may affect my child's performance in school.
11. Know the rules of conduct of Paris City Schools and 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 reasonably and fairly:

- 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 based on race, color, national origin, age, religion, marital status, political beliefs, sex, or disability.
- Insubordination (disobedient or defiant behavior)
- Sale of items for school fundraising purposes without prior approval of the Superintendent or Board of Education
- Wearing apparel and accessories that disrupt the educational process or threaten health or safety

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

- Absence from school without a valid excuse
- Tardy without a 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 to others

DISCIPLINE

Discipline at Paris City Schools is predicated on the right of every student to the best education his/her abilities permit. Any action by the student that 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. The teacher completes an appropriate referral form (except in emergencies).
2. The principal or designee investigates the issue, observing the student's right to due process.
3. The principal or designee determines the 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/guardians are notified of suspensions and are required to attend an administrative conference before the student returns 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 the 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 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.

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. Violations are separated into four classifications ranging from relatively minor misconduct in Class I to relatively major misconduct in Class IV. 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.

CLASS I VIOLATIONS

A Class I Violation includes relatively minor misconduct that rarely has the potential to result in consequences outside of the district.

- **DISRUPTIVE BEHAVIOR:** This violation means causing an interruption of the learning environment: 1) On the way to or from a class or activity; or 2) In a class or activity despite the corrective efforts of school personnel.
 - Examples include, but are not limited to, the following:
 - Continuing to talk at inappropriate times during a lesson or activity (e.g., while a teacher is talking or engaging in a side conversation with another student or group).

- Communicating in an inappropriate way (e.g., engaging in sustained loud talk, yelling, or screaming; making inappropriate noises either verbally or with materials; or mimicking/repeating a teacher's words).
 - Distracting other students while they are working.
 - Engaging in other continued "off-task" disruptions despite the corrective efforts of school personnel (e.g., engaging in sustained out of seat behavior or calling out to others without permission).
- **DRESS CODE VIOLATION:** This violation means dressing in a manner that: 1) Creates a disruption that interrupts classroom instruction; or 2) Otherwise violates the school dress code.
 - **NOTE:** No discrimination is allowed on the basis of race, color, national or ethnic origin, age, religion, sex, genetic information, identity, sexual orientation, political affiliation, veteran status and disability.
 - Examples include, but are not limited to, the following:
 - Wearing items associated with illegal or prohibited organizations, including any type of attire that references, demonstrates support for, symbolizes, or suggests involvement in gang activity, affiliation with gangs, or organizations/group that promote illegal or prohibited activities (e.g., "colors", bandanas, flags, hair nets, or certain types of jewelry).
 - Wearing items that reference activity that is either illegal outright or prohibited for minors (e.g., clothing that promotes the use of drugs, alcohol, or tobacco or other criminal activity).
 - Wearing items that display or promote messages considered offensive by community standards, including any type of attire that contains violent, sexual, or offensive language (e.g., language, phrases, slogans, pictures, diagrams, drawings, or symbols).
 - Wearing items that display messages of bias, including any type of attire that contains language which advocates or demonstrates approval of discrimination based on ethnic background, color, race, national origin, religious belief, sexual orientation, or disability.
 - Wearing items that are overly revealing, suggestive, obscene or lewd, including any type of attire that is likely to expose parts of the body with movement, those that expose body contours or regions of the body (e.g., tube tops, cut off shirts, sagging pants, "bare midriff" tops), and those that are tailored from transparent materials or improperly maintained.
 - Wearing items that may conceal the condition or identity of the student within a building, classroom or on a bus.
- **OUT OF ASSIGNED OR DESIGNATED AREA; SKIPPING CLASS; UNEXCUSED TARDY TO CLASS:** This violation means 1) being on campus but away from the area, class, or activity or missing a portion or part of class or assigned activity without knowledge and authorization of an administrator, or staff member; or 2) Being in a prohibited area.
 - **NOTE:** Refer to individual school policy on class tardiness and skipping.
 - Examples include, but are not limited to, the following:
 - Arriving late to a class or activity already in session.
 - Arriving back to class late after an activity.
 - Missing the entire class or activity.
 - Leaving class without permission.
 - Failing to have appropriate hall pass when required.
 - Being in a place that is "off limits" (or other room or area) that requires permission from staff.

- Moving from a classroom, playground, or lunchroom to another area on campus at an inappropriate time or without the permission of the area supervisor.
 - Failing to arrive at an assigned class, program, or activity after being on campus without the knowledge or permission of a teacher.
- **PERSONAL TELECOM DEVICE:** This violation means possessing or using (turning on) a device that emits an audible signal, vibrates, displays a message, or otherwise summons or delivers a communication to the possessor [KRS 158.165(2)] either during a restricted time or in a manner that has disrupted the setting.
 - Examples include, but are not limited to, the following:
 - Using a cellular/smart phone, smart watch, digital tablet, laptop, e-reader or netbook (e.g., a Chromebook®) or paging device without permission.
 - Using a wireless accessory for such a device without permission (e.g., Bluetooth® and other headsets).
 - Using a mobile consumer electronics device (e.g., laptop, iPad®, iPod®, MP3 player, CD player, radio, pager, or “walkie-talkie”) not provided by the school or used in relation to the school setting.
 - Bringing cameras (e.g., 35mm camera, box camera, or digital camera), electronic gaming consoles or games (e.g., “Gameboy®” or PSP) or other toys of any kind to school.
- **PUBLIC DISPLAY OF AFFECTION:** This violation means consensual touching, hugging, kissing, or fondling in public that is beyond casual contact and which creates, or has the potential to create, a disturbance of the setting or school.
 - Examples include, but are not limited to, the following:
 - Engaging in consensual non-verbal conduct of an intimate nature that disrupts the learning environment in view of one or more bystander(s) (e.g., sitting on the lap of another student, massaging another student or kissing another student).
 - Touching another student in a suggestive manner (e.g., “grinding” or “twerking” while dancing).

CLASS II VIOLATIONS

A Class II Violation includes relatively moderate misconduct that occasionally has the potential to result in consequences outside of the district.

- **FALSE NOTE/REPORT OR CHEATING:** This violation means: 1) Providing false information to a school official; or 2) Tampering with, altering, or destroying an unofficial document, note, or signature OR 3) copying/plagiarizing another's work and submitting it as one's own.
 - Examples include, but are not limited to, the following:
 - Using a cell phone to transmit test items, test answers or other secured information to others or obtaining material or work from a teacher or another student in a dishonest or unauthorized way.
 - Copying assignment/homework responses of another student.
 - Requesting, offering, giving, or receiving information during a quiz.
 - Presenting the labor, language, structure, or concepts of others as one's own original work.
 - Obtaining unauthorized/undocumented material from the internet.
 - Disseminating, distributing, copying, printing, or creating derivatives of the intellectual property of others works without authorization.

- Failing to be truthful when questioned by a school official.
 - Making a false accusation of non-criminal activity.
 - Signing a parent/guardian's name on a progress report or a teacher's name on an eligibility report.
 - Changing the expiration time of a hall pass.
- **DISREGARDING SAFETY:** This violation means any action or behavior with the potential to injure the student or others.
 - Examples include, but are not limited to, the following:
 - Self-Endangerment
 - Initiating a prank (e.g., pushing or tripping).
 - Engaging in "horseplay" or "roughhousing" (e.g., wrestling or running in high traffic areas).
 - Possessing potentially dangerous items (e.g., matches or lighters).
 - Leaving an external door propped open during school hours.
 - Keeping prohibited items in a locker in violation of a school locker policy.
 - Using skateboards, roller blades, or "roller shoes" on campus.
 - Crossing streets or high traffic areas on campus on foot in an unsafe manner or in non-designated locations.
 - Parking a bicycle, moped or car in non-designated areas on campus or without a valid operator's license and/or permit where applicable.
 - Blocking bus or car "drop off" lanes at a school.
 - Refusal to follow school safety protocols and procedures
- **FAILURE TO FOLLOW STAFF INSTRUCTIONS:** This violation means any verbal, physical, or symbolic: 1) Refusal to comply with reasonable requests of school personnel; 2) Refusal to stop a disruptive behavior; or 3) Failing to accept in-school disciplinary measures.
 - Examples include, but are not limited to, the following:
 - Continuing to refuse to follow classroom rules or the directives of school personnel, after reteaching directions were given
 - Ignoring instructions to remain quiet on a school bus.
 - Disregarding a warning/refusing to leave an area. Loitering.
 - Failing to relinquish a cell phone or other device that is being used in a manner that violates this code when requested by staff.
 - Refusing verbally to participate in an assigned lesson or activity.
 - Refusing to identify oneself or to display a school-issued ID
 - Failing to participate in a state-mandated test.
 - Refusing to go to RESET/In School Suspension (ISS)
 - Continuous refusal to follow school health protocols
- **GANG ACTIVITY (PROMOTING):** This violation means displaying signs, signals, or gestures indicative of affiliation or advertisement of an organized gang, group, or organization which advocates disruption or violence or has a history of group violence or disruption.

AND/OR

PROFANITY OR VULGARITY: This violation means using profanity, not directed at a person, which includes swearing or the use of vulgar or inappropriate words, objects or gestures in a way that causes disruption or alarm.

- Examples include, but are not limited to, the following:

- Using offensive (but non-discriminatory/non-threatening) words (e.g., verbal, or written swearing, foul language, profanity or obscenity during an outburst of anger or exclamation) that are not directed toward another person.
 - Using a symbolic (but non-discriminatory/non-threatening) gesture (e.g., hand signs with specific connotations) in a similar manner.
 - Displaying gang graffiti and/or accessories (e.g. drawings, hats/bandanas with known gang signage.)
- **TOBACCO POLICY VIOLATION: POSSESSION OR USE:** possession or under the influence of a nicotine or tobacco product, including but not limited to smoking, chewing, vapor products or other alternative nicotine products

AND/OR

TOBACCO POLICY VIOLATION: DISTRIBUTION: distribution of a nicotine or tobacco product, including but not limited to smoking, chewing, vapor products or other alternative nicotine products

- Examples include, but are not limited to, the following:
 - Possessing or using smoked forms of tobacco (e.g., cigarettes, cigars, and pipe tobacco).
 - Possessing or using “smokeless” forms of tobacco (e.g., alternative nicotine product, chewing tobacco or “snuff”).
 - Possessing or using electronic “cigarettes” (i.e., e-cigarettes, vapor products).
 - Possessing tobacco paraphernalia (e.g., rolling papers or tobacco pipes).
 - Possessing or using a Nicotine Pouch.

CLASS III VIOLATIONS

A Class III Violation includes relatively major misconduct that often has the potential to result in consequences outside of the district.

- **BULLYING:** This violation means any unwanted aggressive behavior that involves power imbalance toward other persons; the behavior is repeated or has the potential to be repeated (complete definition found in KRS 158.148)
 - **NOTE:** Acts motivated by age, color, disability, gender identity, national origin, political affiliation, race, religion, sex, sexual orientation, veteran status, or any other reason not related to the student's individual capabilities may hinder the other party's health, safety, welfare or right to attend school or participate in school activities and will not be tolerated. Further, such acts: 1) Are subject to the district's harassment/discrimination complaint procedure; and 2) May represent serious violations of civil and/or criminal law.”
 - Examples include, but are not limited to, the following:
 - Repeatedly engaging in the “cyber-bullying” of another student (e.g., on social media, on a blog, by sending a text message, or in a picture).
 - Filming acts of Bullying and sharing with other members of the school community (ex. Texting, social media, iPhone Airdrop, etc.)
 - Name-calling, telling stories or jokes, or using pictures or objects that are offensive to one's race, color, national origin, age, religion, or disability. Teasing in a cruel manner, threatening, or socially excluding another student.
 - Drawing or taking a picture, writing a note, or making a gesture conveying a meaning of harm, humiliation, or intimidation to the recipient).

