

2017-2018 WELCOME TO PAINTSVILLE HIGH SCHOOL

MISSION STATEMENT

The mission of the Paintsville Independent School District, as a standard for excellence in Kentucky and the nation, is to ensure for each student a globally comprehensive education in a positive environment which provides individualized and cooperative learning opportunities, produces responsible citizens, and instills a desire for life-long learning through quality instructional programs, sound fiscal management, visionary leadership, and a partnership involving home, school, and community.

PAINTSVILLE HIGH SCHOOL-BASED DECISION MAKING COUNCIL

The School-Based Decision Making (SBDM) council made up of the school Principal, three teacher representatives, and two parent representatives govern Paintsville High School. Teachers elect their representatives in the spring. Parents of students of PHS hold a meeting in the spring for the purpose of planning the parent SBDM election. The method of publicizing, collecting, authenticating applicants' ballots and the date of the parent representative election are determined at this meeting. Teacher and parent representatives serve a one-year term.

The SBDM Council meets the first Monday of each month at 3:15 p.m. in the high school conference room. All meetings are open to the public. If you wish to be placed, you must contact the Principal three school days prior to the upcoming regular SBDM meeting. In addition, anyone can speak on any relevant subject during a regularly scheduled SBDM Council meeting by signing his or her name to the "Open Chair" page prior to the beginning of the SBDM Council meeting.

The 2017-2018 SBDM Council members are:

Chuck McClure, Principal
Beth Phelps, Parent member
Ashley Adams, Parent member
Dawn Kinner, Teacher member
Carrie Ratliff, Teacher member
Adam Davis, Teacher member

SBDM COMMITTEES AT PHS

Teachers, non-certified staff members, parents, and community leaders can sign up to be on the various SBDM Committees at the beginning of each school year. These committees meet to discuss pertinent issues regarding our school and make recommendations to the SBDM Council for the development of new policies or policy changes. Person interested in serving on a SBDM Committee can sign up through the school Principals' office. A quorum of two thirds of the committee membership present at each meeting is required in order for action to occur. The SBDM Council has established the following committees

- AD HOC Committees formed as needed

You do not have to be a member of a SBDM Committee to attend their meetings. Meeting times will be posted at the high school once they have been established.

****Community members wishing to serve on a committee leave personal contact information in the P.H.S. office****

VISITORS

PHS welcomes visitors at any time, but we require that they report to the Principal's office upon arrival to SIGN IN.

Paintsville Independent Schools

2017-2018

August 10	Professional Day (No Students)
August 11	Professional Day (No Students)
August 14	Opening Day (No Students)
August 15	1st Day for Students
September 04	No School-Holiday- Labor Day
October 05	Professional Day-No Students
October 06	No School—Apple Day
November 22	Professional Day (No Students)
November 23	Holiday-Thanksgiving (No School)
November 24	No School
December 18 through January 1	(Christmas Break)
January 02	Students Return
January 15	Holiday-No School--Martin L. King Day
March 26-March 30	Spring Break
April 2	Students Return
May 17 (Last day for students
May 18	Closing day & Graduation

SCHOOL OBJECTIVES

- To take students where they are and to develop their capacity for learning by meeting their individual needs.
- To develop and maintain a curriculum that meets the needs of all students, stimulating the interests of the students and providing opportunities for their development.
- To encourage each student to develop the traditional American values of honesty, respect for fellow human beings, rights of others, respect of authority, self respect, morality, patriotism, physical and mental well being.
- To increase their ability to think rationally, to express thoughts clearly, and to read/listen with understanding.
- To prepare students to enter an occupation suitable to their ability allowing for continued personal growth and social usefulness.
- To provide Guidance in the development and use of leisure time in a worthy manner.
- To enlist the services and cooperation of our community agencies in facilitating the learning and development experiences of the students.

- To provide a science program for each grade that enhances student understanding of biological and physical sciences and is related to the experiences that pupils encounter in the real world.
- To provide a fine arts program that is developed around three main concepts: awareness, discovery, and exploration.
- To provide physical education for all students that contributes to optimal physical, mental, and emotional growth and develops positive attitudes toward physical activity in order to enhance the individual's self-image, and to improve the quality of life.
- To provide an effective language arts program that develops the expressive and receptive behaviors comprising effective communication in the life experiences of individuals; that nurtures the thinking processes; and applies communication behaviors in all areas with the ultimate goal being that each individual has acquired both the ability and the desire to communicate effectively.
- To provide a mathematics program which includes understanding of mathematical concepts, competency in computational skills, and instruction in their application with emphasis being given to the development of meaning and understanding as a foundation for the mechanical manipulation of numbers.
- To provide instruction in foreign words and phrases and to implement a foreign language program that provides students access to multilingual education to expand their social and cultural understanding beyond the confines of a single culture.
- To provide a social studies program based on four foundations: social, psychological, disciplinary, and philosophical. These foundations will enhance all areas of student awareness of life, political and social institution, and human interaction.
- To provide a health program which emphasizes safety instruction as an integral part of the health instruction program. Instruction is provided to pupils to make them aware of the value of community, personal, and family health. Also included in instruction is health and Guidance.
- To provide a vocational program, which allows students to experience true-to-life work situations. To provide activities such as role-playing, interviewing, shadowing, job observation, field trips, work simulations, and pupil projects. Pupils will receive Guidance and opportunity to apply these experiences to provide direction for occupational decision.
- To provide appropriate special education services to meet the identified individual needs of disabled children at PHS; to develop at the highest level possible for each disabled child the skills and attitudes necessary for living and functioning independently and productively in society.

NON-DISCRIMINATION POLICY

Paintsville City Schools does not discriminate on the basis of sex in education programs or activities that it operates, and is required by TITLE IX of the Educational Amendments of 1972 (Public Law 92-318), not to discriminate in such a manner. Further, the Paintsville City School System does not discriminate on the basis, in treatment, admission, access to, or employment in, its program or activities as required by Section 504 of the Rehabilitation Act of 1973 (Public Law 93-112). Nor does the Paintsville City School System discriminate in any of the educational programs or activities it operates, on the basis of race, color, national origin, religion, or marital status, which is required by TITLE VI Civil Rights Act of 1964 and the Age Discrimination Act of 1975.

Harassment/Discrimination:

Harassment/Discrimination is defined as intimidation by threats or actual physical violence; the creation, by whatever means, 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. Harassment/discrimination due to an individual's race, color, national origin, age, religion, marital status, political beliefs, sex, or disability is prohibited at all times on school property and off school grounds during school-sponsored activities. This prohibition also applies to visitors to the school who may come into contact with employees and students.

Board policy sites the following examples of conduct and/or actions prohibited (although it is not limited to this list):

- Name-calling, stories, jokes, and pictures, objects that are offensive to one's gender, race, color, national origin, religion, or disability.

- Unwanted touching, sexual advances, requests for sexual favors, and spreading sexual rumors.
- Member of one gender being subjected to sexual remarks of the other gender in the context of the classroom.
- 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.
- Limiting student access to educational tools, such as computers, based on student's gender, race color, religion, national origin, or disability.
- Teasing a student's subject choice or assignment based on the gender, race, color, religion, national origin, or disability of the student.

If anyone is proven to have engaged in the harassment/discrimination action toward an employee or student, said person shall face disciplinary action, including but not limited to suspension and expulsion. False or malicious complaints of harassment/discrimination may result in disciplinary action taken against the accusing person.

Anyone who believes they have been a victim of an act of harassment/discrimination or who have observed other students being victimized shall, as soon as reasonably practicable, inform their teacher, Guidance Counselor, or Principal of the incident. All allegations of sexual harassment are to be reported to the District's Title IX Coordinator.

District employees involved in the investigation of complaints shall respect, as much as possible, the privacy and anonymity of both victims and persons accused of violations.

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. It is the responsibility of the superintendent to protect employees and students against retaliation.

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. All harassment/discrimination allegations must be investigated and when appropriate, corrective action shall occur.

Hazing:

Board policy states that hazing, bullying, menacing, or abuse of students or staff members will not be tolerated. Any student or employee who engages in an act that injures, degrades, or disgraces another student or staff member shall be subject to appropriate disciplinary action.

Pregnant and Married Students:

According to board policy, married and/or pregnant students shall be permitted the same rights and privileges as other pupils. Pregnant students may not participate in activities that will endanger the student or fetus.

HONOR CODE

It is the responsibility of all members of the Paintsville High School community, made up of students, parents, district personnel, staff, and custodians, to instill virtue as well as productivity in our students. The PHS community through their actions demonstrates what is acceptable behavior for our students. Students must contribute to society not only economically but also civically in order to enrich the lives of their fellow citizens.

The primary function of an honor code is to instill a common sense of honor and morality in each student. This system revolves around the concept of respect: the self-respect one has for his word, his work, and his possessions, and the respect he has for the words, the work, and the possessions of others. It is important, therefore, that no student commits an act of lying, cheating, or stealing. It is equally important that no student tolerate such behaviors by others. Each student must accept his/her responsibility to abide by and uphold this code of honor.

At Paintsville High School a violation of the honor code is defined as any form of dishonesty regarding academic work. Conduct, which may constitute violation of the honor code, will include, but not be limited to, any of the following:

- Copying another student's academic work that has been completed for credit, including class work, homework, workbook assignments, etc. without teacher permission.
- Allowing another student to have access to or to copy from academic work which has been completed for credit, including class work, homework, workbook assignments, etc. without teacher permission.
- Giving or receiving any form of assistance to or from another student(s) or the use of cheat notes during quizzes, tests, exams, and/or other types of evaluative activities.
- Plagiarism is presenting work for credit that is not the original work of the student, except where research papers' sources are quoted and related writing projects are properly footnoted. The submitting as original work any form of assignment, which has been created by another person, is a violation of our honor code.
- Unauthorized use of calculators, computer hardware, or computer software is also considered to be a violation of the honor code.
- Theft of another person's material possessions.
- Presenting false information regarding another student (lying).

In summary, violation of the honor code is considered to be a serious offense at Paintsville High School. Students are expected to work diligently and honestly. Students are expected to direct questions to the teachers and/or administrators if particular actions would be considered violations. At PHS, the consequences for violation of the honor code will be referred to the Principal.

The teachers will interview the alleged guilty party, so evidence of honor code violations may be gathered. The alleged guilty party will be referred to the Principal for discussion of the alleged violation(s). In all cases, the Principal's decision regarding honor code violations is final.

STUDENT HANDBOOK AND PLANNER

Every Student will receive a handbook/planner at the time of registration. Students must bring their planner with them to school every day. The planner contains useful information for students and parents. Please take time to read the planner carefully. A replacement fee will be required in the event the planner is lost. Replacement planners can be purchased in the main office at the schools cost.

EXPECTED STUDENT BEHAVIOR & DISCIPLINARY POLICIES

The authority of the District in matters of student behavior is not limited to school buildings and when students are on their way to or from school, but extend to any school-related or school-sponsored activity. The Principal shall provide leadership for the total staff to enforce the student conduct code. Teachers shall be responsible for student conduct in the classroom, on school grounds, in the halls, or off school premises while under their supervision.

Teachers are responsible for and have the authority to correct any student whom they see is misbehaving. Their disciplinary measures should not be administered in a manner that is humiliating, degrading, or unduly severe, or that would cause the student to lose status before his/her peers. Teachers should guard against making remarks concerning the student's shortcomings. Good discipline consists of originality, common sense and good judgment, using acceptable techniques that deter inappropriate behavior, but do not violate the policies set forth herein. Assertive discipline is a procedural approach, whereby student expectations and possible consequences are clearly defined. Assertive discipline techniques are the methods of discipline endorsed by the School Based Decision-Making (SBDM) Council.

Unless an administrator or the PHS Board acts under the authority of KRS 158.150, no school, school administrator, teacher, or other school employee shall expel or punish a student based on juvenile court information received by the school. Administrators may act to protect staff and students when the student's conduct, as reflected by the information, indicates a substantial likelihood of an immediate and continuing threat of harm to student or staff. Restrictions imposed on the student shall represent the least restrictive alternative available, appropriate to remedy the threat.

Serious disciplinary problems shall be promptly reported to the Principal and the parent(s)/guardians of the student. The PHS Board policy authorizes the Principal to impose the following punishment options for misconduct:

- Assignment to In School Suspension (ISS)
- Assignment to either lunch or after-school detention
- Loss of driving privileges for a specific time
- Loss of participation in school activities (extra-curricular & co-curricular)
- Referral to behavioral counseling
- Suspension
- Expulsion

The SBDM Council shall select and implement discipline and classroom management techniques for the school. The Council's discipline policies shall provide for parent/guardian involvement in disciplinary situations involving their children. Discipline for students with disabilities shall observe federal and state procedures and guidelines.

Classroom:

The teacher is in complete charge of the classroom and will fill out a Disciplinary Referral Form on any behavior deemed serious enough to require disciplinary action.

- Students are expected to come to class on time, be prepared with completed homework and lessons studied, and have a respectful attitude toward the class work and teacher.
- Students are expected to cooperate with the teacher and other class members, in order to have a good learning environment.
- There should be no unnecessary interruptions of the class.
- No gum, food, or drinks are allowed in the classrooms.

Halls:

- Students are expected to behave properly when passing through the halls between classes.
- Annoying or harassing others in the halls will not be permitted.
- Students may not run in the halls.
- Littering is not permitted on school property.
- Food and drinks are only permitted in designated areas.

Lockers:

- Having a locker is a privilege. It should be kept neat and locked when not in use.
- No food should be left in lockers.
- Students will be required to clean off any writing on or pictures affixed to their lockers upon incident at the end of school.
- Only school-issued locks may be used on school lockers.
- Lockers can be searched for probable cause.
- Students in ISS may go to their lockers only at the beginning and end of the school day.
- Nothing may be written on or attached to the front of a student's locker.

Restrooms:

- Each student is responsible for keeping the restrooms neat and sanitary and to report any unsanitary conditions observed.
- Students must not sit on the sinks.
- Smoking is forbidden in restrooms, as well as anywhere else on school grounds.
- Writing on restroom surfaces is not permitted.
- Any misuse of restroom facilities should be reported to the administration or faculty.

Book bags:

- Book bags may be brought to school, but are prohibited from the classroom. They must be left in the student's locker.

Paging Devices:

- According to Kentucky Revised Statute (KRS) 158.165, a student in a public school shall not possess a paging device while on school property, on a bus, or while attending a school-sponsored or school-related activity, on or off school property, unless the student is in attendance in the capacity of an active member of a volunteer fire-fighting organization or a volunteer emergency medical services organization. If a paging device is found in possession, the student forfeits the device to the school district.

Telecommunications Device

(1) The board of education of each school district shall develop a policy regarding the possession and use of a personal telecommunications device by a student while on school property or while attending a school-sponsored or school-related activity on or off school property, and shall include the policy in the district's written standards of student conduct. A student who violates the policy shall be subject to discipline as provided by board policy.

(2) In this section, "personal telecommunications device" means a device that emits an audible signal, vibrates, displays a message, or otherwise summons or delivers a communication to the possessor, including, but not limited to, a paging device and a cellular telephone.

Cellular Phones:

**Cell Phone Policy
Electronics Policy/Cell Phone Use**

- Cell phones/electronic devices and the inappropriate use of technology have become a concert at Paintsville High/Middle School. In order to respect the important work of the classroom and to protect the teaching and learning environment, this document is to clarify the cell phone/electronic device policy for Paintsville High/Middle School.
- Cell phone/electronic devices may be used before the morning bell, snack, lunch and after school Monday through Friday.
- Cell phones/electronic devices must be turned OFF before a student enters any classroom, office, library, locker room, lab, or gymnasium.
- Once inside any of the above named locations, cell phones and devices must not be visible under any circumstances-even though they are OFF.
- If a cell phone/electronic device rings, vibrates or is used for any reason or is visible during class time the student will be sent to the office to surrender the device.
- Refusal to surrender a devices is defiance. Defiance may result in suspension and parents/guardians will be contacted.
- First Offense-the device will be held in the main office until the end of the school day and detention will be issued. Electronic device may be picked up the the student.
- Second Offense-the device will remain in the main office until the end of the school day, plus two detentions, Electronic device may be picked up by the student.
- Third Offense and Above-the device will remain in the main office until the end of the school day plus in school suspension. Electronic device may only be picked up by a parent/guardian.

You can contact your child via their cell phone during snack and lunch. In the event of an immediate emergency, please call the main school line at 789-2656.

I have read and understand the above electronics policy/cell phone use policy.

Parent/Guardian Signature: _____ Date: _____

Student Signature: _____ Date: _____

General Code of Student Conduct:

- No student or other person shall upbraid, insult, or abuse any teacher or school adult (teacher-aide, secretary, custodian, cafeteria worker, etc.) in the presence of the school or a pupil of the school (KRS 161.190).
- Students will refrain from using profane or indecent language.
- ***No defacing or injuring of any school property***, including buses, buildings and grounds. Those doing so will be expected to pay for damages.
- ***No gambling*** on school premises.
- Students ***shall not have*** in their possession ***knives, firearms, fireworks, or unlawful weapons or devices*** upon their persons while at school, school activities, or on the way to and from school.
- Students ***shall not possess, use, be under the influence of, sell, or transfer alcoholic beverages, controlled drug substances, or substances that 'look like' a controlled substance*** on, or about, school property, at any location of a school-sponsored activity, or *en route* to or from a school-sponsored activity.
- Students are ***not to possess, use, sell, or distribute tobacco products*** on school property, including school buses, nor at school-sponsored activities that are under the supervision and sponsorship of PHS personnel.
- Students are ***expected to observe and obey the rules and regulations*** of the school and Board, ***while being transported*** to and from school, via publicly owned transportation.
- Students ***shall conform to the school dress code***.
- Students should realize that their ***use of privately owned vehicles in going to and from school is a privilege***, which can be suspended or revoked by the school at any time.
- Students are expected to assist school officials in maintaining student property in such a manner as to ensure proper health standards and conditions conducive to learning.
- ***Kissing and other public displays of affection*** are strictly ***forbidden***.
- No music boxes or walkmans are allowed in the during school hours. Such items will be subject to confiscation.
- Students shall not engage in any conduct, whether verbal or physical, that interferes with, or hinders, the orderly administration of the school and school-related activities.
- Students shall not be in violation of the Paintsville High School Honor Code.
- Students shall not be guilty of harassment/discrimination/intimidation, either verbal or physical, due to an individual's race, color, national origin, age, religion, marital status, political beliefs, gender/sex, or disability. This includes any creation, by any means, of a climate of hostility, or the use of language, conduct or symbols in such a manner as to be commonly understood to convey hatred, contempt, or prejudice, or to have the affect of insulting or stigmatizing an individual (see "Non-Discrimination Policy").

Care of School & Personal Property:

Pupils shall be held responsible for damage they do to school property, and their parents shall be liable for such damages caused by their minor children. Any organization or group of pupils participating in activities that willfully or wantonly destroys, defaces, damages, or steals school property, will be subject to disciplinary action and liable for the cost of restoring the property. Individuals will also be subject to disciplinary action, which could include suspension or expulsion.