- Making comments about another student based on race, color, national origin, age, religion, sex, gender identity, sexual orientation, disability, or any other reason not related to the student's individual capabilities, that may hinder his or her health, safety, welfare, or right to attend school or participate in school activities.
 - Pushing, pulling, punching near, or striking near a person in a way that: 1) Creates a climate of abuse; 2) Causes psychological or physical injury; or 3) Conveys an intent to use violence against another person or to damage his or her property.
 - Grabbing, touching, slapping, or pulling hair (e.g., attempting to draw an unwilling participant into combat).
 - Demonstrating power (e.g., shoving a person against a wall, cornering/blocking his/her movement or invading personal space).
 - Online communication such as sending, posting, or sharing negative, harmful, false, or mean content about someone else causing embarrassment or humiliation.
 - Seeking to involve students with disabilities in antisocial, dangerous, or criminal activity where the students, because of disability, are unable to comprehend fully or consent to the activity
- **DISORDERLY CONDUCT:** This violation means being in a public place and with intent to cause public inconvenience, annoyance, or alarm, or wantonly creating a risk [KRS 525.060(1)]: 1) Engaging in fighting or in violent, tumultuous or threatening behavior; 2) Making unreasonable noise; 3) Refusing to obey an official order to disperse issued to maintain public safety in dangerous proximity to an emergency; or 4) Creating a hazardous or physically offensive condition by any act serving no legitimate purpose.
 - Examples include, but are not limited to, the following:
 - Participating in a disruptive event that substantially interferes with the educational process or with school operations (e.g., running hallways and kicking doors, walk-outs, sit-downs, or picketing).
 - Advising, counseling, or inciting others to create or contribute to a disruptive event.
 - Failing to disperse from a crowd after being requested to do so by a school official or police officer.
 - **ENDANGERING OTHERS:** This violation means advising, counseling, or compelling someone to participate in an act that injures, degrades, or disgraces the participant or other person.

AND/OR

ENDANGERING OTHERS; WANTON ENDANGERMENT: This violation means engaging in conduct that creates a substantial danger of physical injury to another person [KRS 508.060(1) and 508.070(1)].

- Examples include, but are not limited to, the following:
 - Creating a hazard situation with equipment (e.g., Bunsen burners, glassware, or paint solvents).
 - Chasing another student with a dangerous object (e.g., scissors).
 - Organizing, conducting, or participating in an initiation into a secret, society, club, or organization that puts participants or others in danger.
 - Operating a motor vehicle on or near school property or a school bus in an unsafe manner.
 - Exceeding campus or school zone speed limits.
 - Blocking bus or car "drop off" lanes at a school.

- **FIGHTING**: This violation means engaging in intentionally aggressive physical actions, involving physical contact where some injury may occur.
 - **NOTE**: "Self-defense" is determined solely by the school administrator, considering whether or not the student's actions were indicative of self-protection vs. willingness to participate in fighting.
 - Examples include, but are not limited to, the following:
 - Engaging in mutual combat (e.g., any physical contact between students involving hitting, scratching, kicking, pulling of hair, wrestling for leverage, or the use of fists; or participating in a "fight club").
 - Engaging in an altercation between multiple students or any other act involving imminent or actual physical violence in which two or more sides have contributed to the altercation either verbally or physically regardless of who initiated it.
- **FORGERY/COUNTERFEITING**: This violation means falsely making, completing, or altering a written instrument with intent to defraud, deceive or injure [KRS 516.020 through 516.040].

AND/OR

FRAUD: This violation means (1) attempting to deceive others, typically by unjustifiably claiming or being credited with accomplishments or qualities (2) wrongfully or criminally deceiving, intending to result in financial or personal gain.

- Examples include, but are not limited to, the following:
 - Making, completing, or altering a written instrument (e.g., creating false identification; or signing a parent/guardian's signature on a check).
 - Obtaining money or property by false pretenses (e.g., using a teacher's credit card; or using a "skimming" device to extract personal identification numbers from passersby).
 - Tampering with an official document (e.g., changing an attendance sheet; or altering/deleting a grade or transcript).
 - Interfering with official proceedings (e.g., concealing evidence, tampering with a witness, or otherwise interfering with an investigation; or attempting to bribe a school official).
- **GAMBLING**: This violation means staking or risking something of value upon the outcome of a contest, game, gaming scheme, or gaming device, which is based upon an element of chance, in accord with an agreement or understanding that someone will receive something of value in the event of a certain outcome, on school property or at a school-sponsored event.
 - **NOTE**: This violation does not include school-sanctioned activities of chance.
 - Examples include, but are not limited to, the following:
 - Organizing or engaging in any game, activity, event or simulation based on skill or chance that traditionally requires participants to risk money or property for the possibility of gain regardless of whether or not a wager is formally placed.
 - Engaging in a game of skill or chance (e.g., craps or poker).
 - Accessing gaming sites (e.g., web-based poker tournaments).
 - Placing a wager on a non-participatory event (e.g., professional or college level sports bets or scoring pools).
 - Acting as a sports book (e.g., holding bets until an event is over for the payment of winners or keeping score for later settlement).
- **HARASSMENT (NON-SEXUAL)**: This violation means performing any of the following with intent to intimidate, harass, annoy or alarm another person [KRS 525.070(1)]: 1) Striking, shoving, kicking or otherwise subjecting a person to physical contact; 2) Attempting or threatening to strike, shove, kick, or

otherwise subject a person to physical contact; 3) Making an offensively coarse utterance, gesture, display, or address containing abusive language to any person present in a public place; 4) Following a person in or about a public place or places; 5) Engaging in a course of conduct or repeatedly committing acts which alarm or seriously annoy such other person and which serve no legitimate purpose; or 6) Being enrolled as a student in a local school district, and while on school premises, on school-sponsored transportation, or at a school-sponsored event:

- Damaging or committing a theft of property.
- Substantially disrupting the operation of the school; or
- Creating a hostile environment by means of any gestures, written communications, oral statements, or physical acts that a reasonable person under the circumstances should know would cause another student to suffer fear of physical harm, intimidation, humiliation or embarrassment.
- NOTE: Acts motivated by age, color, disability, gender identity, national origin, political affiliation, race, religion, sex, sexual orientation, veteran status, or any other reason not related to the student's individual capabilities may hinder the other party's health, safety, welfare or right to attend school or participate in school activities and will not be tolerated. Further, such acts: 1) Are subject to the district's harassment/discrimination complaint procedure; and 2) May represent serious violations of civil and/or criminal law."
- Examples include, but are not limited to, the following:
 - Abusing, intimidating, or threatening another student
 - Making offensive written statements (e.g., hand-written notes or drawings; typewritten letters; newspaper editorials; drawings or graffiti; emails, text messages; web pages; or blog entries).
 - Intimidating or retaliating in any way against any person who has reported or witnessed harassment, bullying or other violation of the Student Code of Conduct.
 - Name-calling, telling stories or jokes, or using pictures or objects that are offensive to one's sex, gender identity, or sexual orientation.
 - Continuing to request a date or social time after disinterest has been made clear.
 - Making unwanted or offensive flirtations or jokes.
 - Making degrading remarks about a person's body.
 - Derogatory nicknames, slurs, intimidation, name calling, ridicule or mockery, insults, put downs, stereotyping, demeaning stories, jokes, or pictures relating to any of the protected classes.

- **HARASSMENT (SEXUAL)**: This violation means any non-mutual, non-consensual conduct involving gender or sex that is perceived by the recipient, a third party or a reasonable disinterested person to be severe and/or pervasive, unwelcome, unsolicited, undesirable, abusive, sexually discriminatory or offensive.

- NOTE: Acts motivated by age, color, disability, gender identity, national origin, political affiliation, race, religion, sex, sexual orientation, veteran status, or any other reason not related to the student's individual capabilities may hinder the other party's health, safety, welfare or right to attend school or participate in school activities and will not be tolerated. Further, such acts: 1) Are subject to the district's harassment/discrimination complaint procedure; and 2) May represent serious violations of civil and/or criminal law."
- Examples include, but are not limited to, the following:
 - Making unwelcome sexual advances, lingering touches, or sexual violence.
 - Making unwelcome requests for sexual favors or propositions/pressure for sexual activity.
 - Making sexually suggestive remarks or spreading sexual rumors.
 - Making sexual innuendos or double entendres
 - Inquiring about someone's sexual preferences or practice.

- Sharing pornographic or sexually suggestive images, objects, materials, emails, text-messages, or faxes.
 - Leering or making sexually suggestive gestures or facial expressions
 - Making degrading remarks about a person's body.
- **HARASSING COMMUNICATION:** This violation means performing any of the following with intent to intimidate, harass, annoy or alarm another person [KRS 525.080(1)]: 1). Communicating with a person, anonymously or otherwise, by telephone, telegraph, mail or any other form of written communication in a manner which causes annoyance or alarm and serves no purpose of legitimate communication; 2) Making a telephone call, whether or not conversation ensues, with no purpose of legitimate communication; or 3) Communicating, while enrolled as a student in a school district, with or about another school student, anonymously or otherwise, by telephone, the Internet, mail, or any other form of electronic or written communication in a manner which a reasonable person should know would cause the other student to suffer fear of physical harm, intimidation, humiliation, or embarrassment and which serves no purpose of legitimate communication.
 - **NOTE:** Acts motivated by age, color, disability, gender identity, national origin, political affiliation, race, religion, sex, sexual orientation, veteran status, or any other reason not related to the student's individual capabilities may hinder the other party's health, safety, welfare or right to attend school or participate in school activities and will not be tolerated. Further, such acts: 1) Are subject to the district's harassment/discrimination complaint procedure; and 2) May represent serious violations of civil and/or criminal law."
 - Examples include, but are not limited to, the following:
 - Engaging in the "cyber-harassment" of another student (e.g., on social media, on a blog, by sending an email, a text message, or in a picture)
 - Filming fights and sharing with other members of the school community (ex. texting, social media, iPhone Airdrop, etc.)
- **INAPPROPRIATE SEXUAL BEHAVIOR:** This violation means engaging in any mutual, consensual sexual activity.
 - Examples include, but are not limited to, the following:
 - Engaging in sexual activity at school, on the way to or from school on a school provided transport, or at a school-sponsored activity.
- **INDECENT EXPOSURE:** This violation means intentionally exposing genitals under circumstances in which he or she knows, or should know, that such conduct is likely to cause affront or alarm to a person [KRS 510.148(1) and 510.150(1)].
 - Examples include, but are not limited to, the following:
 - Intentionally exposing oneself or someone else to one or more other persons (e.g., revealing breasts, buttocks, or genitals; or "de-pantsing").
 - Urinating in Public
 - Intentional display of nudity in sight of the general public
 - Intentionally exposing genitals in public, for example on bus, or on school campus
 - Willfully masturbating in sight of the general public
- **LEAVING CAMPUS/SKIPPING SCHOOL:** This violation means leaving the school campus in which you are enrolled or being absent from school without the principal's permission/school authorization.
 - Examples include, but are not limited to, the following
 - Leaving campus without obtaining administrative authorization before the end of the school day (e.g., at lunch).

- Leaving campus after arriving but before being reported as present.
 - Leaving campus without following the proper checkout procedure.
 - Refusing to attend school.
- **MENACING**: This violation means intentionally placing another person in reasonable apprehension of imminent physical injury [KRS 508.050(1)].
 - **NOTE**: Acts motivated by race, color, national origin, age, religion, sex, gender identity, sexual orientation, disability, political affiliation, veteran status, or any other reason not related to the student's individual capabilities may hinder the other party's health, safety, welfare or right to attend school or participate in school activities and will not be tolerated. Further, such acts: 1) Are subject to the district's harassment/discrimination complaint procedure; and 2) May represent serious violations of civil and/or criminal law.
 - Examples include, but are not limited to, the following:
 - Engaging in conduct of a threatening nature that either conveys the intent to use force, power or physical attack to commit violence or arouses a reasonable fear by the victim that such an attack is imminent due to the "present ability to succeed" of the perpetrator (e.g., raising and drawing back of a hand or fist in order to make the other individual believe he/she/they is about to be slapped or punched; or swinging/jabbing a hand toward someone to cause the person to flinch, duck or raise his or her hands in anticipation of being struck).
 - Acting in a violent and/or unpredictable manner in close proximity to another person (e.g., picking up a chair and throwing it across a room).
 - Intimidating or retaliating in any way against any person who has reported or witnessed harassment, bullying or other violation of the Student Code of Conduct.
 - A student acts as if they are going to throw a punch but does not hit the other person.
 - A student threatens another person with suggestive or dangerous actions.
 - A student makes someone believe they are about to be in serious danger.
 - A student shows they are about to inflict harm to another student or employee. (ex. Picking up a chair or another harmful object acting like they are going to throw it towards the person)
- **MILD SEXUAL BEHAVIOR**: This violation means there was a public display of affection (such as kissing and excessive hugging), consensual sexual acts, mooning, patting buttocks (as opposed to grabbing), etc. which are of a consensual or harmless nature. This may also include viewing and/or sharing pornographic materials.
 - Examples include, but are not limited to, the following:
 - Possessing, exhibiting, transmitting, distributing, or creating pornography (e.g., bringing erotic content to school; downloading erotic content; or creating erotic material in an art class).
- **OTHER DRUG/OVER THE COUNTER DRUG**: This violation means the possession, use, distribution or sale of any over the counter ("OTC") product or non-controlled prescription medication in a manner inconsistent with established procedure.
 - Examples include, but are not limited to, the following:
 - Keeping any OTC remedy (e.g., aspirin, Tylenol®, antihistamines such as Benadryl®, or laxatives) or non-controlled prescription (e.g., an antibiotic or decongestant) in a backpack, locker, or on your person.
 - Use of an OTC substance without prior notification of, and authorization by, school officials.