Dress Code:

All students and staff are expected to dress and be groomed in accordance with acceptable standards of cleanliness and good taste. Clothing that disrupts the educational process or presents a hazard to school safety will not be permissible. Students may wear jeans, slacks, dresses, blouses, shirts or any type of clothing appropriate to the sex of the individual. All clothing must be worn properly (example: overalls must have both straps up and properly secured and pants must be pulled up to the waist). Students will be permitted to wear shorts provided they are of appropriate length.

The Paintsville High School student dress code for the 2017-2018 academic years shall be the following:

1. All shorts and skirts must be mid thigh or fingertip length and secured at the waist.
2. No clothing can be worn with tears or holes. NO holes above the knee.

3. All shirts/tops will have no thin straps. ****NO** strapless, spaghetti straps or one shoulder tops. Tank tops worn must be at least 3 fingers wide at the top of the shoulders.
4. No clothing can be worn with obscene wording, sexual innuendo, alcoholic beverage advertisement, or promoting the use of drugs.
5. No cropped shirts. Shirt must cover the top of pants or skirts. No part of the stomach or back should be seen in a standing or sitting position. (If the shirt cannot be tucked do not wear it.)
6. No sheer or low cut tops allowed.
7. PHS highly recommends proper footwear to be worn at all times. Shoes without heel straps may be hazardous while navigating stairwells. Absolutely no bedroom/bathroom slippers are to be worn.
8. No hats or bandannas inside the building during school hours.
9. No sunglasses are to be worn in the building.
10. No wallet or belly chains even if attached to clothing.
11. No body piercing, except earrings may be displayed (tongue, belly, etc.).
12. Any items not covered by the above policies will be determined by administration.
13. Yoga pants or leggings must be accompanied by a shirt or sweater that comes to mid thigh or fingertip length.
14. No pajamas to be worn, except on designated spirit days.
15. No blankets.

- Final decisions on dress code violations will be determined by the administration.

****Pride** in self and Paintsville High School is reflected in appropriate attire. Appropriate dress enables high school students to focus on academics. We believe that dress and appearance are the responsibility of the students and parents. When the appearance of a student is a disruptive influence on the educational program at PHS/PJHS, corrective measures will be taken by staff. This policy will be enforced at all school functions, including awards ceremonies.

CONSEQUENCES FOR VIOLATIONS

Students will be given clothing to change into that must be returned at the end of the school day in exchange for their clothes.

1st offense: Call parents

Additional offenses: Call parents; one detention

GENERAL DISCIPLINARY POLICIES

In-School Suspension (ISS)/Alternative Learning:

Paintsville High School has established an **in-school suspension (ISS)** room to provide an alternative-learning environment for students who have difficulty adjusting to the regular school setting. The objectives of the high school's ISS program are to:

- Reduce the rate of failures, dropouts, and out-of-school suspensions.
- Maintain continuity in the educational program of students.
- Assist students to recognize their behavioral responsibilities in the educational environment; and to
- Engage participating students in meaningful and purposeful learning experiences.

The **rules and responsibilities** for the in-school suspension program are as follows:

- Students are responsible for getting their own class work from each of their teachers.
- Students must bring all textbooks, workbooks, paper, pencils, notebooks, and anything else necessary to complete assignments, since locker privileges are restricted to the beginning and end of the school day.
- Students in ISS are not permitted to participate in extracurricular activities during school.
- Students assigned in ISS must go to the elementary school cafeteria for lunch, no exceptions. ISS students have the following choices for lunch: receive a free and reduced lunch for those who qualify, purchase a lunch at the cafeteria, or bring their lunch to school and to the ISS room.

In ISS, ***Students shall:***

- Work at all times.
- Make up all time-missed, including excused or unexcused absences.
- Make up an entire day, if they check out early from ISS. Partial days do not count.
- Complete all assignments in each of the assigned subject areas.
- Abide by all conduct codes found in the PHS Student Handbook.

- Go to the elementary school cafeteria for lunch, no exceptions. They have the following choices for lunch: receive a free or reduced lunch, if they qualify; purchase a lunch at the cafeteria; or bring their lunch to the ISS room at school.
- Raise their hands and be acknowledged before asking a question.
- Not talk unless addressed by a school official.
- Not communicate with other students (talking, passing notes, engaging in horseplay).
- Not lay their heads down or sleep.
- Not be disruptive or non-productive.

Corporal Punishment:

Corporal punishment refers to the deliberate infliction of physical pain on a student by any reasonable means, as a penalty or punishment for his/her misbehavior. Before corporal punishment can be administered to any student in a public school, the student's school district must have on file a form, signed by the student's parent/guardian, indicating permission for the child of that parent/guardian to receive corporal punishment. Thus, PHS employees cannot utilize corporal punishment as a penalty or punishment for student misbehavior until parent/guardian approval has been obtained.

All acts of corporal punishment in public schools shall be administered only by certified staff, with at least two other certified staff serving as official witnesses of the corporal punishment act. Official witnesses shall be informed beforehand, and in the student's presence, of the reason(s) for the use of corporal punishment. Corporal punishment shall not be administered in the presence of other students.

Schools and districts that permit corporal punishment shall keep accurate records on its use. Such records shall list the student's name, age, gender, race, and educational status, and shall include a written description of the punishment. Prior efforts to work with the student, student's parent/guardian, and school staff shall also be noted. The administrator of the corporal punishment, as well as the official witnesses, shall provide written verification of this information. Complete copies of these reports shall be filed for at least three years with the school council or Principal, the district superintendent, and the Kentucky Department of Education. The student's parent/guardian shall also receive a copy of the reports. The official forms of the U.S. Office of Civil Rights shall be incorporated into this record-keeping process.

Schools and districts that permit corporal punishment shall maintain a current list of all students who receive corporal punishment during the district's school year. A written "Behavior Improvement Plan" shall be developed for those students who receive two or more acts of corporal punishment during the current school year. The Behavior Improvement Plan shall be developed with input from the student, the student's parent/guardian, the student's teacher(s), and other appropriate school personnel. It shall have the goal of eliminating the need for further corporal punishment for the student. For students identified as having an educational disability and is receiving special educational services, the Behavior Improvement Plan will be considered by the student's Admissions and Release Committee for inclusion in, or consistency with, the Individualized Education Plan (IEP).

Alcohol, Drugs, & Other Controlled Substances:

No student shall possess, use, be under the influence of, sell, or transfer alcoholic beverages, controlled drug substances & drug paraphernalia, or substances that "look like" a controlled substance, on or about school property, at any location of a school-sponsored activity, or en route to or from school or a school-sponsored activity. Use of a drug authorized by and administered in accordance with a prescription from a physician or dentist is not considered a violation.

In the instances of "look-alike" substances, possession will be treated the same as if it were a controlled substance. Controlled substances are defined as any substance or immediate precursor listed in Chapter 218A of the Kentucky Revised Statutes, or any other substance that may be added by the Kentucky Department of Health Services.

Violation of this policy shall constitute reason for disciplinary action, including suspension or expulsion from school and/or suspension or dismissal from athletic teams and/or other school-sponsored activities. Employees of the district shall promptly make a report to the local police department, sheriff, or Kentucky State Police, by telephone or otherwise, if they know, or have reasonable cause to believe, that conduct has occurred which constitutes the use, possession, or sale of controlled substances on school premises, within one thousand feet of school premises, on a school bus, or at a school-sponsored or sanctioned event.

Weapons:

The *penalty* for students bringing a firearm or destructive device to school, or onto the school campus/property under jurisdiction of the District is ***expulsion for a minimum of twelve (12) months***, under Board policy. The Board, however, may modify such expulsions on a case-by-case basis. Any student who brings to school a firearm or weapon, as defined by Federal law, will be referred to the criminal justice or juvenile delinquency system.

Search & Seizure Policy:

Lockers are the property of the school and are subject to the Board's regulation and supervision. Locker inspections will be carried out when the health, safety, or welfare of students is involved not as a harassment technique. In a search and seizure situation, the following procedures shall be followed:

- A student's person will only be searched when there is reasonable suspicion that he/she is concealing evidence of an illegal act or school violation.
- Illegal items (weapons, firearms, etc. or other possessions, reasonably determined by the proper school authorities to be a threat to the student's safety or security and others' safety and security) may be seized by school officials.
- Items, which may be used to disrupt or interfere with the educational process, may be removed from the student's possession by a staff member.
- A general inspection of school properties such as lockers, desks, etc. may be conducted on a regular basis. During these inspections, items that are school property may be collected (example: overdue library books).

All items that have been seized will be turned over to the proper authorities or returned to the true owner, depending upon the situation. The student will have the opportunity to be present when a search of personal possessions is to be conducted, unless the student is absent from school, or school authorities decide that the student's presence could endanger his/her health and safety.

Suspension & Expulsion:

All students admitted to the common schools shall comply with the lawful regulations for the government of the schools. Willful disobedience or defiance of teacher or administrator authority, use of profanity or vulgarity, assault or battery, or abuse of other students or school personnel, the threat of force or violence, the use or possession of alcohol or drugs, stealing or destruction or defacing of school property or personal property, the carrying or use of weapons or dangerous instruments, or other bad conduct on school property as well as off school property at school sponsored activities constitutes cause for suspension from school. In accordance with KRS 158.150, the Principal may suspend a student up to 10 days per incident. All suspensions are always considered unexcused absences.

A student shall not be suspended from the common schools until after at least the following due process procedures have been provided: The student has been given oral or written notice of the charges against him/her, which constitutes cause for suspension. The student has been given an explanation of the evidence of the charge, or charges if the student denies them. The student has been given an opportunity to present his own version of the facts relating to the charges.

These due process procedures shall precede any suspension from the common schools, unless immediate suspension is essential to protect persons or property, or to avoid disruption of the ongoing academic process. In such cases, the due process procedures outlined above shall follow the suspension as soon as practicable, but no later than three school days after the suspension.

The Principal of any school may suspend a student, but shall report such action in writing immediately to the superintendent and to the parent, guardian, or other person having legal custody or control of the student.

The board of education of any school may expel any student for misconduct as defined in subsection (1), but such action shall not be taken until the parent, guardian, or other persons having legal custody or control of the pupil has had an opportunity to have a hearing before the board. The decision of the board is final.

The criminal laws, as well as Board policies, apply to students at PHS. Therefore, students who break the Commonwealth's criminal laws shall be reported to the appropriate law enforcement agency. Students who engage in criminal actions present a threat to other persons and would have a negative impact on the general morale of the school. Furthermore, verified criminal misconduct should result in the immediate removal of the student from the school, pending a hearing before the board in accordance with KRS 158.150.

In cases involving a student with disabilities, the procedures mandated by federal and state law for students with disabilities shall be followed. Students with disabilities who are eligible for services under federal law may be expelled for behavior unrelated to their disabilities, as long as legally required procedural safeguards are followed and educational services continue.

Records transferred to another school must reflect the charges and the final action of an expulsion hearing if the student was expelled for homicide, assault, or an offense in violation of state law or school regulations governing weapons, alcohol, or drugs. Records of a student facing an expulsion hearing on charges described above shall not be transferred until the expulsion hearing is completed.

Burglary					x	x	x	x	x
Bus Rules Violation	x	x	x	x	x	x	x	x	x
Cyber bullying	x	x	x	x	x	x	x	x	x
Dangerous Instruments, Fireworks, or Ammunition, Possession of					x	x	x	x	x
Defiance Of Authority	x	x	x	x	x	x	x	x	x
Disorderly Conduct					x	x	x	x	x
Display of Affection, Inappropriate	x	x	x	x					
Disrespect of School Employee	x	x	x	x	x				
Disruptive Behavior	x	x	x	x	x	x	x	x	x
Dress Code Violation	x	x	x	x					
Drug Paraphernalia, Possession or Use of					x	x	x	x	x
Drugs, alcohol, narcotics, counterfeit controlled substances or look-alike Items, Distribution of						x	x	x	x

Hazing	x	x	x	x	x	x	x	x	x
Head, Hand(s), Feet or Object(s) Outside of the Bus	x	x		x	x	x	x	x	
Loitering		x	x	x	x				x
Menacing	x	x	x	x	x	x	x	x	x
Non-Compliance with Classroom/School Rules	x	x	x	x					
Out of Area	x	x	x	x	x				
Pornographic /Obscene Material		x	x	x	x	x	x	x	x
Profanity or Vulgarity	x	x	x	x	x				
Safety Violation	x	x	x	x	x	x	x	x	x
Sexual Harassment		x			x	x	x	x	x
Sexual Misconduct		x	x	x	x	x	x	x	x
Skipping Class	x	x	x	x	x				
Skipping School		x	x	x	x				
Stalking		x	x	x	x	x	x	x	x

Student Out of Bus Seat Without Permission	x	x	x	x	x	x	x	x	
Tardiness, Unexcused	x	x	x	x					
Telecommunication Devices, Unauthorized Use of (See School Policy)									
Terroristic Threatening in the Second Degree					x	x	x	x	x
Theft, Stealing or Possession of Stolen Property					x	x	x	x	x
Threat or Intimidation	x	x		x	x	x	x	x	x
Tobacco, Alternative Nicotine & Vapor Products or Possession/Use		x	x	x	x		x		
Truancy (See District Policy)									
Unauthorized Departure From Campus				x	x				
Vandalism	x	x	x	x	x	x	x	x	x
Verbal Altercation	x	x		x	x	x			
Violation of Suspension Regulations		x		x	x	x	x	x	x

Wanton Endangerment in the First Degree		x			x	x	x	x	x
Wanton Endangerment in the Second Degree		x			x	x	x	x	x

SENIOR PICTURES: All senior pictures will be taken by the school photographer. These pictures will be the only senior pictures published in the yearbook. If a student doesn't have a photo taken by this photographer, a picture is not published. Instead, the yearbook staff would include the phrase "Photo Unavailable".

ATTENDANCE POLICIES

The progress of a student at school depends on the punctuality and regularity of attendance. For this reason, Paintsville High School students will be expected to be in class every day, unless a personal or family emergency exists that would prevent them from attending school.

Kentucky state law, KRS 159.010, dictates that each parent or guardian in Kentucky having custody of or responsibility for any child between the ages of six (6) and sixteen (16) shall send the child to school regularly for the full term that school is in session.

According to KRS 159.010, an unmarried child between the ages of sixteen (16) and eighteen (18) who wishes to terminate his public or non-public education prior to graduating from high school may do so only after written notification has been received from his/her parent, guardian, or other person residing in the state having had custody 60 days. The parent(s) must complete a questionnaire prior to withdrawal. The written permission for withdrawal shall be dated, and the signature witnessed by the Principal, or the Principal's designee, of the school where the child is in attendance. The child must have reached his 16th birthday and not passed his 18th birthday. Written permission for withdrawal shall not be required after the child's 18th birthday.

When a youth with an educational disability, who is 16-21 years old, withdraws prior to the program completion, the local educational agency will provide a written notice to the parent of the emancipated youth that the youth is entitled to a free, appropriate public education.

A student will be counted as in attendance if he or she is participating in any of the following

- 4-H activities, which are regularly scheduled and under the supervision of a county extension agent or the designated 4-H leader.
- Talent-development activities. Such students are not responsible for work missed while participating in said activity during the school day.
- Co-curricular activities, for which the Principal has given prior approval to be scheduled. These activities and trips during school hours must be instructional in nature, directly related to the instructional program, and scheduled to minimize absences from classroom instruction.

New Attendance Regulations

Beginning with the 2009-10 school year, attendance for all students in the state will be calculated based on the actual percentage of time the student is absent from school. Attendance reports will show students as tardy or the actual percent of the school day the student was absent. You may also see the new reporting calculations on other reports such as reports cards.

A student will be considered tardy if they miss up to 60 minutes of the day by arriving late, leaving early, or a combination of the two. If a student missed more than 60 minutes of the school day, then the entire amount of time will be counted as absent and recorded as a percentage missed of the day. Reports will show a "T" for tardy if it falls within the 60 minutes or as a percentage of the day missed.

Parents will need to send a signed note to school anytime a child is absent, including tardies, within two days of the student returning to school after an absence. If a valid note is not received within the two day limit, the absence will be recorded as unexcused.

A note is required even if the parent noted the reason on the sign in/sign-out log at the time of check in or check out.

We will be using a cumulative figure. For example, missing 30% of one day unexcused and 70% of another day unexcused, would equal one (1) full day unexcused absence.

TRUANCY

Any pupil who has been absent from school for three (3) days or more, or tardy three (3) days or more without valid excuse is truant. Absence for less than a half-day shall be considered tardiness. One who has been reported as a truant for three (3) or more times is a habitual truant.

ABSENCES

Absences can be either excused or unexcused. Students must bring in a note from their parent, guardian, person having custody of the student, or a doctor/dentist detailing the reason for the absence. Regardless of the reason for the absence, all students must report to the office for an "Admit Slip" following their day(s) of absence. The Principal, or designee, will make the determination of whether the absence is to be excused or unexcused. The Admit Slip is shown to each of the student's teachers so that they can be aware of the status of the absence.

Excused:

An excused absence is one for which make-up work is allowed and no punishment is imposed. *Make-up work* given to the student *must be made up and turned in within five school days.*

Valid excuses for absences include:

- Death in the student's immediate family.
- Student illness: verification, by a doctor or a parent/guardian, of the student's illness is required in order for the absence to be excused.
- Participation in school-related activities, approved by the Principal, or the Board, is not counted as an absence.

The district has set a limit of ***ten absences per year (five days per semester)*** for which work can be made up and mandates involvement of the Director of Pupil Personnel. Should any student have *excused absences for more than 5 days per semester* and want an extension of the limit, *the appeals provisions below should be followed:*

- To have the ten-class/day (five days per semester) limit waived, an "Attendance Waiver Request" form shall be completed by the parent/guardian and given to the school Principal for action. All requests must be received within five school days after the semester or school year has ended. The School Based Attendance Appeals Committee shall meet within 10 days after the end of the semester or school year.
- All parties shall be given notice of the date, place, and time of the Committee meeting and shall be given the opportunity to present evidence in support of their respective positions. Parents/guardians shall be informed in writing, setting forth the decision of the committee, near the end of the semester or school year.
- The appeals committee shall be appointed by the Principal and composed of the Principal, or designee, and two teachers. The Principal, or designee, shall be the chairperson.
- A District Wide Attendance Appeals Committee shall be appointed by the Superintendent and composed of the Director of Pupil Personnel (DPP), the Principal of the school, and an instructional supervisor. The DPP shall be the chairperson.
- The appeals committee will hear appeals on absenteeism only. They will not hear appeals based on the criteria. Decisions shall include examination of excused and unexcused absences and past attendance reports of the individual students. In instances not specifically included in this document, these committees shall render a decision following the intent of this policy, to the best of their ability.
- The parents and students shall be informed of the Attendance Policy as it related to school retention at the beginning of each school year, through the school handbook. Parents or legal guardians must be present at the Attendance Appeals Committee hearings.
- The Attendance Appeals Committee should not discuss attendance waiver appeals with the parent/guardian or teacher involved, except during the Committee meeting.

The standard for appeal shall be that the Superintendent and the Board of Education shall affirm the decision of the Appeals Committee, unless it is found to be clearly in conflict with the Promotion-Retention Policy. The parent/guardian may make a written statement to the Superintendent that the decision of the Appeals Committee was clearly in conflict with said policy with areas of conflict listed. The remaining parent/guardian or teacher/Principal may then submit a written response. The appeal to the Superintendent shall be initiated after the notification of the parents as to the decision of the District-wide Attendance Appeals Committee.