- Providing, selling, offering, or obtaining any such item to/from another student (no evidence of misrepresentation as a drug).
- **PROPERTY DAMAGE OR VANDALISM; CRIMINAL MISCHIEF:** This violation means a person [KRS 512.020 to 512.040]: 1) Intentionally or wantonly defaces, destroys, or damages any property without having the right to do so or any reasonable ground to believe that he or she has such right; or 2) Tampers with property so as to knowingly endanger the person or property of another.
 - **NOTE:** Acts motivated by race, color, national origin, age, religion, sex, gender identity, sexual orientation, disability, political affiliation, veteran status, or any other reason not related to the student's individual capabilities may hinder the other party's health, safety, welfare or right to attend school or participate in school activities and will not be tolerated. Further, such acts: 1) Are subject to the district's harassment/discrimination complaint procedure; and 2) May represent serious violations of civil and/or criminal law.
 - Examples include, but are not limited to, the following:
 - Defacing school grounds or facilities (e.g., "tagging").
 - Demolishing signs, foliage, sprinklers, windows, or doors.
 - Damaging furnishings (e.g., engraving desks), fixtures (e.g., toilets) or equipment (e.g., storage cases).
 - Engaging in an act of sabotage (e.g., plumbing).
 - Destroying consumable materials (e.g., defacing textbooks).
 - Damaging personal property in retaliation (e.g., slashing a teacher's tires after a poor grade is received).
 - Disconnecting network components, changing hardware configurations without authorization, or loading unauthorized software.
 - Scanning network ports, introducing viruses, or changing user permissions.
 - Altering or erasing computer programs or data without permission.
- **STALKING:** This violation means intent to stalk another person or make explicit or implicit threat to place a person on reasonable fear of sexual contact, physical injury, or death (complete definitions found in KRS 510.140 and KRS 508.150)
 - Examples include, but are not limited to, the following:
 - Hacking into a person's social media account to find personal information; Creating fake social media accounts to keep in touch with an ex-partner; sending hundreds of unwanted text messages or emails; posting or threatening to post explicit pictures of an ex-partner online
 - Repeated and unwanted communications through phone calls
 - Following the victim to work, schools, home, or other places that they frequently visit
 - Damaging the victim's home or other property
 - Sending victim unwanted gifts
 - Obtaining information about the victim through the public use of public records, online searched, going through the victim's garbage or belongings
 - Contacting the victim's family, friends, neighbors, or co-workers
 - Hiring a private investigator to follow or discover information about the victim
- **STEALING/LARCENY- THEFT (CRIMINAL):** This violation means the unlawful taking, possessing, carrying, leaving with or riding away with property of the district or another person without threat, violence, or bodily harm.

AND/OR

THEFT; POSSESSION OF STOLEN PROPERTY: This violation means buying, selling, receiving, or otherwise possessing property stolen from the district or another person.

- **NOTE:** All personal property is brought onto campus at the risk of its owner. The district is not responsible for personal property brought onto school campuses.
- Examples include, but are not limited to, the following:
 - Taking personal property of others (e.g., stealing music, electronics, wallets, purses, backpacks, collectibles, electronic devices such as cell phones, iPads®, laptops, MP3 players and CD players)
 - Accessing a computer system without authorization.
 - Removing property from the control, custody or care of the school or district, a staff member, a student or a third-party victim under non-confrontational, covert, or deceptive circumstances.
 - Taking school or district property (e.g., leaving a computer lab with a hard drive in a backpack or removing equipment from a locker room).
 - Taking personal property belonging to another student or staff member (e.g., taking money from a teacher's wallet, copying personal information to engage in identity theft; or the misrepresentation of an item sold, exchanged, or bartered).
 - Assisting another student in such an activity (e.g., receiving, possessing, and/or storing of stolen items/materials.)
 - Knowingly receiving, retaining, or disclosing data obtained through the misuse of computer system information.
- **NOTE:** Acts motivated by race, color, national origin, age, religion, sex, gender identity, sexual orientation, disability, political affiliation, veteran status, or any other reason not related to the student's individual capabilities may hinder the other party's health, safety, welfare or right to attend school or participate in school activities and will not be tolerated. Further, such acts: 1) Are subject to the district's harassment/discrimination complaint procedure; and 2) May represent serious violations of civil and/or criminal law.

- **THREATENING- STUDENT OR STAFF:** This violation means to cause reasonable apprehension or threat of physical harm to another student, staff person, or school representative through statement, communication, conduct or gesture.

- **NOTE:** Acts motivated by race, color, national origin, age, religion, sex, gender identity, sexual orientation, disability, political affiliation, veteran status, or any other reason not related to the student's individual capabilities may hinder the other party's health, safety, welfare or right to attend school or participate in school activities and will not be tolerated. Further, such acts: 1) Are subject to the district's harassment/discrimination complaint procedure; and 2) May represent serious violations of civil and/or criminal law.
- Examples include, but are not limited to, the following:
 - Making verbal or written threats to hit, fight or harm student or staff
 - Intentional behavior that would cause a person fear of injury or harm
 - Engaging in conduct of a threatening nature that either conveys the intent to use force, power or physical attack to commit violence or arouses a reasonable fear by the victim that such an attack is imminent due to the "present ability to succeed" of the perpetrator
 - Gesturing or posturing toward someone creating fear
 - Raising hand or fist in order to make the other believe he/she/they are about to be slapped or punched or engage in physical attack
- **NOTE:** Review Terroristic Threat if threat involves weapons, threat to cause bodily injury with weapons of mass destruction, threatens to commit any act likely to result in death or serious physical injury to any person

- **VERBAL ABUSE:** This violation means using abusive and demeaning language to attack or injure an individual, this could include but not limited to talking back, name calling, creating socially rude interactions.
 - NOTE: Acts motivated by race, color, national origin, age, religion, sex, gender identity, sexual orientation, disability, political affiliation, veteran status, or any other reason not related to the student's individual capabilities may hinder the other party's health, safety, welfare or right to attend school or participate in school activities and will not be tolerated. Further, such acts: 1) Are subject to the district's harassment/discrimination complaint procedure; and 2) May represent serious violations of civil and/or criminal law.
 - Examples include, but are not limited to, the following:
 - Using disrespectful, antagonizing, and attacking language
 - Using language that is reasonably perceived by a receiving victim and/or a bystander as belittling
 - Using words that insult someone or causes him/her to believe an untrue statement
 - Making personal attacks (e.g., engaging in abusive or malicious criticism of another student or a staff member).
 - Using derogatory or degrading name calling

CLASS IV VIOLATIONS

A Class IV Violation includes relatively extreme misconduct that has the potential to result in consequences outside of the district.

- **ALCOHOL OR INTOXICANT; POSSESSION, USE OR UNDER THE INFLUENCE OF:** This violation means possessing, using, or exhibiting noticeable behaviors, physical appearance or odors consistent with use of alcohol, drugs or other intoxicating substances; includes all offenses of intoxication with the exception of driving under the influence.
 - NOTE: Use of medications prescribed or ordered by a physician or dentist shall not be considered a violation of FCPS 09.2241.

AND/OR

ALCOHOL OR INTOXICANT; DISTRIBUTION, TRANSFER OR SALE: This violation means transferring or selling a prohibited substance as defined in board policy.

- NOTE: In Kentucky, this offense equates to alcohol intoxication and/or public intoxication, which occurs when a person appears in a public place manifestly under the influence of a drug, alcohol or intoxicating substance.
- Possessing, transporting, receiving, exchanging, selling, transferring, distributing, exhibiting, using or being under the influence of items such as the following: 1) Naturally fermented beverages (e.g., beer, malt liquor, wine), their derivatives (e.g., "fortified" wine) or distilled spirits (e.g., vodka or whiskey); 2) Inhalants with intoxicating properties (e.g., glues, paint thinners, hair spray and other products containing volatile materials and/or propellants); 3) An over the counter (OTC) product containing an alcohol (e.g., cough syrup); or 4) Other natural compound with potentially intoxicating properties (e.g., bath salts, salvia, K2 or "Spice").
- **ARSON:** This violation means an unlawful act that involves intentionally starting or attempting to start a fire during school hours, school sponsored events, and/or on school property.
 - Examples include, but are not limited to, the following:

- Setting or attempting to set fire to school or district property (e.g., lighting books, papers, or trash on fire, tossing an incendiary device containing an accelerant into a room, or detonating an explosive device that produces a subsequent fire).
 - Setting or attempting to set fire to personal property (e.g., using a lighter to start a fire inside a parked car).
- **1st Degree Assault:** intentionally causes serious physical injury (reference KRS 500.080 for complete definition of “serious physical injury,” particularly for children ages 12 and under) to another person by means of a deadly weapon or a dangerous instrument or wantonly engages in conduct which creates a grave risk of death to another and thereby causes serious physical injury to another person; complete definition found in KRS 508.010. Consult with law enforcement (such as a School Resource Officer) or a board attorney before choosing 1st Degree Assault. This behavior event is reported singularly on the School Report Card.

2nd Degree Assault: same as 1st Degree Assault, although it includes causing serious physical injury without a weapon or instrument; complete definition found in KRS 508.020; (reference KRS 500.080 for complete definition of “serious physical injury,” particularly for children ages 12 and under”)

3rd Degree Assault: recklessly, with a deadly weapon or dangerous instrument, OR intentionally causes or attempts to cause physical injury to all first responders, social workers, and all school employees and volunteers; complete definition found in KRS 508.025 (reference KRS 500.080 for complete definition of “physical injury”)

4th Degree Assault: intentionally or wantonly causes physical injury to another person, OR with recklessness, causes physical injury to another person by means of a deadly weapon or a dangerous instrument; complete definition found in KRS 508.030; (reference KRS 500.080 for complete definition of “physical injury”)

- **NOTE:** Victims of assault have the right to self-defense.
- Examples include, but are not limited to, the following:
 - Inflicting bodily injury upon students or school personnel.
 - Injuring a third party while engaged in a fight (e.g., hitting a teacher who is attempting to stop the fight).
 - Engaging in bystander battery (i.e., entering a fight as a third party after it has started).
 - Retaliating physically for a non-physical conflict.
 - Exposing a person to a health risk (e.g., spitting, biting, or exposing another person to bodily fluids).
 - Committing an aggravated assault (i.e., an assault using a Deadly Weapon or Dangerous Instrument; causing serious physical injury to another; committing the assault knowing, or having reason to know, that the victim was a peace officer or a school staff member engaging in a schoolrelated activity).
- **NOTE:** Acts motivated by race, color, national origin, age, religion, sex, gender identity, sexual orientation, disability, or any other reason not related to the student's individual capabilities may hinder the other party's health, safety, welfare or right to attend school or participate in school activities and will not be tolerated. Further, such acts: 1) Are subject to the district's harassment/discrimination complaint procedure; and 2) May represent serious violations of civil and/or criminal law.

- **BURGLARY:** This violation means knowingly entering or remaining unlawfully in a building (or vehicle) with the intent to commit a crime [KRS 511.020 to 511.040].

- Examples include, but are not limited to, the following:
 - Engaging in burglary to take possession of school or district or personal property (e.g., hiding on campus until late in the afternoon for the purpose of stealing money left in an unlocked file cabinet or forcing open the door of a car left in the parking lot to remove a purse left in the front seat).
 - Engaging in burglary to conduct property damage (e.g., entering a utility room during the school day that is "off-limits" to tamper with phone lines or using bolt cutters on a gate to create graffiti on the wall of a building).
 - Engaging in burglary to commit another crime (e.g., entering a building before school hours to change a grade or shattering a window at night to vandalize the inside of a school).
 - Breaking into property belonging to third parties (e.g., disabling the lock on a vending machine and taking the change inside).
- **DANGEROUS INSTRUMENT**: This violation means possessing, transporting, receiving, exchanging, selling, transferring, distributing, exhibiting, or using any instrument, including parts of the body (when a serious physical injury directly results from the use of that part of the body), article, or substance which, under the circumstances in which it is used, attempted to be used, or threatened to be used, or could be used, and is readily capable of causing death or serious physical injury [KRS 500.080(3)]
 - **NOTE**: This violation includes fireworks.
 - Examples include, but are not limited to, the following:
 - Ammunition for a firearm (e.g., a bullet, shotgun shell or other round).
 - Sporting or recreational equipment without authorization (e.g., a BB gun, Air Soft gun, paintball gun, pellet gun, flare gun, starter gun, slingshot, bow or crossbow).
 - Fireworks or other flammable items (e.g., sparklers, "pop bottle" rockets or Black Cats®).
 - Combustibles (e.g., road flares or flammable liquids).
 - Objects which emit noxious gases (e.g., tear gas, a smoke bomb or stink bomb).
 - Bladed instruments (e.g., a hunting or pocketknife).
 - Stun devices (e.g., a Taser®).
 - Utility tools (e.g., a razor blade or box cutter).
 - "Look-alikes", simulations, or facsimiles (e.g., a rubber knife).
 - Defensive repellants (e.g., mace, "pepper spray", other similar chemical spray).
 - Office implements (e.g., a letter opener or a pen).
 - A laser pointer.
- **DEADLY WEAPON**: This violation means possessing, transporting, receiving, exchanging, selling, transferring, distributing, exhibiting, intending to use or using any instrument described in KRS 500.080(4) or elsewhere in state statute.