Unexcused:

Student excuses that are unacceptable will be marked "unexcused" by the Principal. Work cannot be made up for unexcused absences. Work cannot be made up for any combined absence, excused or unexcused, after the five-day per semester limit, unless the above Attendance Waiver Request for excused absences is

completed. Excessive unexcused absences show a lack of self-discipline and interfere with the student's opportunity to make the most of his/her educational experience.

Board policy authorizes the Principal to impose *the following punishment options for excessive unexcused absences*:

- Assignment to ISS.
- Assignment to detention.
- Loss of driving privileges for a specified time.
- Loss of participation in school activities (extra-curricular and co-curricular).
- Referral to behavioral counseling.

Students who receive unexcused absences on the *first and second offense will receive a warning* from the Principal. Once a student receives his/her *third unexcused absence, the student is by definition a truant* and shall be punished. Furthermore, truant students are reported to the district Director of Pupil Personnel who can make the appropriate referral to the court designated worker.

TARDINESS

Tardiness to school is defined as a student who arrives to school after 8:00 a.m. Students who miss one half day or less are also considered tardy. All students who are tardy to school must bring a note from home or from the doctor/dentist detailing the reason for the tardiness. The student shall report to the Principal's office for an Admit Slip. No student will be admitted to class without an Admit Slip indicating the time of arrival. The Admit Slip should be given to the involved teacher. Tardies can be excused or unexcused.

Excused:

No punishments are imposed, and *work may always be made up*, for *excused tardies* that are granted by the Principal for the following reasons:

- Death in the student's immediate family.
- Illness of the student- with required verification of the illness from a doctor or parent.
- Doctor and dentist appointments.
- Participation in school-related activities approved by the Principal.
- Other valid reasons, as determined by the Principal.

Should a student know of a scheduled tardiness in advance, and has a question as to whether it would be classified as excused or unexcused, the he/she is requested to discuss the proposed tardiness with the Principal prior to the absence.

Unexcused:

Excessive tardiness shows a lack of self-discipline and creates a disrupted learning environment. Students with unexcused tardies are not allowed to make up assignments and, thus, risk failing their classes. The *first, second and third unexcused tardies* during each semester receive a *warning* from the Principal.

For 4 or more unexcused school tardies in any one semester, the punishments are as follows:

- After school or lunch detention

In any one semester:

- 4-7, one day detention for each
- 8-9, one day ISS for each
- 10 & Above, reported to DPP as truant, ISS for each

Truant students (10 or more unexcused tardies) are reported to the Director of Pupil Personnel, who makes the appropriate referral to the court-designated worker when a student is considered a habitual truant.

Parents/guardians of a habitually truant student are in violation of KRS 159.010.

Class tardies:

A student is tardy for class if he/she is not in the room ready to work when the tardy bell rings. The disciplinary action is 1-day detention (repeat punishment.) The teacher should send the referral to the office. Principal may assign the student to ISS.

SIGNING-IN AND SIGNING-OUT

Any student who has arrived to school after 8:00 a.m., or has signed out and returns to school, must sign with the main office and receive an "Admittance Slip" to enter class.

All students needing to sign out before 3:00 p.m. must be signed out by their parent/guardian in the main office. If the parent/guardian is unable to come to the office, the student must present a signed note from the parent/guardian, stating the reason and time that the student will be leaving school. The note must provide the office with a telephone number where the parent/guardian can be reached, if needed.

- *Students 18 years or older can sign themselves out, provided they have on file in the main office a completed, pre-signed permission form from their parent/guardian.*
- *The main office must receive Parent/Guardian notes no later than 8 a.m. on the day of the planned signing out.*
- *No phone calls will be accepted for the purpose of signing a student out.*
- *Any student signed out without proof of an appointment will be considered unexcused and assigned 1 hour of detention.*

STUDENTS WHO LEAVE CAMPUS WITHOUT PERMISSION WILL BE CONSIDERED TO BE SKIPPING SCHOOL AND SUBJECT TO SUSPENSION. STUDENTS WHO FAIL TO REPORT TO THEIR ASSIGNED CLASSES OR WHO LEAVE CLASS WITHOUT PERMISSION EVEN THOUGH REMAINING ON THE SCHOOL GROUNDS WILL ALSO BE CONSIDERED LEAVING SCHOOL UNEXCUSED AND ASSIGNED DETENTION.

PAINTSVILLE MIDDLE/HIGH SCHOOL BELL SCHEDULE

High School Bell Schedule

7:45 a.m. Enter Hallways

8:00-8:55 First Period

8:55-9:00 Travel

9:00-9:50 Second Period

9:50-10:05 BREAK/Travel

10:05-10:55 Third Period

10:55-11:00 Travel

11:00-11:50 Fourth Period

11:50-1:10 LUNCH

11:50-12:15 LUNCH A

12:15-12:20 Travel Lunch A Students

12:20-1:10 5th Period Lunch A Students

11:50-11:55 Travel Lunch B Students

11:55-12:45 5th Period Lunch B Students

12:45-1:10 Lunch B

1:10-1:15 Travel

1:15-2:05 6th Period

2:05-2:10 Travel

2:10-3:00 7th Period

**Listen to local radio stations to learn of school weather delays or closings.*

Middle School Bell Schedule

7:45 a.m. Enter Hallways

8:00-8:55 First Period

8:55-9:00 Travel

9:00-9:50 Second Period

9:50-9:55 Travel

9:55-10:45 Third Period

10:45-11:20 LUNCH

11:20-11:25 Travel

11:25-12:15 Fourth Period

12:15-12:20 Travel

12:20-1:10 Fifth Period

1:10-1:15 Travel

1:15-2:00 Sixth Period

2:00-2:10 Snack/Travel

2:10-3:00 Seventh Period

TRANSPORTATION POLICIES

School Bus Transport:

Paintsville High School provides bus transportation to those students living within the city limits of Paintsville. Students riding the buses shall conform to transportation rules and regulations prescribed under state statutes and under state and local regulations. Instruction in bus conduct and safety shall be provided to all transported students, through the PHS Student Handbook and their bus drivers. Instruction shall include the following rules:

- Students shall wait at their assigned bus stop off the roadway and remain there until the driver has stopped the bus, opened the entrance door and signaled them to enter the bus.
- Students shall not cross the roadway when entering the school bus, until signaled to do so by the bus driver.
- If students are required to cross the roadway, when entering or leaving the school bus, crossings shall be made in front of the bus. Students shall cross approximately ten feet in front of the bus, in order that the bus driver may see them.

- When students enter the bus, they shall proceed directly to a seat.
- Students shall remain seated until the bus has come to a complete stop.
- No extending arms, legs, or heads out the bus windows, nor throwing objects from the bus.
- No changing from one seat to another while the bus is in motion, unless given permission by the bus driver.
- Students shall not refuse to sit in an available seat designated by the bus driver.
- Students shall not create noise on the bus to the extent that it might distract the bus driver or interfere with his/her ability to hear the signals of emergency vehicles or an approaching train.
- No fighting or scuffling.
- Students shall not use profanity, obscene language, or derogatory remarks while on the bus or at the bus stop.
- No tobacco products of any kind, no alcohol products of any kind, no un-prescribed/prescribed drugs, no animals of any kind, no weapons of any kind, no explosive or dangerous objects of any kind.
- Students under the influence of alcohol products or un-prescribed drugs are forbidden to ride the school bus.
- Any other dangerous or distracting action, which could endanger anyone's safety and welfare, or infringe upon the rights of others, or obstruct the safe operation of the bus, is forbidden.
- Any damage done to a school bus by a student must be paid for by the student and/or the parent/guardian of that student.

The above rules apply to daily school bus rides, as well as school bus trips for academic, athletic, band, or any school function. All students should be aware that they are representing the school, and that the school and community will be judged by their conduct. Drivers, students, or parents should report any complaint or violation involving transportation to the high school Principal.

The following is a list of possible punishments for any offense, or combination of offenses, which could be administered at the discretion of the Principal:

- Loss of bus riding privileges for one day.
- Loss of bus riding privileges for three days.
- Loss of bus riding privileges for one school week.
- Suspension from school or school activities.

Driving & Parking Privileges:

Driving a vehicle to school is a privilege, *not a right*. Consequently, students may have their driving to school privileges revoked by the Principal as a means of disciplinary action.

All students driving to school must have a valid driver's license and adequate insurance. They will be asked to show proof of both. They must also have a "Driver's Permission Slip" on file in the main office, stating that the student's parent/guardian gives permission for the student to drive to school and assumes full responsibility. The Parking rules for the school parking lot are as follows:

- Students must park in the student parking lot.
- Students must not block the entrance, private driveways, fire lanes, or park on the sidewalk. Violators will lose their driving privilege for a specified time.
- Students may not park in the faculty parking lot at any time while school is in session. Students may lose parking privileges or be towed at owner's expense.
- Parking privileges can be revoked as a disciplinary action, at the discretion of the Principal.

School-Related Student Trips:

The Principal is required to give prior approval for each of the following school-related trips:

- Athletic trips. All regularly scheduled athletic events.
- Tournaments or Play-off. All athletic trips that are considered part of a tournament or play-off, in which the school is a participant.
- In-state trips. All in-state school-related trips.

The Board is to be informed of any trip falling within these guidelines.

A member of the faculty or administrative staff shall accompany students on all school-sponsored/school-endorsed trips. All out-of-state trips shall require prior approval by the Board. Parents/Guardians are to be informed of the nature of the trip, the approximate departure and return times, means of transportation, and any other relevant information.

Parents/Guardians must give written approval for their children to participate in school-sponsored trips.

LUNCH PERIOD POLICY

Noise in the cafeteria is to be kept at a minimum. Instructions from any faculty member or cafeteria personnel are to be followed. PHS students are not allowed to break cafeteria rules, save places at tables, run, or interfere with others. All leftover food, trays, etc. should be removed from the tables and deposited in the designated area.

Students are not permitted to leave school grounds during lunch period.

Students must remain either in cafeteria, exterior lunch tables or in the commons area. Students are not to go past commons area or be in hallways or gymnasium.

SCHOOL MEDIA POLICIES

Library Media Center:

The Media Center is located on the second level and connects the Middle School and High School complex. This central location makes it accessible to all students, including the physically challenged via an elevator from the first level. It seats up to 50 students, making it conducive for classroom groups or small group needs. It also allows students, at individual teacher discretion, to make use of the facility during regular school hours. Teachers are asked to make prior arrangements, when large groups will need to use the Center. The Media Center consists of a main reading area room, an audio-visual room, and a conference/work room. Students and teachers have access to up-to-date reference sources, over 6,000 book volumes, media viewing and listening equipment, computers for individual research, current newspapers, and magazines.

Library Media Center Rules:

- Participants must enter and leave quietly, and use time wisely.
- The Center is not to be used as a walkway from Middle to High School. Students must use the Commons area, downstairs, to gain access to the different wings.
- No food, drink, or gum allowed
- Students should not ask to be allowed to run errands while in the Center.
- Books may be borrowed for 2-week periods and renewed at that time for another two weeks, if needed.
- Special permission must be given for a student to borrow more than two books for research purposes.
- A fine of 5-cents per day is placed on overdue books, for each day school is in session after the due date has passed.
- A lost book must be paid for in the amount it would cost to replace it.
- All fines and cost of lost books must be paid before students will be allowed to take semester exams.
- Deliberately defacing a book will cost the borrower a 5-dollar fine.
- Magazines and other reference sources may not be taken from the Center.

Local Technology Resources:

A network is provided for use to the teachers and students of Paintsville Independent Schools. This network connects the Board Office, Elementary School, and the Middle/High School, so that technological resources can be used for the District.

Internet:

Internet access software will only be loaded on workstations that access the Internet through a proxy server. Parents need to be aware that it is impossible to filter or screen all objectionable material no matter what security measure we use. Just as teachers are expected to select instructional materials and recommend research sources to students, teachers should select and guide students on the use of instructional materials on the Internet. Before any student is allowed Internet access, he/she must sign a user agreement and parent permission form. By signing this agreement, the user has agreed to abide by Board policy governing access.

Instructional Practice:

Teachers must be prepared to integrate the use of electronic resources into the classroom. They should evaluate educational materials on the Internet, just as they would other educational materials. However, teachers should be aware that quality and integrity of content on the Internet is not guaranteed. They and their students must examine the information source. The following questions should be asked:

- Is the source clearly identified?
- Is the source an organization or an individual?
- Is the source an educational institution?
- Is the source a publisher?

Acceptable Use Policy:

The Paintsville Board of Education believes that all students and staff members should have access to the latest technologies in order to benefit instruction. These technologies vary from calculators to computer software to the Internet. The Board believes that access to networked materials, including the Internet, will vastly improve the educational opportunities available to our students. It is the responsibility of all teachers, administrators, and media specialists to be aware of and able to use the available resources so as to benefit the education of our students. It is the responsibility of all students to use available resources in an appropriate and proper manner, and it is the responsibility of parents to stress to their children the importance of using available resources appropriately and properly. Teachers and students have certain responsibilities when using technological resources. They include, but are not restricted to, the following:

- Be accountable for his/her own conduct and for showing consideration for the rights and property of other.
- Exhibit neatness and cleanliness around technology and in the computer labs.
- Care for the equipment and physical facilities of the school by refraining from willful destruction and damage.

Rules/Regulations for Internet Use:

- The use of the network must be in support of education and research.
- Resources should not be used for private business or personal gain.
- Authorship and/or publishers of information in electronic form must be appropriately acknowledged in writing and research (footnotes, bibliographies, etc).
- Passwords must not be exchanged and other's passwords must not be used. The individual is responsible for the security of his/her own password.
- Vandalism destruction or theft of resources (including data and files) will not be tolerated.
- Attempting to or breaking into a computer network will not be tolerated.
- Creating or sharing computer viruses will not be tolerated.
- Placing copyrighted material (including software) onto the network illegally will not be tolerated.
- Obtaining obscene or threatening material through the network or placing it on the network will not be tolerated.
- Engaging in illegal activities via the network will not be tolerated.
- Notification to a network administrator of any violations taking place by other users or outside parties is mandatory. This may be done anonymously.
- Internet access is provided for instruction, research, and school administration. School access is not to be used for private business or personal, non-educational related communications.

Penalties:

Access to technology is a privilege, not a right. Abuse of technological resources cannot, and will not, be tolerated. Any misuse of resources will result in penalties and punishments. This could range from loss of privileges to disciplinary action of detention or suspension. The severity of the crime will determine the penalty. A committee, consisting of the school Principal, school technology coordinator, and district technology coordinator, will determine penalties. A student who intentionally destroys equipment must pay for repairs or replacement.

Some of these include:

- One-week loss of computer use if student is caught on a non-academic, a site such as wrestling, VH1, Teen magazine, chat rooms, etc.
- Three-month loss of computer use if caught using another student's username, being on a pornographic site, or being in teacher or administrative personnel files.

E-mail:

E-mail accounts will be provided for all faculty and staff. It will also be available for students, as part of their class work, but they may not use it for personal reasons. When using E-mail, several precautions should always be taken:

Students should not reveal their names or any personal information that could establish relationships with "strangers", unless a parent or teacher has coordinated the communication.

Personal information, including financial information, e.g., bank account numbers, credit card numbers, should never be given about the student, or other students.

***Use of PHS E-mail by students for personal reasons
will result in loss of E-mail privileges.***

ACADEMIC POLICIES & PROGRAMS

Graduation Requirements:

Each student at Paintsville High School must complete four school years, eight complete semesters of attendance, unless prior approval is granted by the Principal and the Board of Education, and is noted in the student's cumulative file. All students must complete 22 credits for graduation.

Final grade computation and class rank will not be calculated and finalized until completion of the final grading period of a student's senior year. The computation will be calculated on grades achieved during grades 9-12. Credit is given for the successful completion of any course taken. One-half of a credit is granted for a class that meets five periods, per week, per semester.

All students at PHS are encouraged to take at least one class in math, social studies, science, and English each school year. The following class requirements must be met in order to graduate from Paintsville High School.

Class Offerings & Requirements:

English (Students must take 4 credits):

Required: English I or Pre-AP English I, English II or Pre-AP English II, English III or AP English Language, English IV or AP English Literature. In addition, students may elect to take Mythology or Yearbook classes.

Science (Students must take 4 credits):

Required: Integrated Science, Biology or Pre-AP Biology, and Chemistry or Pre-AP Chemistry. Students must also select at least one of the following: Anatomy, AP Chemistry, AP Biology, Ecology, or Physics.

Mathematics (Students must take 4 credits, one class per year):

Required: Algebra I, Algebra II or Algebra III and Geometry. Students must also select at least one of the following: Intro College Algebra, Pre-Calculus, College Algebra or AP Calculus.

Health/Physical Education/PE (Students must take 1 credit):

Required: Health/PE I. In addition, students may elect to take Advanced Fitness.

Humanities (Students must take 1 credit):

Required: Arts & Humanities, Art, Band, or Chorus. In addition, students may elect to take Art II.

Social Studies (Students must take 3 credits):

Required: AP World History, AP US History, World Civilizations, U.S. History, and Integrated Social Studies. A student may elect to take Psychology or Current Events.

Life Skills (Students must take 1 credit):

Required: Life Skills Class. In addition, students may elect to take Food and Nutrition, Parenting and Child Development, Advanced Child Development, Relationships, or Money Skills.

Foreign Language

(For General Diploma-no credit required. To meet the Pre-College Curriculum, two years are required. The following courses are available: Spanish I, Spanish II, and Spanish III.

TOTAL HIGH SCHOOL CREDITS REQUIRED= 25 CREDITS FOR GRADUATES

SEMESTER TESTS FOR PAINTSVILLE HIGH SCHOOL **(GRADES 9-12)**

BACKGROUND

For decades Paintsville High School has been known for its academic excellence. One reason for this has been the expectations engendered by disciplined, excellent teachers. Another reason is the desire of parents that their children receive an education that prepares them for their future, whether that means going to college or into the world of work.

The curriculum committee recommends the administration of semester tests at the high school level. At the end of each semester, the last four days of classes will be rescheduled to accommodate taking **comprehensive** exams. The exams must include both multiple choice and open response/essay type answers. The number of objective/subjective questions should be determined at departmental meetings which will address specific content needs and expectations. The semester final will count 20% of the semester grade.

Teachers will give handouts or test schedules.

Senior Exception

Second semester requires that seniors be tested early so that they can be free to practice for various graduation exercises. The week prior to graduation would follow a schedule similar to regular schedule. Teachers who have mixed grade level classes needs to prepare an exam to be given to seniors who will take monitored tests in the library, computer lab, or other appropriate room. The Senior research paper will take the place of the second semester exam for English IV students.

***ADVANCED PLACEMENT EXCEPTION**

Advanced Placement Exams in May will take the place of the semester exam for AP classes.

At the end of each semester, teachers will turn in to the principal a copy of their exams along with the student's responses. The purpose for this is twofold: to ensure quality tests are being given and to have a document available if questions arise about the exam.