AND/OR

DEADLY WEAPON; LOOK-ALIKE: This violation means possessing, transporting, receiving, exchanging, selling, transferring, distributing, or exhibiting any look-alike, toy, or facsimile of a Deadly Weapon as defined above.

- Examples include, but are not limited to, the following:
 - Any weapon of mass destruction [KRS 500.080(4)(a)] including, but not limited to, a "destructive device" (i.e., an explosive, incendiary or poison gas bomb, grenade, mine, rocket, missile, or similar device and includes the unassembled components from which such a device can be made) [KRS 237.030(1)] or a "booby trap device" (i.e., a device or

substance designed to surreptitiously or covertly take life, endanger life or destroy or damage property) [KRS 237.030(2)].

- Any weapon from which a shot, readily capable of producing death or other serious physical injury, may be discharged [KRS 500.080(4)(b)] including, but not limited to, a handgun (i.e., a pistol or revolver originally designed to be fired by the use of a single hand, or any other firearm originally designed to be fired by the use of a single hand) [KRS 237.060(1) and 527.010(5)], a rifle, a shotgun, or other firearm [KRS 237.060(2) and 500.010(4) and 527.010(4)].
 - Components of these weapons (e.g., a stock, barrel, frame, or receiver).
 - Certain accessories for these weapons (e.g., a muffler/silencer).
 - Any item(s) which will, or which may be readily converted to, expel a projectile by the action of an explosive or other propellant, and which has any barrel with a bore of more than one-half inch in diameter.
 - Any combination of parts either designed or intended for use in converting any device into any destructive device described in the two immediately preceding examples, and from which a destructive device may be readily assembled. Items represented as such weapons (e.g., a concealed object shaped like a gun or referred to as a gun or any object such as a stick or finger concealed under clothing and is being portrayed as a firearm).
 - Commercial explosives (e.g., dynamite, blasting caps or chemical oxidizing agents).
 - Simulations or facsimiles of such weapons (e.g., toy guns).
 - Any knife other than an ordinary pocketknife or hunting knife KRS 500.080(4)(c)].
 - Billy, nightstick, or club [KRS 500.080(4)(d)].
 - Blackjack or slapjack [KRS 500.080(4)(e)].
 - Nunchaku karate sticks [KRS 500.080(4)(f)].
 - Shuriken or death star [KRS 500.080(4)(g)].
 - Artificial knuckles made from metal, plastic or other similar hard material [KRS 500.080(4)(h)].
- **DRUG; POSSESSION, USE OR UNDER THE INFLUENCE:** possession, use, or under the influence of a controlled substance, such as, amphetamines, barbiturate, cocaine, hallucinogens, heroin (opioids), inhalant, marijuana/hashish (including vaping THC (tetrahydrocannabinol) oil), methamphetamine, prescription drugs, steroids (anabolic), synthetic drug, over the counter drug or look alike drugs. Includes all offenses of intoxication with the exception of driving under the influence.
 - **NOTE:** Using a medication prescribed or ordered by a physician or dentist as directed shall not be considered a violation of that policy [FCPS 09.2241].

AND/OR

DRUG; TRANSFER OR SALE (Distribution): This violation means transferring or selling (distributing) of a controlled substance, such as, amphetamines, barbiturate, cocaine, hallucinogens, heroin (opioids), inhalant, marijuana/hashish (including vaping THC (tetrahydrocannabinol) oil), methamphetamine, prescription drugs, steroids (anabolic), synthetic drug, over the counter drug or look alike drugs.

- **NOTE:** In Kentucky, this offense equates to alcohol intoxication and/or public intoxication, which occurs when a person appears in a public place manifestly under the influence of a drug, alcohol or intoxicating substance.
- Examples include, but are not limited to, the following:
 - Possessing, transporting, receiving, exchanging, selling, transferring, distributing, exhibiting, using or being under the influence of any natural or manufactured compound on the United States Drug Enforcement Agency (DEA) schedule of regulated substances

or listed in KRS 218A or any other substance that may be added by the Kentucky Cabinet for Families and Children under regulations pursuant to KRS 218A.020 or 217.900(2) which typically affects mood, perception or behavior, either without a legitimate prescription or for which no prescription may legally be written, such as: 1) Opiates (e.g., heroin or morphine) and opioids (e.g., oxycontin or codeine); 2) Hallucinogens and psychedelics (e.g., Marijuana, LSD, and MDMA or "ecstasy"); 3) Depressants (e.g., barbiturates and benzodiazepines); 4) Stimulants (e.g., amphetamines, methamphetamines, cocaine and "crack"); or 5) Anabolic steroids (e.g., dehydroepiandrosterone or DHEA).

- Possessing paraphernalia associated with these compounds (e.g., syringes, pipes, water pipes, rolling papers, razor blades, torches, scales, containers, packages, or baggies).
 - Representing some other substance (e.g., sugar or oregano) as such a drug.
- **EXTORTION**: This violation means intentionally obtaining property of another by threatening to: 1) Inflict bodily injury on anyone or commit any other criminal offense; 2) Accuse anyone of a criminal offense; 3) Expose any secret tending to subject any person to hatred, contempt, or ridicule, or to impair his credit or business repute; or 4) Testify or provide information or withhold testimony or information with respect to another's legal claim or defense [KRS 514.080(1)].
 - Examples include, but are not limited to, the following:
 - Threatening to hurt another student unless he or she voluntarily gives up a possession.
 - Threatening to physically attack a student's girlfriend if he does not join a gang.
 - Threatening to make a false accusation against a teacher unless he or she changes a grade.
 - **ROBBERY**: This violation means using or threatening the immediate use of physical force upon another person with the intent to accomplish theft [KRS 515.020 and 030].
 - Examples include, but are not limited to, the following:
 - Demanding a peer's money or property and removing it from his/her pocket or person upon refusal.
 - Shoving a peer up against a wall to force a student to or turn over his money or property.
 - Striking a peer several times after he refuses to give up his or her money or property.
 - Using a weapon or "look-alike" to force money or property from a teacher.
 - **SEXUAL OFFENSE; ASSAULT OR ABUSE**: This violation means any type of unlawful sexual conduct defined in KRS 510.010 et seq. that: 1) Involves subjecting another person to sexual contact (touching intimate parts) by forcible compulsion; or 2) Is with a person who is incapable of lawful consent because he or she is mentally incapacitated, physically helpless, or not of age to give such lawful consent.
 - Examples include, but are not limited to, the following:
 - Touching or removing clothing covering the intimate body parts of a person; fondling or groping a person's intimate body parts (e.g., genitalia, groin, breast, or buttocks); rubbing a person with one's own intimate body parts; forcing another person to touch one's intimate body parts.
 - Forcing another person to engage in a sexual act.
 - Statutory Rape
 - **TERRORISTIC THREAT**: This violation means [KRS 508.075]: (1) A person is guilty of terroristic threatening in the first degree when he or she: (a) Intentionally makes false statements that he or she or another person has placed a weapon of mass destruction on: 1. The real property or any building of any public or private elementary or secondary school, vocational school, or institution of postsecondary education; 2. A school bus or other vehicle owned, operated, or leased by a school; 3. The real

property or any building public or private that is the site of an official school-sanctioned function; or 4. The real property of any building owned or leased by a government agency; or (b) Intentionally and without lawful authority, place a counterfeit weapon of mass destruction at any location or on any object specified in paragraph (a) of this subsection. (2) A counterfeit weapon of mass destruction is placed with lawful authority if it is placed, with the written permission of the chief officer of the school or other institution, as a part of an official training exercise and is placed by a public servant, as defined in KRS 522.010. (3) A person is not guilty of commission of an offense under this section if he or she, innocently and believing the information to be true, communicates a threat made by another person to school personnel, a peace officer, a law enforcement agency, a public agency involved in emergency response, or a public safety answering point and identifies the person from whom the threat was communicated, if known. (4) Terroristic threatening in the first degree is a Class C felony.

[KRS 508.078]: (1) A person is guilty of terroristic threatening in the second degree when, other than as provided in KRS 508.075, he or she intentionally: (a) With respect to any scheduled, publicly advertised event open to the public, any place of worship, or any school function, threatens to commit any act likely to result in death or serious physical injury to any person at a scheduled, publicly advertised event open to the public, any person at a place of worship, or any student group, teacher, volunteer, worker, or employee of a public or private elementary or secondary school, vocational school, or institution of postsecondary education, or to any other person reasonably expected to lawfully be on school property or at a school-sanctioned activity, if the threat is related to their employment by a school, or work or attendance at school, or a school function. A threat directed at a person or persons at a scheduled, publicly advertised event open to the public, place or worship, or school does not need to identify a specific person or persons or school in order for a violation of this section to occur; (b) Makes false statements that he or she has placed a weapon of mass destruction at any location other than one specified in KRS 508.075; or (c) Without lawful authority places a counterfeit weapon of mass destruction at any location other than one specified in KRS 508.075. (2) A counterfeit weapon of mass destruction is placed with lawful authority if it is placed as part of an official training exercise by a public servant, as defined in KRS 522.010. (3) A person is not guilty of commission of an offense under this section if he or she innocently and believing the information to be true, communicates a threat made by another person to school personnel, a peace officer, a law enforcement agency, a public agency involved in emergency response, or a public safety answering point and identifies the person from whom the threat was communicated, if known.

KRS 508.080]: (1) Except as provided in KRS 508.075 or 508.078, a person is guilty of terroristic threatening in the third degree when: (a) He threatens to commit any crime likely to result in death or serious physical injury to another person to likely to result in substantial property damage to another person; or (b) He intentionally makes false statements for the purpose of causing evacuation of a building, place of assembly, or facility of public transportation. (2) Terroristic threatening in the third degree is a Class A misdemeanor.

- Note: Penalties and Fines [KRS 532.060]: (1) A sentence of imprisonment for a felony shall be an indeterminate sentence, the maximum of which shall be fixed within the limits provided by subsection (2), and subject to modification by the trial judge pursuant to KRS 532.070. (2) Unless otherwise provided by law, the authorized maximum terms of imprisonment for felonies are: (a) For a Class A felony, not less than twenty (20) years nor more than fifty (50) years, or life imprisonment; (b) For a Class B felony, not less than ten (10) years nor more than twenty (20) years; (c) For a Class C felony, not less than five (5) years nor more than ten (10) years; and (d) For a Class D felony, not less than one (1) year nor more than five (5) years. (3) For any felony specified in KRS Chapter 510, KRS 530.020, 530.064(1)(a), or 531.310, the sentence shall include

an additional five (5) year period of post incarceration supervision which shall be added to the maximum sentence rendered for the offense. During this period of post incarceration supervision, if a defendant violates the provisions of post incarceration supervision, the defendant may be reincarcerated for: (a) The remaining period of his initial sentence, if any is remaining; and (b) The entire period of post incarceration supervision, or if the initial sentence has been served, for the remaining period of post incarceration supervision. (4) In addition to the penalties provided in this section, for any person subject to a period of post incarceration supervision pursuant to KRS 532.400 his or her sentence shall include an additional one (1) year period of post incarceration supervision following release from incarceration upon expiration of sentence if the offender is not otherwise subject to another form of post incarceration supervision. During this period of post incarceration supervision, if an offender violates the provisions of supervision, the offender may be incarcerated for the remaining period of his or her post incarceration supervision. (5) The actual time of release within the maximum established by subsection (1), or as modified pursuant to KRS 532.070, shall be determined under procedures established elsewhere by law. [KRS 534.030]: (1) Except as otherwise provided for an offense defined outside this code, a person who has been convicted of any felony shall, in addition to any other punishment imposed upon him, be sentenced to pay a fine in an amount not less than one thousand dollars (\$1, 000) and not greater than ten thousand dollars (\$10, 000) or double his gain from commission of the offense, whichever is the greater. (2) In determining the amount and method of paying a fine for commission of a felony, the court shall consider, among others, the following factors: (a) The defendant's ability to pay the amount of the fine; (b) The hardship likely to be imposed on the defendant's dependents by the amount of the fine and the time and method of paying it; (c) The impact the amount of the fine will have on the defendant's ability to make reparation or restitution to the victim; and (d) The amount of the defendant's gain, if any, derived from the commission of the offense. (3) When a defendant is convicted of two (2) or more felonies committed through a single act and is sentenced to fines pursuant to subsection (1), the aggregate amount of the fines shall not exceed ten thousand dollars (\$10, 000) or double the amount of the defendant's gain from commission of the offense, whichever is the greater. (4) Fines required by this section shall not be imposed upon any person determined by the court to be indigent pursuant to KRS Chapter 31. (5) This section shall not apply to a corporation.

- Examples include, but are not limited to, the following:
 - Delivering a letter, hand-written note, email, or text message containing a death threat.
 - Creating a blog entry indicating that arson will occur in a wing of a school building.
 - Placing an actual or "look-alike" explosive, incendiary, letter, straight, concealed, or time delayed device along with a note that threatens detonation.
 - Making any similar threat (e.g., any other act that threatens large scale violence to students, staff, or the interests of the school or district accompanied or unaccompanied by verbal, written, or symbolic communication indicating that such an action is either imminent or in progress).

BEHAVIOR CONSEQUENCE OPTIONS

A number of supportive responses and traditional disciplinary options are available to school personnel when responding to problem behaviors. Except in cases of immediate safety risks or illegal activity, these measures should be implemented in classrooms and other settings prior to making office referrals.

Staff and administrators should implement supportive responses or low-level consequences whenever possible

before considering actions that would remove a student from the instructional setting. Supportive responses may be used either alone or paired with traditional consequences.

Resolutions for student code of conduct violations include the following:

SUPPORTIVE RESPONSES (INFORMAL; SETTING OR SCHOOL LEVEL)

- **AGREEMENT OR PLAN:** This resolution means a written agreement regarding the student's behavior, with or without another deferred action, associated with a period of time during which evidence of positive behavior change will be evaluated.
 - Examples include, but are not limited to, the following:
 - A voluntary, written agreement (e.g., a “behavior contract” or a “no-contact agreement”) that details the expectations of the student, teacher, and sometimes the parent/guardian, and typically includes: 1) Targeted behavior(s); 2) Incentives for successful compliance; and 3) Consequences for violating the agreement.
 - A behavior plan that uses a systematic plan of action focused on reducing specific problem behaviors and increasing positive behaviors and typically includes: 1) Targeted behavior(s); 2) Environmental supports; 3) A description of interventions/staff responses; 4) Positive feedback; and 5) Procedures for monitoring and evaluating the success of the plan.
- **BEHAVIORAL GROUP:** This resolution involves group instruction specifically related to student needs.
 - Examples include, but are not limited to, the following:
 - Topically oriented groups focused on specific issues such as social competency, anger management, bullying, fighting, vandalism, gang activity, tobacco education or smoking cessation, gateway drug use, arrests, sexual activity, bias and discrimination, truancy, low student achievement, poor self-concept and adjustment problems during school transitions.
 - Restorative practice circles.
 - Wellness programs.
- **CONFERENCE, WARNING, OR REPRIMAND:** This resolution means any discussion or informal warning delivered to the student in a conference setting with or without a parent/guardian.
 - Examples include, but are not limited to, the following:
 - Informal talk with the student.
 - Verbal warning of the student.
 - After class or after school conferences with the student and parent/guardian.
 - Discussion with parent/guardian in person or by phone.
- **HOME/SCHOOL PARTNERSHIP:** This resolution means any measure used to establish an interactive alliance between school and home to accomplish specifically established behavioral objectives over a specified timeframe.
 - Examples include, but are not limited to, the following:
 - Daily behavior report.
 - Daily note home.
 - Increased parent/guardian presence at school.
- **MEDIATION OR MENTORING:** This resolution means enlisting the aid of one or more students, faculty, staff, or other adults to facilitate the student's reaching of solutions to problem behaviors.
 - Examples include, but are not limited to, the following:

- Peer mediation between two peers or two groups of peers within a school discipline program that empowers students to resolve issues or disputes.
 - Restorative mediation within a structured process guided by a trained facilitator in which the participants in an incident examine the intended and unintended impact of their actions and decide on interpersonal remedies to repair harm and restore relationships.
 - School-based mentoring within a program such as "Check In/Check Out" or "Check and Connect" that includes a structured plan for forming adult-to-student relationships to positively influence the lives of students and their success in school.
- **REFERRAL FOR SERVICES:** This resolution means a recommendation that the student receive or be evaluated for services from a counselor, social worker, or other mental health worker for additional supports and strategies.
 - Examples include, but are not limited to, the following:
 - Referral to a school counselor, social worker, or Family Resource/Youth Service Center (FRYSC) Coordinator that works with students and their families to identify and address physical, emotional, or educational needs or situations which may interfere with student learning and success in school and in life.
 - Referral to a mental health agency/service to work with a community service provider that specializes in the treatment of children and adolescents with behavioral and emotional needs.
 - Referral to a school-based intervention team (or equivalent) that may include administrators, teachers, support personnel, specialists, the parent/guardian and the student in a positive, problemsolving intervention process to explore possibilities and strategies that will best meet the educational needs of the student.
- **RESTITUTION:** This resolution means permitting a student or his/her parent/guardian to make amends for the results of an incident that has affected or involved another student, faculty member, staff member or the interests of the school or school system, typically in place of another consequence.
 - Examples include, but are not limited to, the following:
 - Letters of apology.
 - Completion of reflection worksheets or statements.
 - Parent/guardian reimbursement of replacement costs.
- **RESTORATIVE PRACTICES:** This resolution means a process where students are given the opportunity to identify and address harm they may have caused as well as their needs and the needs of those affected. The goal is to heal and develop solutions for repairing the relationship/environment.
 - Examples include, but are not limited to, the following:
 - Use of Affective Statements to express how a person feels and/or how a person has been affected by a behavior.
 - Use of Affective Questions to solicit clear understanding of the behavior that has caused harm, who was affected by the specific behavior, and possible next steps for repairing broken relationships.
 - Use of restorative circles that may include proactive and responsive circles.
 - Use of restorative conferences facilitated by an outside party.
- **RE-TEACH OF EXPECTATIONS:** This resolution means any instruction, assignment, project, or work that re-teaches the skills necessary for the student to be successful in the setting in which he or she experienced a problem.
 - Examples include, but are not limited to, the following:

- Re-introduction of classroom level, school level, or district level expectations by an administrator or teacher.
 - Special assignment to assist the student in gaining additional insight regarding expectations.
- **“TIME-OUT” OR “COOL-OFF”**: This resolution means the temporary removal of a student from an instructional setting for a brief period of time, with or without an assigned activity. Time-outs or cool offs may be required or offered as breaks to help students monitor emotions and learn to calm themselves or refocus.
 - Examples include, but are not limited to, the following:
 - Team Time Out/Cool-Off to provide the student with a period of time not to exceed 15 (fifteen) minutes in another classroom away from a scheduled class or activity.
 - Office Time Out/Cool-Off to provide the student with a period of time not to exceed 15 (fifteen) minutes in a supervised area away from a scheduled class or activity.

SUPPORTIVE RESPONSES (FORMAL; DISTRICT LEVEL)

- **ALTERNATIVE EDUCATION PROGRAM**: This resolution means a program that exists to meet the needs of students that cannot be addressed in a traditional classroom setting but through the assignment of students to alternative classrooms, centers, or campuses that are designed to remediate academic performance, improve behavior, or provide an enhanced learning experience [KRS 160.380(1)(a)].

TRADITIONAL RESPONSES (INFORMAL; SETTING OR SCHOOL LEVEL)

- **ACADEMIC PENALTY**: This resolution means requiring an alternative assignment or course for a student to demonstrate standards mastery/proficiency.
 - Examples include, but are not limited to, the following:
 - Loss of credit for assignment in cases of schoolwork-related misconduct (e.g., cheating or plagiarism) until a replacement assignment is submitted.
 - Loss of credit for class in cases attendance-related misconduct (e.g., exceeding a maximum number of unexcused absences) until credit requirements are met.
- **DETENTION**: This resolution means requiring a student to report to a designated location during noninstructional time.
 - Examples include, but are not limited to, the following:
 - Before or after school detention.
 - Lunch detention.
 - Saturday detention.
- **PROPERTY CONFISCATION**: This resolution means temporarily (or permanently, depending in the circumstances) giving up possession of property or materials to school personnel upon request.
 - Examples include, but are not limited to, the following:
 - Confiscation of an item with student pickup.
 - Confiscation of an item with parent/guardian pickup.
 - Requiring a change of clothes.
- **SCHEDULE CHANGE**: This resolution involves a permanent change in the student's class schedule.
 - Examples include, but are not limited to, the following:
 - Change in class period with the same teacher.

- Change of teacher with the same class.
 - Change of class.
- **SCHOOL PRIVILEGE DENIED:** This resolution means the temporary disqualification of the student to attend, participate in, or benefit from some non-educational or non-credit activity.
 - Examples include, but are not limited to, the following:
 - Bus suspension (temporary disqualification of a student to ride district-provided transportation).
 - Loss of privilege (temporary disqualification of a student to attend, participate in or benefit from some non-educational or non-credit activity that does not constitute a right of the student, such as a revocation of a parking permit)
 - Declaration of ineligibility from a sport or club for disciplinary reasons.
- **SERVICE PENALTY:** This resolution means unpaid service for the benefit of the school or the public for a pre-defined period of time that is performed outside of school hours as part (or all) of a consequence for a student code of conduct violation.
 - Examples include, but are not limited to, the following:
 - Placing a student on a “work detail” to clean graffiti after being caught “tagging” a locker bay.
 - Alternative participation in an unpaid approved community service program outside of school hours.
- **IN-SCHOOL REMOVAL:** This resolution means any temporary removal of a student from the student's normal educational environment during instructional time for a time period longer than 15 (fifteen) minutes per incident. These resolutions exclude planned program removals, student-initiated counselor visits, etc. Students are removed to another program or setting within the same school.
 - Examples include, but are not limited to, the following:
 - In-School Alternative Placement (I.S.A.P.).
 - RESET • In-School Suspension (I.S.S.).
 - Removal to a different classroom.
 - Removal to another supervised area within the school.

TRADITIONAL RESPONSES (FORMAL: SCHOOL LEVEL)

- **OUT OF SCHOOL SUSPENSION:** This resolution means the temporary removal of the student from all classes of instruction on public school grounds and all other school-sponsored activities, for a period not to exceed 10 (ten) school days cumulatively per incident.
 - Examples include, but are not limited to, the following:
 - Short-term removal for 1 (one) school day to 5 (five) school days cumulatively per incident.
 - Intermediate-term removal for 6 (six) school days to 10 (ten) school days cumulatively per incident.

TRADITIONAL RESPONSES (FORMAL: DISTRICT LEVEL)

- **EXPULSION; RECEIVING SERVICES:** The removal of a student from school for disciplinary reasons that result in withdrawal of the student from the school of attendance. Criteria for expulsion are defined and set by the local board of education. Although the student is expelled from the regular classroom setting, arrangements are made for the provision of educational and IEP-related services.

AND/OR

EXPULSION, NOT RECEIVING SERVICES: The removal of a student from school for disciplinary reasons that result in withdrawal of the student from the school of attendance. Criteria for expulsion are defined and set by the local board of education. No arrangements are made for the provision of educational services.

- Examples include, but are not limited to, the following:
 - Long-term removal for a minimum of 1 (one) calendar year for weapons-related incidents.
 - Long-term removal for up to the number of days that constitute 1 (one) school year (not to exceed 2 (two) semesters) for other types of incidents.

BEHAVIOR VIOLATION GRIDS

Students at different ages and grade levels are expected to assume varying degrees of responsibility for their actions. Therefore, a variety of resolution options, including both supportive and traditional responses are provided in the charts on the following pages.

Each of the charts outlines the range of options that may be used by school personnel to address violations of the student code of conduct both initially and upon repeat violations, if applicable. Charts are provided for the elementary, middle, and high school grade blocks.

Each chart separates the violations by class from minor (Class I) behaviors to the most serious (Class IV) behaviors. Violations are listed vertically, and behavior management options are listed horizontally.

Using the charts as a guide, staff retain the discretion to consider the totality of the circumstances as they make discipline decisions. Supportive responses and low-level consequences should be considered before proceeding to responses that remove students from the instructional setting. A progressively narrower range of more intensive consequences may be used when chronic misconduct has failed to respond to prior behavior management efforts.