Textbooks & Fees:

Students must pay all required fees on the designated day, and will be given a copy of the fees and rental of books form. Middle School (grades 7 & 8) students must pay instructional fees and a locker fee. Students in grades 9 through 12 pay instructional fees, a locker fee, and \$5.00 per book, per year. Parents/Guardians and students are responsible for books rented and will be assessed replacement value should an item be lost or irreparably damaged. Students entitled to free textbooks or reduced fees will receive due consideration.

Course Scheduling & Changes:

If a student feels that there is a legitimate need to change his/her class schedule, a request form for such a change may be obtained from the Principal or Guidance Counselor's office. The Principal and Guidance Counselor will review the request, and the schedule may or may not be changed.

Dual Credit:

In order to be allowed to take a dual credit course, a student must meet the following:

- Meet participating college ACT Benchmark for the dual credit class.
- The recommendation of the Principal or Guidance Counselor

The overall goals of the program are to increase the number of students enrolling in Advanced Placement (AP) courses and also increase the number of students receiving qualifying scores on the AP exams as a measure of college preparation. Advanced Placement (AP) classes are designed to provide high school students with advanced placement in college courses, as if they had taken that course in college. This allows many students to move directly into second year college courses, when entering as a college freshman. This also allows students to save on college tuition. The College Board administers AP courses and examinations. Students are responsible for paying for each required AP exam in each AP course that they take. The cost of each test is approximately \$93.00. These classes require a more intense level of study and, therefore, are given additional points when student's grade point average (GPA) is computed. All "Pre-Advanced Placement (Pre-AP)" and "Advanced Placement (AP)" classes are weighted classes.

The following weighted classes are offered at PHS:

AP EXAMS

Beginning the 2016-17 school year and thereafter, Paintsville High School's teachers will have the option of not requiring the AP exam for their AP classes. Some teachers may require that all students take the AP exam. If students choose not to take the AP exam (where applicable), they will be given a comparable exam in its place for a grade.

English:

Pre-AP English I: Successful completion of 8th Grade English prior to admission.

Pre-AP English II: Successful completion of English I or Pre-AP English I prior to admission.

AP English Language III: Successful completion of English II or Pre-AP English II prior to admission.

AP English Literature IV: Successful completion of English III or AP English Language III prior to admission.

Science:

Pre-AP Biology: Successful completion of Integrated Science prior to admission.

AP Biology: Successful completion of Biology or Pre-AP Biology prior to admission.

Anatomy & Physiology: Successful completion of Biology I, with an A or 90% or better, or Pre-AP Biology with a B or 80% or better, prior to admission.

Pre-AP Chemistry: Successful completion of Biology or Pre-AP Biology prior to admission

AP Chemistry: Successful completion of Chemistry or Pre-AP Chemistry.

Math:

Pre-AP Calculus: Successful completion of Algebra I, Algebra II, and Geometry prior to admission.

AP Calculus: Successful completion of Pre-AP Calculus prior to admission.

College Algebra: Successful completion of Algebra I, Algebra II and Geometry prior to admission, along with an ACT qualifying math score.

Foreign Language:

Spanish II: Successful completion of Spanish I prior to admission.

Spanish III: Successful completion of Spanish I and Spanish II prior to admission.

Social Studies:

AP US History: Successful completion of Integrated Social Studies prior to admission.

AP World History: Successful completion of Integrated Social Studies prior to admission.

Grade point calculation for Transfer Students:

When a student transfers from another high school to Paintsville High School, only classes that are considered weighted at our school, will be given weighted credit in their transfer credits. So, transfer

students will only receive weighted credit for classes that are also considered weighted classes for our continuously enrolled PHS students.

Gifted Students:

Gifted and talented students include those who are identified as possessing demonstrated or potential ability to perform at an exceptionally high level in general intellectual aptitude, specific academic aptitude (i.e., mathematics, science), creative thinking, leadership skills, and visual or performing arts. A student must meet one of the following criteria:

- Score in the 9th stanine overall on the Nationally Normed Reference exam (specific academic aptitude)
- Score in the 9th stanine in a specific academic area on the CTBS exam (this includes all the subtests of that area. For example, in math it would include concepts, computation, etc.)
- Has an IQ of 130. The IQ test has to be a nationally recognized measurement such as the Otis Lennon Mental Ability Test, the Stanford-Binet Intelligence Scale, or the Woodcock-Johnson Test of Cognitive Ability-Revised and be administered by the school Counselor or accredited personnel during the 7th and 10th grades.

Any gifted student at PHS, along with his/her parents, may submit a request in writing to complete a high school course by virtual high school, summer institute for gifted, college class, or other approved educational program. This request must be filed in the Counselor's office. A committee of teachers, Counselor, and Principal will then review each case on an individual basis. The student must take six courses each year on site at Paintsville High School.

Testing:

Paintsville High School adheres to the Kentucky Department of Education testing requirements. Students in grades 7,8,10, & 11 are given portions of the state required examination during the spring of that academic year. All grades, however, do participate in some aspect of state required exams.

In addition to the KPREP examinations, the PHS Guidance department administers, or helps students arrange to take, certain national examinations at various grade levels. Those given at the school are as follows:

- 11th Grade ACT and PSAT
- US History EOC
- Alg. II EOC
- Eng. II EOC
- Biology EOC

(Necessary to qualify as a National Merit Scholar)

- 12th Grade ACT and ASVAB

GRADING POLICIES

Grading periods are made up of four 9-week cycles. The following grading scale has been adopted by the PHS School-based Decision Making Committee and will be used by all teachers in all classes:

<u>Grade</u>	<u>Letter Grade</u>	<u>Normal Unit</u>	<u>Weighted Unit*</u>
90-100	A	4.0	5.0
80-89	B	3.0	4.0
70-79	C	2.0	3.0
60-69	D	1.0	1.0
59 or below	F	0.0	0.0

*Weighted courses have a higher quality point value than the normal curricular offering.

Mid-term Progress Reports:

Midway through each 9-week cycle, midterm progress reports are issued for each student for each course in which he/she is enrolled. The Mid-term Progress Report discusses the behavior, attitude, and academic performance of the student in his/her classes up to that time. By being given this information at midterm, students and their parents/guardians have some time to address areas in the student's performance that are in need of improvement, and try to correct them before the final grade is determined. Should the student have a failing grade in any class by midterm, the progress report will be mailed to the student's home.

Teachers may recommend on the Midterm Progress Report that a student attend Extended School Services (ESS), or request that the parent/guardian schedule a conference with the teacher(s). Should a student be referred to ESS, it is his/her responsibility to make arrangements to attend these classes, either before or after regular school hours. Should a teacher ask for a parent/guardian conference, it is the responsibility of the parent to call the Counselor's office to make an appointment for the conference.

The dates for the release of the Midterm Progress Reports will be publicized in the newspaper and on the radio. Parents who do not receive their child's report are asked to call the Guidance office to obtain those records. Please provide the school with current home address and telephone number. Should your mailing address or telephone number change at any time during the school year, parents are required to immediately

notify the highschool of the change. This information is needed in the event of an emergency, as well as for correspondence purposes.

Report Cards:

Report cards are issued at the conclusion of each nine weeks of school work. Two nine weeks grading cycles make up a semester. It is the semester grade that is placed on the permanent record file for each student.

Parent/Guardian and Teacher Conferences:

Parents/Guardians are encouraged to schedule conferences with teachers after the Midterm Progress Reports, should academic and/or behavior concerns be documented on the report. Conferences scheduled during this crucial time could allow the parent to help the student change the questionable performance or academic standing prior to the issuing of the 9-weeks' grades. Conferences are designed to clarify concerns and to help parents/guardians challenge their children to perform at their best achievement level.

Parents who do not understand the student's nine weeks' grade(s) are encouraged to schedule a conference with the subject matter teacher(s) through the Guidance office.

Student Accountability for Achievement:

Students who achieve an incomplete or a failing grade in any subject will first be referred to the school's ESS (Extended School Service) program, where the student will attempt to bring up his/her grade. Those students referred must report to ESS. If the student does not fulfill his/her assignment to ESS, he/she will be referred to the Principal by the ESS coordinator. The ESS program will be offered after school.

Promotion & Retention:

To be promoted to:

10th grade:
11th grade:
12th grade:
Graduation:

Student must have:

4 credits
11 credits
18 credits
25 credits

STUDENT TRANSFER AND/OR WITHDRAWAL

Transfers From Other Schools:

A student transferring to PHS from another accredited high school must meet all graduation requirements of the Commonwealth of Kentucky's State Board of Education *and* The Paintsville Board of Education to be graduated. All academic credit from other accredited high schools are transferable, as long as the credit would be equal to the credit earned at PHS. Transfer students may be placed temporarily (5-days maximum placement) without records. Within the five-day period following initial enrollment, a valid birth certificate, thorough health and immunization records, and a complete copy of the student's school records must be on file at PHS. Failure to meet said requirements will force the removal of the student, until such records are received and on file. Extensions may be granted by the Principal if an extenuating circumstance arises. To be eligible for Top 10 ranking you must be enrolled for one (1) full school year prior to graduation.

Withdrawal From PHS:

A student transferring to another school from PHS must report to the Guidance Counselor's office to obtain a withdrawal and other forms. A student between the ages of 16 and 18 years of age withdrawing from school permanently must have his/her parent or guardian accompany him/her to an "Exit Interview" with the Principal, or the Principal's designee, and complete a questionnaire. A student withdrawing for any reason must return all books, athletic equipment, etc., and pay any debts, fines, or fees.