Administrators should consider mitigating circumstances such as age, developmental levels, disability, and/or any other pertinent factors when determining a response to student misconduct in addition to any aggravating factors involved.

ELEMENTARY SCHOOL

Responses to Class I & II Violations ELEMENTARY SCHOOLS Disciplinary options include both supportive, positive interventions and traditional consequences. Each chart includes a range of options that may be used by school personnel to address code violations both initially and upon repeat violations. Using the charts as a guide, staff retain discretion to consider the totality of the circumstances as they make discipline decisions.			RESOLUTION OPTIONS																		
			SUPPORTIVE RESPONSES											TRADITIONAL RESPONSES							
			AGREEMENT OR PLAN	BEHAVIOR GROUP	CONFERENCE, WARNING, REPRIMAND	HOME/SCHOOL PARTNERSHIP	MEDIATION OR MENTORING	REFERRAL FOR SERVICES	RESTORATIVE PRACTICES	RE-TEACH EXPECTATIONS	"TIME-OUT" OR "COOL OFF"	ALTERNATIVE EDUCATION PROGRAM	RESTITUTION	ACADEMIC PENALTY	DETENTION	PROPERTY CONFISCATION	SCHEDULE CHANGES	SCHOOL PRIVILEGE DENIED	SERVICE PENALTY	IN-SCHOOL REMOVAL	OUT OF SCHOOL SUSPENSION
CLASS I	SCOC	Infinite Campus																			
	Disruptive Behavior	Disruptive Behavior	x	x	x	x	x	x	x	x		x		x	x	x	x	x			
	Dress Code Violation	Dress Code Violation	x		x	x		x		x				x							
	Out of Assigned or Designated Area	Out of Area Tardy to Class Skipping Class	x		x	x	x	x					x			x		x			
	Personal Electronic Device	Personal Telecom Device	x		x	x			x					x	x		x				
	Public Display of Affection	Public Display of Affection	x		x	x		x						x		x	x		x		
CLASS II	Dishonesty (Non-Criminal)	False Note/ Report Cheating	x	x	x	x		x	x	x			x	x	x		x	x	x		
	Disregard for Safety	Disregarding Safety, Self Endangerment	x		x	x	x	x	x	x			x		x		x	x	x		
	Insubordination Failure to Follow Staff Instructions	Failure to Follow Staff, Missed Detention, Present While Suspended	x	x	x	x	x	x	x	x			x		x		x	x	x		
	Offensive Speech/ Actions	Profanity or Vulgarity Gang Activity Promoting	x		x	x		x	x	x			x		x		x	x	x		
	Tobacco Policy Violation	Chewing Tobacco Tobacco or Vapor Product Distribution, Posession, Use	x		x	x		x		x				x	x		x		x		

Responses to Class III Violations ELEMENTARY SCHOOLS Disciplinary options include both supportive, positive interventions and traditional consequences. Each chart includes a range of options that may be used by school personnel to address code violations both initially and upon repeat violations. Using the charts as a guide, staff retain discretion to consider the totality of the circumstances as they make discipline decisions.			RESOLUTION OPTIONS																		
			SUPPORTIVE RESPONSES											TRADITIONAL RESPONSES							
			AGREEMENT OR PLAN	BEHAVIOR GROUP	CONFERENCE, WARNING, REPRIMAND	HOME/SCHOOL PARTNERSHIP	MEDIATION OR MENTORING	REFERRAL FOR SERVICES	RESTORATIVE PRACTICES	RE-TEACH EXPECTATIONS	"TIME-OUT" OR "COOL OFF"	ALTERNATIVE EDUCATION PROGRAM	RESTITUTION	ACADEMIC PENALTY	DETENTION	PROPERTY CONFISCATION	SCHEDULE CHANGES	SCHOOL PRIVILEGE DENIED	SERVICE PENALTY	IN-SCHOOL REMOVAL	OUT OF SCHOOL SUSPENSION
CLASS III	SCOC	Infinite Campus																			
	Dishonesty (Criminal)	Fraud, Forgery/Counterfeiting	x		x	x		x	x	x		x	x		x			x		x	x
	Disorderly Conduct	Disorderly Conduct	x	x	x	x	x	x	x	x		x				x			x	x	
	Endangering Other	Endangering Others, Wanton Endangerment	x	x		x		x	x	x		x	x		x			x	x		
	Fighting	Fight - Student/Other Student/Staff Student/Student Physical Aggression	x	x	x	x	x	x	x	x		x				x			x	x	
	Gambling	Gambling	x		x	x				x		x	x		x	x					
	Hostile Environment	Bullying, Harassing Communication, Harassment, Menacing, Stalking, Threatening Student/Staff, Verbal Abuse	x	x	x	x	x	x	x	x		x	x	x	x	x			x	x	
	Non-Controlled Substance Policy Violation	Other Drug Over the Counter Drug	x		x	x		x		x		x		x	x		x		x	x	
	Offensive Conduct	Mild Sexual Behavior Inappropriate Sexual Behavior Indecent Exposure	x	x	x	x	x	x	x		x	x		x			x			x	x
	Property Damage or Vandalism	Damaging Property Vandalism Criminal Mischief	x	x	x	x		x	x	x		x	x		x			x		x	
	Theft	Stealing Larceny-Theft (criminal)	x	x	x	x	x	x	x		x	x		x			x			x	x
	Unauthorized Absence	Skipping School Leaving Campus	x		x	x		x		x			x					x		x	x

Responses to Class IV Violations ELEMENTARY SCHOOLS Disciplinary options include both supportive, positive interventions and traditional consequences. Each chart includes a range of options that may be used by school personnel to address code violations both initially and upon repeat violations. Using the charts as a guide, staff retain discretion to consider the totality of the circumstances as they make discipline decisions.			RESOLUTION OPTIONS																		
			SUPPORTIVE RESPONSES										TRADITIONAL RESPONSES								
			AGREEMENT OR PLAN	BEHAVIOR GROUP	CONFERENCE, WARNING, REPRIMAND	HOME/SCHOOL PARTNERSHIP	MEDIATION OR MENTORING	REFERRAL FOR SERVICES	RESTORATIVE PRACTICES	RE-TEACH EXPECTATIONS	"TIME-OUT" OR "COOL OFF"	ALTERNATIVE EDUCATION PROGRAM	RESTITUTION	ACADEMIC PENALTY	DETENTION	PROPERTY CONFISCATION	SCHEDULE CHANGES	SCHOOL PRIVILEGE DENIED	SERVICE PENALTY	IN-SCHOOL REMOVAL	OUT OF SCHOOL SUSPENSION
CLASS IV	SCOC	Infinite Campus																			
	Alcohol or Intoxicant Policy Violation	Alcohol Distribution, Posession, or Use	x		x	x		x		x			x	x		x		x	x	x	
	Arson	Arson	x	x	x	x		x	x			x	x		x		x	x	x	x	
	Assault	1st Degree, 2nd Degree, 3rd Degree, or 4th Degree Assault	x	x	x	x	x	x	x	x	x	x						x	x	x	
	Burglary	Burglary	x		x	x	x	x	x			x	x			x		x	x	x	
	Dangerous Instrument	Dangerous Instrument	x		x	x	x	x	x			x			x			x	x	x	
	Deadly Weapon	Weapon Distribution, Posession, or Use						x				x			x				x	x	
	Drug Policy Violation	Drug/Look Alike Drug Distribution, Posession, or Use (Choose based on the drug)	x		x	x		x	x	x				x	x		x		x	x	
	Extortion	Threatening Student or Staff	x	x	x	x		x	x				x			x	x		x	x	x
	Robbery	Robbery	x	x	x	x	x	x	x				x			x	x		x	x	x
	Sexual Offense	Sexual Assault	x	x	x	x	x	x		x			x			x	x		x	x	x
	Terroristic Threatening	Terroristic Threat, Bomb Threat	x	x	x	x	x	x	x	x			x			x	x		x	x	x

MIDDLE & HIGH SCHOOL

Responses to Class I & II Violations MIDDLE & HIGH SCHOOL			RESOLUTION OPTIONS																		
			SUPPORTIVE RESPONSES											TRADITIONAL RESPONSES							
			AGREEMENT OR PLAN	BEHAVIOR GROUP	CONFERENCE, WARNING, REPRIMAND	HOME/SCHOOL PARTNERSHIP	MEDIATION OR MENTORING	REFERRAL FOR SERVICES	RESTORATIVE PRACTICES	RE-TEACH EXPECTATIONS	"TIME-OUT" OR "COOL OFF"	ALTERNATIVE EDUCATION PROGRAM	RESTITUTION	ACADEMIC PENALTY	DETENTION	PROPERTY CONFISCATION	SCHEDULE CHANGES	SCHOOL PRIVILEGE DENIED	SERVICE PENALTY	IN-SCHOOL REMOVAL	OUT OF SCHOOL SUSPENSION
CLASS I	SCOC	Infinite Campus																			
	Disruptive Behavior	Disruptive Behavior	x	x	x	x	x	x	x	x		x		x	x	x	x	x			
	Dress Code Violation	Dress Code Violation	x		x	x		x		x				x	x		x				
	Out of Assigned or Designated Area	Out of Assigned Area Tardy to Class Skipping Class	x		x	x	x	x	x					x			x		x		
	Personal Electronic Device	Personal Telecom Device	x		x	x			x	x				x	x		x	x			
	Public Display of Affection	Public Display of Affection	x		x	x		x		x				x		x	x		x		
CLASS II	Dishonesty (Non-Criminal)	False Note/ Report Cheating	x	x	x	x		x	x	x		x	x	x	x		x	x	x		
	Disregard for Safety	Disregarding Safety, Self Endangerment	x		x	x	x	x	x	x		x		x	x		x	x	x		
	Insubordination Failure to Follow Staff Instructions	Failure to Follow Staff, Missed Detention, Present While Suspended	x	x	x	x	x	x	x	x		x		x		x	x	x	x		
	Offensive Speech/Actions	Profanity or Vulgarity Gang Activity Promoting	x		x	x		x	x	x		x		x	x		x	x	x		
	Tobacco Policy Violation	Chewing Tobacco Tobacco & Vapor Product Distribution, Possession or Use	x	x	x	x		x		x		x		x	x		x	x	x		

Responses to Class III Violations MIDDLE & HIGH SCHOOL Disciplinary options include both supportive, positive interventions and traditional consequences. Each chart includes a range of options that may be used by school personnel to address code violations both initially and upon repeat violations. Using the charts as a guide, staff retain discretion to consider the totality of the circumstances as they make discipline decisions.			RESOLUTION OPTIONS																			
			SUPPORTIVE RESPONSES											TRADITIONAL RESPONSES								
			AGREEMENT OR PLAN	BEHAVIOR GROUP	CONFERENCE, WARNING, REPRIMAND	HOME/SCHOOL PARTNERSHIP	MEDIATION OR MENTORING	REFERRAL FOR SERVICES	RESTORATIVE PRACTICES	RE-TEACH EXPECTATIONS	"TIME-OUT" OR "COOL OFF"	ALTERNATIVE EDUCATION PROGRAM	RESTITUTION	ACADEMIC PENALTY	DETENTION	PROPERTY CONFISCATION	SCHEDULE CHANGES	SCHOOL PRIVILEGE DENIED	SERVICE PENALTY	IN-SCHOOL REMOVAL	OUT OF SCHOOL SUSPENSION	EXPULSION RECOMMENDATION
CLASS III	SCOC	Infinite Campus				x		x	x			x	x		x			x		x	x	
	Dishonesty (Criminal)	Fraud, Forgery/Counterfeiting				x		x	x			x	x		x			x		x	x	
	Disorderly Conduct	Disorderly Conduct	x	x			x	x	x			x	x		x			x		x	x	x
	Endangering Other	Endangering Others, Wanton Endangerment		x		x		x	x			x	x		x			x		x	x	x
	Fighting	Fight - Student/Other Student/Staff Student/Student Physical Aggression	x	x	x	x	x	x	x		x	x	x		x			x		x	x	x
	Gambling	Gambling	x	x	x	x				x		x	x		x	x		x		x	x	
	Hostile Environment	Bullying, Harassing Communication, Harassment, Menacing, Stalking, Threatening Student/Staff, Verbal Abuse	x	x	x	x	x	x	x	x		x	x		x	x	x	x	x	x	x	x
	Non-Controlled Substance Policy Violation	Other Drug Over the Counter Drug	x		x	x		x		x			x	x		x		x		x	x	x
	Offensive Conduct	Mild Sexual Behavior Inappropriate Sexual Behavior Indecent Exposure		x		x		x	x			x	x		x	x	x		x		x	
	Property Damage or Vandalism	Damaging Property Vandalism Criminal Mischief		x		x		x	x			x			x			x		x	x	x
	Theft	Stealing Larceny-Theft (criminal)	x	x		x	x	x	x			x			x			x		x	x	x
	Unauthorized Absence	Skipping School Leaving Campus	x		x	x		x		x			x			x			x			

Responses to Class IV Violations MIDDLE & HIGH SCHOOL Disciplinary options include both supportive, positive interventions and traditional consequences. Each chart includes a range of options that may be used by school personnel to address code violations both initially and upon repeat violations. Using the charts as a guide, staff retain discretion to consider the totality of the circumstances as they make discipline decisions.			RESOLUTION OPTIONS																		
			SUPPORTIVE RESPONSES										TRADITIONAL RESPONSES								
			AGREEMENT OR PLAN	BEHAVIOR GROUP	CONFERENCE, WARNING, REPRIMAND	HOME/SCHOOL PARTNERSHIP	MEDIATION OR MENTORING	REFERRAL FOR SERVICES	RESTORATIVE PRACTICES	RE-TEACH EXPECTATIONS	“TIME-OUT” OR “COOL OFF”	ALTERNATIVE EDUCATION PROGRAM	RESTITUTION	ACADEMIC PENALTY	DETENTION	PROPERTY CONFISCATION	SCHEDULE CHANGES	SCHOOL PRIVILEGE DENIED	SERVICE PENALTY	IN-SCHOOL REMOVAL	OUT OF SCHOOL SUSPENSION
CLASS IV	SCOC	Infinite Campus																			
	Alcohol or Intoxicant Policy Violation	Alcohol Distribution, Posession, or Use					x			x			x						x	x	
	Arson	Arson		x			x	x		x	x		x				x	x	x		
	Assault	1st Degree, 2nd Degree, 3rd Degree, or 4th Degree Assault		x		x	x	x		x								x	x	x	
	Burglary	Burglary				x	x	x		x	x							x	x	x	
	Dangerous Instrument	Dangerous Instrument	x		x	x	x	x	x		x		x	x		x		x	x	x	
	Deadly Weapon	Weapon Distribution, Posession, or Use						x						x					x	x	
	Drug Policy Violation	Drug/Look Alike Drug Distribution, Posession, or Use (Choose based on the drug)		x				x	x		x			x					x	x	
	Extortion	Threatening Student or Staff	x	x	x	x	x	x	x		x	x		x		x	x		x	x	x
	Robbery	Robbery	x	x	x	x	x	x	x		x	x		x		x	x		x	x	x
	Sexual Offense	Sexual Assault		x		x	x	x			x			x		x	x		x	x	x
	Terroristic Threatening	Terroristic Threat, Bomb Threat	x	x		x	x	x	x				x	x		x	x		x	x	x

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 regularly. All searches will be conducted per 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

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 the 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 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 the jurisdiction of the District shall be expulsion for a minimum of twelve (12) months. (The GunFree 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 cyberbullying, 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 based on 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

1. The Superintendent shall develop procedures for:
2. 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.

3. A process to identify and implement, within five (5) school days of the submission of the written investigative report, methods to correct and prevent the recurrence of harassment/discrimination. If corrective action is not required, an explanation shall be included in the report.
4. 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.
5. 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 are 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

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

Bullying refers to intentional acts 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 subset 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.

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 education or is harmful to his/her well-being. Such behavior is disruptive to the educational process and interferes with the ability of other students to take advantage of the educational opportunities offered.

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

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 postsecondary 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 High 8:15 am to 3:30 pm
- Paris Middle 8:15 am to 3:30 pm
- Paris Elementary 7:35 am to 2:50 pm

All pupils are expected to attend school regularly and to be on time for classes 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 36 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 parental 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 for absence, 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 before departure of parent/guardian called to active military duty.
8. One (1) day upon the return of parent/guardian from active military duty.
9. Ten (10) days for students attending basic training required by a branch of the United States Armed Forces, or
10. 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

11. 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 before 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 three (3) 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 can 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 of 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 over 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 & 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 three (3) 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 completing the Medical Excuse Form or 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 a valid excuse for 3 or more days, or tardy without a valid excuse on three (3) or more days, is a truant." Paris City Schools 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 a habitual truant." This means a student who has accumulated six (6) unexcused absences or tardies is a habitual truant. Paris City Schools will send notification of habitual truancy via mail to the parents of students with 6 unexcused absences or 9 unexcused tardies. The DPP 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 tardiness 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.

Makeup 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 of every student. Each school's 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 City Schools) 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 during semester and end-of-year breaks.

AUTOMOBILE AND PARKING REGULATIONS

Students who drive to school shall adhere to all motor vehicle regulations and school regulations regarding 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's 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.

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 school nurse. If the student is not able to return to class, the school nurse should make arrangements to go home.

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 trays and silverware to the return area. Any food or milk spilled on the floor should be reported to the custodian or 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.

Restaurant or fast-food breakfast or lunch from outside of school cannot be brought into the school cafeteria.

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 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 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 secondary to personal/family coverage.

Paris City Schools are not responsible for any accidents 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 permitting Paris City 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 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 the 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 that requires first aid or the services of a doctor should be reported to the office at once. 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 communication 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 pay 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 is 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 state and local regulations.

EMERGENCY

Students shall not leave the bus through the emergency doors except in an emergency 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 on the bus unless given other instructions by the driver or monitor.

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.

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 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.

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, vandalism, 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 action. 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 warnings, the driver will again report the student to the principal, who shall suspend the student from riding any Paris City Schools vehicle for whatever period 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 City Schools' 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, and the transportation director. 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 decide 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.

SCHOOL BUS DISCIPLINE MATRIX

Behavior Violation	Disciplinary Options								
The principal may choose to use more than one action	Warning/ Remedial Training	1 day off the bus	2 days off the bus	3 days off the bus	5 days off the bus	10 days off the bus	Handled under the 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	X	
Sexual Behavior/Abuse/ Harassment			X	X	X	X	X	X	
Verbal Abuse (school personnel or students)			X	X	X	X	X	X	
Vandalism			X	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 instructions	X	X	X	X	X	X		X	
Not staying in seat/pushing/tripping	X	X	X	X	X	X		X	
Screaming/Hanging out of the window	X	X	X	X	X	X		X	
Eating/drinking/littering	X	X	X	X	X	X		X	
Excessive Mischief/Horseplay	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

Bus Incident Report Process	
Preliminary Action Taken by Driver (in order) ☐ Student Warned ☐ Student Assigned Seat ☐ Other _____ ☐ Referral given to Director of Transportation	Driver's Comments:
Referral Processed in IC by the Director of Transportation to the attention of the Principal	
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:

DISPENSING MEDICATION

Medication Procedures

Paris City 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 City 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
 - d. life-threatening conditions 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.
 - e. 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

902 KAR 2:060 requires children who attend public school to maintain a current immunization certificate on file. Notices are sent home to the parents about immunizations that are expired or soon to be expired. If your child needs an immunization, has an expired immunization certificate, or needs any other required health documents, please turn those documents into the school office by the first day of the school year or within 10 days of receiving notification.

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 of 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 violate this policy (i.e., cigarettes observed in pockets, strong smell of smoke on the breath, etc.) will be subject to disciplinary action." *This includes e-cigarettes and other related products.

State law prohibits smoking anywhere on Paris City Schools' 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 AUPs 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 City Schools 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 the 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 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 Paris City Schools Internet and E-Mail access. I understand that this access is designed for educational purposes and Paris City Schools has taken available precautions to eliminate access to controversial material. However, I also recognize that the Paris City School District can't 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 email 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 email service, and other Live@edu services as the Kentucky Department of Education may provide over time, are subject to the terms and conditions outlined in district policy/procedure as provided and that the data stored in such Live@edu services, including the Outlook Live email service, are managed by the district according 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 according 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 City Schools.
- 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 Paris City Schools 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 another account for any purpose.
- You may not use MUG (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 specialists, 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 City Schools account.
- Purposefully annoying other Internet users, on or off the Paris City Schools 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 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 City Schools are prohibited from using district resources to establish Internet E-mail accounts through third-party providers. Only the 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, or use vulgarities or any other inappropriate language.
- 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 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 emails.

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 Paris City Schools. (Unless under the direct supervision of a teacher for instructional purposes.)

- Devices must be turned off upon entering the school building and remain turned off until the 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 buses 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 the use, breakage, theft, or loss of these personal items including communication devices or other items including music players, computing, or other audio/video devices.

ACCESS TO ELECTRONIC MEDIA

ELECTRONIC MAIL/INTERNET

The District offers students, staff, and members of the community access to the District's computer network for electronic mail and Internet. Because access to the Internet may expose users to items that are illegal, defamatory, inaccurate, or offensive, we require all students under the age of eighteen (18) to submit a completed Parent Permission/User Agreement Form to the Principal/designee before access/use. All other users will be required to complete and submit a User Agreement Form.

Except in cases involving students who are at least eighteen (18) years of age and have no legal guardian, parents/guardians may request that the school/District:

- Provide access so that the parent may examine the contents of their child(ren)'s email files;
- Terminate their child(ren)'s email account and/or Internet access; and
- Provide alternative activities for their child(ren) that do not require Internet access.

Parents/guardians wishing to challenge information accessed via the District's technology resources should refer to Policy 08.2322/Review of Instructional Materials and any related procedures.

GENERAL STANDARDS FOR USERS

Standards for users shall be included in the District's electronic access plan, which shall include specific guidelines for student, staff, and community member access to and use of electronic resources.

Access is a privilege—not a right. Users are responsible for good behavior on school computer networks. Independent access to network service is given to individuals who agree to act responsibly. Users are required to comply with District standards and to honor the access/usage agreements they have signed. Beyond clarification of user standards, the District is not responsible for restricting, monitoring, or controlling the communications of individuals utilizing the network independently.

The network is provided for users to conduct research and communicate with others. Within reason, freedom of speech and access to information will be honored. During school hours, teachers of younger children will guide their students to appropriate materials. Outside of school, families bear the same responsibility for such guidance as they exercise with information sources such as television, telephones, movies, radio, and other media that may carry/broadcast information.

NO PRIVACY GUARANTEE

The Superintendent/designee has the right to access information stored in any user directory, on the current user screen, or in electronic mail. S/he may review files and communications to maintain system integrity and ensure that individuals are using the system responsibly. Users should not expect files stored on District servers or through district-provided or sponsored technology services, to be private.

RULES AND REGULATIONS

Violations of the Acceptable Use Policy include, but are not limited to, the following:

1. Violating State and Federal legal requirements addressing student and employee rights to privacy, including unauthorized disclosure, use, and dissemination of personal information.
2. Using third-party providers or any other nonstandard electronic MAIL system;
3. Using student email accounts is for non-educational purposes;

4. Sending or displaying offensive messages or pictures, including those that involve:
 - Profanity or obscenity; or
 - Harassing or intimidating communications.
5. Damaging computer systems, computer networks, or school/District websites;
- 6.
7. Violating copyright laws, including illegal copying of commercial software and/or other protected material;
8. Using another user's password, "hacking" or gaining unauthorized access to computers or computer systems, or attempting to gain such unauthorized access;
9. Trespassing in another user's folder, work, or files;
10. Intentionally wasting limited resources, including but not limited to gaming, streaming audio or video for no educational purposes, and downloading freeware or shareware programs;
11. Using the network for commercial purposes, financial gain, or any illegal activity;
12. Using technology resources to bully, threaten, or attack a staff member or student or to access and/or set up unauthorized blogs and online journals, including, but not limited to social media sites such as Facebook, Twitter, Instagram, etc.: and
13. Students reveal their names and personal information to or establish relationships with, "strangers" on the network unless a parent or teacher has coordinated the communication.

Users are held accountable for the additional rules and regulations found in the Paris City Schools Electronic Access & Usage Plan. You can locate a copy of the plan on the District website. Violations of these rules and regulations may result in loss of access/usage as well as other disciplinary or legal action.

CHROMEBOOK USER AGREEMENT TERMS

Paris City Schools has initiated a 1:1 Chromebook initiative for students and teachers to embrace 21st Century Learning. Students will be using Chromebooks in the classroom as a part of routine instruction each day. After reading and returning the required agreement, students will be allowed to take their designated Chromebook home to continue school work; elementary school students may check out a Chromebook with parent permission. Please remember that Chromebooks are the property of the District and their contents may be viewed at any time. Students are expected to have their Chromebooks with them each day, fully charged and ready for use.

GOALS FOR STUDENT USERS

- Increase 21st Century Learning Skills
- Increase productivity and organization
- Increase student ownership of their learning and the learning process
- Utilize a wide array of digital educational materials

GUIDELINES

Student use of the Chromebook falls under the District Acceptable Use Policy for technology. Internet and Chromebook use will be monitored through district-level management software. Anyone found to be violating acceptable use will be disciplined. All software, applications, and documents stored on the Chromebook District are the property of the District and subject to review/monitoring.

Chromebooks should NOT:

- Be modified in any way other than instructed by administration or school personnel.
- Have applied marks, stickers, or other decorations placed on them or their case.
- Be exchanged with anyone.
- Have browsing history cleared or disabled.
- Be carried without being in the District-issued protective case.
- Modify or tamper with the asset tag in any way.
- Have heavy objects placed on top of them.

Failure to comply with these guidelines will be treated as a violation of the District Acceptable Use Policy and will be handled according to the school discipline code.

CARE AND USE OF DISTRICT-ISSUED DEVICES

- Use a soft, lint-free towel to clean the screen—do not use spray or liquid cleaners.
- Make sure your hands are clean before using the device.
- Keep devices away from food and drink.
- Use only the included charger and a standard outlet to charge your device. Charge daily.
- Report software/hardware issues as soon as possible.
- Keep the district-issued device in a climate-controlled environment—do not expose it to extreme temperatures.

SAVING DOCUMENTS

Documents are saved with your Chromebook using cloud storage. This will require you to have a district-issued Google Apps for Education account. Using this account, you can save, export, and import documents. This allows you to access your documents from other devices via the Internet. You can also share your documents with other students or your teacher.

REPORTING TECHNICAL ISSUES

Errors or problems should be reported as soon as is practical. This can be done by informing school personnel so the issue can be addressed promptly. Damage due to a determined accidental cause will be addressed by the school through normal procedures. Damage due to negligence or carelessness will result in the student assuming financial responsibility for the replacement/repair of the Chromebook. Students taking the device from the school property must sign and submit the User Agreement Application. Student use of the Chromebook off school grounds may be revoked at any time by the administration.

SECURITY

Students should only use the district-supplied Google Apps for Education account. Students should never share their account passwords with others unless requested by an administrator, teacher, parent, or guardian.

Students are responsible for following the guidelines and rules outlined in the District Acceptable Use Policy. Violations of these policies may result in one or more of the following disciplinary actions:

- Restitution (money paid in compensation for theft, loss, or damage)
- Student/Parent Conference
- Removal of Unauthorized Files and Folders
- Restriction or Limitation of District Access Privileges
- Restriction or Limitation of Chromebook Use

- Short Term Suspension, in-school or out-of-school
- Court Referral/Criminal Charges

If a violation of the Acceptable Use Policy or discipline code occurs, appropriate consequences will be imposed. It is expected that students will:

- Maintain control of their assigned district-issued device unless otherwise directed by the administration
- Maintain the District-issued case
- Not have the device out around food/drink (breakfast, lunch, snacking)
- Not leave the device unattended
- Not play games during instructional time
- Not clear or disable browsing history
- Maintain adequate battery charge for school use

LOSS OR DAMAGE

If a district-issued device is damaged or lost, please report it to the administration as soon as possible. If theft is suspected, a police report must be filed. If an incident happens in the evening, please inform the administration by 8:00 AM the following school day.

GENERAL RULES

- After five (5) unexcused absences in a semester (or less by recommendation of Principal/DPP), the student may become a day user until regular attendance is established.
- General misconduct or failing to have the assigned district-issued device at school/charged may result in the student being assigned to day user status for a length of time determined by the administration.

Please Remember:

- Devices may be monitored by the administration at any time.
- Administration reserves the right to take a District-issued device at any time.
- Teachers reserve the right to limit the device use during class.
- The device is the property of the District.

REMINDER OF NO PRIVACY GUARANTEE

District personnel have the right to access information stored in any user directory, on the current user screen, or in electronic mail. They may review files and communications to maintain system integrity and ensure that individuals are using the system following District policies and guidelines. Students should not expect files stored on District servers or through district-provided technology services to be private. By accepting these terms and conditions, students waive any right to privacy or confidentiality to material that was created, sent, accessed, or stored using a District computing device or district-provided account.

RELATED COSTS

Damage/Repair/Replace Fee Schedule		
Issue	Action(s) Necessary	Cost
Accidental Damage - 1st Instance	A report must be made immediately to the administration. The device and case must be returned to the school so that a new or spare device may be issued.	\$25
Accidental Damage - 2nd Instance	A report must be made immediately to the administration. The device and case must be returned to the school so that a new or spare device may be issued. However, a spare device may not be issued for a 2nd break. The student may need to wait until the original device is returned from service.	\$50
Accidental Damage - 3rd and additional Instances	A report must be made immediately to the administration. The device and case must be returned to the school. However, a spare device will not be issued. The student must wait until the original device is returned from service. Some loss of privileges of using the device may occur.	\$100
Intentional Damage	A report must be made immediately to the administration. The device and case must be returned to the school so that a new or spare device may be issued. Deliberate damage will be referred to an administrator. Any appropriate discipline for damage to school property may be appropriate.	Cost of Repair or Full Replacement Cost - \$358
Lost	A report must be made immediately to administration and full replacement cost shall be paid.	
	• Device	\$358
	• Protective Case/Bag	\$20
	• Power Cord	\$68
Theft	A report must be made immediately to administration and a police report must be filed.	No Cost

Damage/Repair/Replace fees apply from the distribution date until the date the device is returned to the District.

DRESS CODE

The Paris Board of Education adopted a dress code policy for the entire school district. We believe that students should understand and appreciate the appropriate standards of dress. The Paris Board of Education expects educators to hold students accountable for appropriate school clothing. The District remains committed to developing individuals who are well-prepared for the demands of the future, including the expectations of appropriate attire.

Appropriate attire is expected for all who attend the District's schools. A school environment is not, nor should be, as casual as a social outing. A certain degree of decorum is expected. Some clarification of expectations follows:

GENERAL EXPECTATIONS

The wearing of any item that materially or significantly disrupts the educational process or threatens the health or safety of other students or staff members is prohibited. If a school/council chooses to develop a dress code, it shall be consistent with Board standards as set out in the District's Code of Acceptable Behavior and Discipline, which shall include, but not be limited to the following:

1. All garments must be of a type of material that will prevent exposure of undergarments or the body (For example- no see-through, mesh, etc.).
2. Any clothing, tattoos, make-up, or accessories that are or have patches, images, emblems, slogans, or words deemed unusual, disrespectful, prejudicial, profane, shocking, vulgar, or drugs/alcohol tobacco, sex, gang, or cult-related are prohibited.
3. Sunglasses are not to be worn in the school buildings except if approved by the principal for verified medical reasons.
4. In grades 4-12, students may only wear shirts, blouses, or dresses that have sleeves unless worn over a full shirt or blouse. At all grades, there will be NO bare midriffs, bare backs or low-cut necklines. For all grades, all shirts, blouses, or tops must extend completely to the lower garment; stomachs, upper back, and lower back must be covered at all times.
5. Pants, shorts, and skirts must be worn so that they are not sagging or exposing undergarments. Clothing with holes, exposing skin or undergarments above the knee, is banned.
6. Shorts, dresses, and skirts must be deemed appropriate by the administration and must be mid-thigh length or longer. (Exceptions to this rule apply for physical education classes during class time only— still no short shorts.)
7. Appropriate shoes or sandals must be worn at all times.
8. During the year, there may be special days when some departure from the dress code will be allowed by the school administration. These will be announced to all students.
9. The dress code may be stricter at individual schools based on SBDM decisions.

This code may be revised at any time during the school year by the Paris City Schools Board of Education. Students and parents will be notified of any changes.

The Board of Education expects that the dress code be enforced fairly and consistently within and across all schools.

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 for 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 & SECONDARY SCHOOLS

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights concerning 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 an access request. 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 access arrangements 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 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 from the parents to a student who is 18 years old or an emancipated minor under State law.

Paris City 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 City Schools will directly notify parents of these policies at least annually at the start of each school year and after any substantive changes. Paris City Schools 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 in the specific activity or survey. Paris City Schools 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. 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, PARIS MIDDLE SCHOOL, AND PARIS HIGH SCHOOL'S 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, Stephanie Harmon, at 987-2160.

ELECTRONIC ACCESS/USER AGREEMENT FORMS AUP FORM

USER'S NAME (LAST)	(FIRST)	(INITIAL)
USER'S ADDRESS		PHONE
USER'S AGE	DOB	SEX
SCHOOL		
IF APPLICABLE, USER'S GRADE	HOMEROOM/CLASSROOM	
IF APPLICABLE, USER'S DEPARTMENT/OFFICE?PROGRAM		

PLEASE CHECK: If you are a ☐ student ☐ member of the community

As a user of the Paris City School's computer network, I hereby agree to comply with the District's Internet and electronic mail rules and to communicate over the network responsibly while abiding by all relevant laws and restrictions. I further understand that violation of the regulations is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges may be revoked and school disciplinary action and/or legal action may be taken.

User's Name (Please print) _____

User's Signature _____ Date _____

Before the student is granted independent access privileges, the following section must be completed for students under 18 years of age:

As the parent or legal guardian of the student (under 18) signing above, I grant permission for my child to access networked computer services such as electronic mail and the Internet. I understand that this access is designed for educational purposes; however, I also recognize that some materials on the Internet may be objectionable, and I accept responsibility for the guidance of Internet use by setting and conveying standards for my child to follow when selecting, sharing, researching, or exploring electronic information and media.

CONSENT FOR USE

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

Name of Parent/Guardian (Please print) _____

Signature of Parent/Guardian _____ Date _____

Daytime Phone Number: _____ Evening Phone Number: _____

STUDENTS: Return this form to your school.

1:1 USER AGREEMENT APPLICATION

Name of Student: _____ Grade: _____
Parent Name: _____ Phone #: _____
Mailing Address: _____
City, State, Zip Code: _____

Do you have wireless at home? ☐ Yes ☐ No

☐ I DO wish to participate in the Paris City Schools' 1:1 initiative.

☐ I agree to the provisions outlined in the policy terms 08.2323 AP.1 and understand that:

- Enrollment in this program is REQUIRED to take the device home.
- The policy only covers the school-issued device.
- Liability is limited to the replacement/repair of the device; no additional liability is implied or assumed.
- Devices must be in the provided case. Damage that occurs when the device is not housed in the given case is the full responsibility of the student/parent.
- The device must be brought to school fully charged each day.
- After five (5) unexcused absences in a semester (or less by recommendation of Principal/DPP), the student may become a day user until regular daily attendance is achieved.

Failure to comply with any of the above may result in loss of privileges.

☐ I DO NOT wish to participate in the Paris City Schools' 1:1 Initiative. I understand that my student will still be issued a device for school use but that it cannot leave school property.

Student Name (Please print) _____

Student Signature _____ Date _____

Guardian's Name (Please print) _____

Guardian's Signature _____ Date _____

Office Use Only:

Serial Number: _____ Asset Tag #: _____



CONFIRMATION OF RECEIPT OF CODE

I have received a copy of the Code of Acceptable Behavior and Discipline for the 2026-2027 School Year. I have read the code and agree to abide by its content.

Parent/Guardian' Name _____ **Date** _____

Student's Name _____ **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. A signature is required at the bottom of this page.

- ☐ Automobile and Parking Regulations
- ☐ Check In – Check Out
- ☐ Media Publications Permission
- ☐ Transportation Rules and Regulations
- ☐ Technology Use Permission
- ☐ Uniform Dress Code

Parent/Guardian's Signature _____ **Date** _____

Student's Signature _____ **Date** _____

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 about driving and parking in the designated student parking lot.

Parent/Guardian's Signature _____ **Date** _____

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

Student's Signature _____ **Date** _____

Date Form Received by School : _____ **Initial of school personnel :** _____

EXCLUSION FORM FOR PHOTOS, VIDEOS, INTERVIEWS AND WEB PUBLICATION

PARIS CITY 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 THE 2026-2027 SCHOOL YEAR

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 City Schools website. 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 when 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 Paris City Schools, including pictures of field trips, sports events, science fairs, and other activities appearing in yearbooks or school/district publications. Student likenesses and work may also appear on the district website, 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** permit my child to be individually photographed, audio/videotaped, or interviewed by the media
- ☐ **I DO NOT** permit my child's photograph to appear on the Paris City Schools website or in district publications.
- ☐ **I DO NOT** permit my child's full name and grade to appear on the Paris City Schools website or in district publications.
- ☐ **I DO NOT** permit my child's work, first name, grade, and school to appear on the Paris City Schools website or in district publications.

I further release the Board of Education of Paris City 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 the same. I do further certify that I am of full legal capacity to execute the above authorization and release.

Student's Name _____

Parent/Guardian's Name _____

Parent/Guardian's Signature _____

Date _____