HIGHER EDUCATION SCHOLARSHIPS

Kentucky Educational Excellence Scholarships (KEES)

The Commonwealth of Kentucky, through the Kentucky Higher Education Assistance Authority (KHEAA) has set aside funds for Kentucky high school students to win sizeable scholarships to attend post-secondary institutions within Kentucky, based on their high school grade achievement. The higher the student's grade point average (GPA), the greater the scholarship award.

In order for a student to have a KEES account, he/she must:

1. Reside and go to school in Kentucky;
2. Be enrolled in grades 9 through 12;
3. Have his/her social security number on file in the Counselor's office;
4. Have at least a 2.5 GPA;

Furthermore, graduating students must have 4 English units, 4 math units, 3 science units, 3 social studies units, one-half unit in health, one-half unit in physical education, 1 unit in fine arts/art appreciation and 8 units of electives.

How The KEES Works:

The higher your GPA, the more scholarship money you earn. For a 2.5 GPA, the student gets \$125.00 for each year of post-secondary study, while a 3.5 GPA will earn a student \$375 for each year. Look at the following example:

John, a high school freshman in 1998-1999 makes a 2.8 GPA and earns a \$200 scholarship for each year he attends an eligible Kentucky postsecondary institution. If he makes a 3.0 at the end of his sophomore year, he will be eligible for a \$250 scholarship that will be added to the previous \$200, making the amount \$450 for each year of college.

Each year's GPA amount is added to the previous total. You can earn up to \$2000 for each year of college, if you make a 4.0 GPA every year, beginning in 1998-1999. You can also get a one-time bonus gift for an ACT score of 15 or above. The higher the ACT score, the more the gift. The KEES administration selects your highest ACT score as of June 30th of your senior year.

Students may access their KEES account information via the Internet, at www.kheaa.com. They will be asked their social security number and birth date, in order to gain access. If a student believes the information found there is in error, he/she should contact the PHS Guidance Counselor. Students receive a letter from the Kentucky State Department of Education each year, stating their current KEES account total.

National College Athletic Association (NCAA) Scholarships

All student athletes must register with the NCAA Initial Eligibility Clearinghouse. A student qualifier can practice, compete, and receive an athletic scholarship as a freshman. Many students are unaware of the strict guidelines required to be eligible for athletic scholarships. Not all classes are counted toward eligibility, so they need to pay careful attention to the list of required core content courses. For further information regarding NCSS scholarships, contact the Principal or Guidance Counselor's office.

PHS EXTRA-CURRICULAR ACTIVITIES

Participation Requirements:

Participation in some extracurricular activities requires students to maintain certain scholastic standards:

- To be a member of the PHS Student Council, students must maintain a 3.0 GPA.
- To be invited to join the Beta Club, students must maintain a 3.5 GPA.
- Students participating in interscholastic sports are ineligible to play if they are failing in more than one subject during the period of his/her participation (Board Policy 9.313).

Student Organizations

All PHS school-sponsored student organizations shall be under the direction of a faculty advisor. The Board must approve a school group's affiliation with state and/or national organizations. Only groups such as honor clubs, athletic clubs, or others in which scholarship, special curricular-related interests, or other such qualifications determine membership to students who qualify, according to the bylaws of organization that is approved by the Principal.

Student Government:

The Student Government of Paintsville High School acts as a governing body for the students, and presents student views, opinions, and needs to all high school administration. The general goal is to improve and enhance all aspects of the school and each student's school experience. There will be two Student Councils established. Grades 7 and 8 will elect a Middle School student Council and be supervised by a Student Council Sponsor. Grades 9-12 will elect a High School Student Council and be led by a Student Council sponsor. All grades 7-12 will vote in Student Council presidency and vice presidency elections. President and Vice President Student Council will be elected from the senior class. There will not be a middle school president and vice president.

Both council will collaborate on the Academic Banquet for students who maintain a minimum 3.5 GPA (using the normal unit weight scale) throughout the school year each nine weeks. All members elected to the Student Council are invited to the Academic Banquet regardless of their standing. Effective immediately and until modified by the SBDM, all PHS/PJHS Student Council activities including electoral process, fundraising, programs, etc. Must be pre-approved by the council sponsor and principal prior to origination and implementation. In effect all aspects of the school associated with Student Council must be pre-approved. The council will make a recommendation, but the final decision will be the sole responsibility of the principal without prejudice or subject of debate.

SCHOOL PUBLICATIONS

According to Board Policy, a designated faculty sponsor shall be provided for all student publications. Materials to be published shall be submitted to the Principal three days before publication and/or distribution. The Principal shall have the right to edit all materials for items that are substantially disruptive, or that may cause harm to others. A student or author may appeal the Principal's decision, in writing, to the Superintendent.

Newspaper (scheduling permitted):

The school newspaper will no longer be published on paper. The school news and events will be kept current on iHigh by the Media Classes. It will be the discretion of the principal if a Senior Edition will be printed on paper.

PHS Yearbook:

The PHS Yearbook is published by the Yearbook class and is financed by advertising, patronage, and yearbook sales. It attempts to mirror student life at PHS through photographs of students in classes, and during extra-curricular & other school-sponsored activities.

ATHLETICS

Eligibility:

It is Board Policy that determination of athletic eligibility shall be made in compliance with applicable administrative regulations and Kentucky High School Athletic Association requirements. Furthermore, students who are failing in more than one subject during the period in which he/she wishes to participate in interscholastic athletics are not eligible to participate. Eligible students who wish to participate in a sport at PHS must have written authorization from a qualified physician, who has examined the student and has determined that he/she is physically able to participate in a particular sport. A physician's authorization must be updated annually, as long as a student is involved in a PHS sport. Forms for the physician to complete may be obtained in the PHS office.

PHS Athletics and Coaches Directory:

Basketball (Boys)	Landon Slone	Baseball	Walt Crace
Football	Joe Chirico	Track (Boys/Girls)	Jack Ousley & Jessica Davis
Cross Country (Boys/Girls)	Adam Davis	Basketball (Girls)	Les Trimble
Softball (Girls)	Randy Keeton	Golf (Boys and Girls)	Brian Vanhooose
Tennis (Boys/Girls)	Kirby Moss	Archery	Frankie Puckett
Cheerleaders	Jane Ann Daniels	Basketball (7 th /8 th Girls)	Brian Helton
Basketball (7 th /8 th Boys)		Football (7 th /8 th)	Allen James
Cheerleaders (7 th /8 th)	Emily Morris	Volleyball (Girls)	Dawn Kinner
Boys Soccer	Dustin Adams	Girls Soccer	Mark Nordin

Sports Awards:

Letters: All students who letter in first team Varsity sports shall receive a 6-inch Varsity block style letter (bar & sport additions to be given are determined by the coach/athletic director). No letter will be given for participating in 7th & 8th grade sports, nor will a Varsity letter be given for freshman sports, although the year will be counted on the participant's Varsity letter, when given at a later year. All students who have participated in the required number of athletic contests, have had good moral conduct, and have been a member of the squad/team before the first play date on the schedule, shall receive a letter in that sport. If the wearer does not meet the letter requirements, the letter will revert to the school.

Trophies: Outstanding participants in athletics shall be recognized at any athletic banquet. The coaches of each sport will make the final selections and decisions regarding such awards and will present them to the deserving athletes.

SOCIAL EVENTS

The Principal under the following conditions may approve student social events:

- The door shall be controlled and admission limited to eligible students, chaperones, and school personnel.
- No one under the influence of alcohol or drugs shall be in attendance.
- Adequate administrator and/or faculty supervision shall be provided.
- A policeman shall be present for any event in which the nature of the crowd might be anticipated as posing conduct or safety problems.
- In case of any disturbance that would jeopardize the safety of the students present, or threaten to deface or destroy school property, the Principal, or his/her designee, shall immediately close the event and send the students from the school.
- The Principal has the power to impose additional regulations, as he/she sees fit.
- No student below the 9th grade will be allowed to attend homecoming as a guest.
- No person over the age of 20 will be allowed to attend the homecoming as a guest.
- Boisterous behavior, disrespectful behavior and inappropriate dancing will NOT be tolerated.

High School Football Homecoming:

The minimum homecoming court will consist of seven (7) candidates. In the event there are not enough seniors to meet the minimum requirement, we will go to the junior football players to make up the difference. This selection will be based on the junior football players' GPA. If there are more seniors than

the minimum requirement, all seniors will be allowed to nominate a senior girl for the homecoming court. The age limit on any date as a guest is no older than 20.

Middle School Football Homecoming:

There will be no formal middle school homecoming dance.

Prom:

ANY BEHAVIOR DEEMED INAPPROPRIATE BY THE CHAPERONES OR ADMINISTRATION WILL RESULT IN A WARNING. FURTHER ACTIONS MAY RESULT IN BEING REMOVED.

The Junior Class sponsors the school's prom. The rules to be adhered to are as follows:

- Faculty class sponsors shall be in full charge of the prom.
- No student will rule on events, about organization, price, or decoration, without Guidance and consent of the class sponsors.
- The junior class will raise money for music and decorations.
- No prom purchase shall be made by any student without a sponsor's written permission.
- The time for the prom shall be from 8:00 p.m. to 12:00 midnight.
- All decorating is done under a sponsor's supervision, unless special permission is given.
- PHS Senior going alone or a PHS Senior taking a PHS Senior is free. All other date combinations are \$50.00 invitation cost.
- Leaving the prom and returning is not permitted.
- The drinking of alcoholic beverages or use of drugs will not be permitted and will be cause for expulsion from the event.
- Anyone asked to leave the prom for any reason must take his/her date with him/her.
- Visitors to view the Grand March will not be permitted to the ballroom, whether held on or off school premises.
- No student below the 9th grade will be allowed to attend the prom as a guest.
- Shirts may not be removed at any time at the prom.
- Eighth grade students, who make up the top ten of their class, are eligible to work as servers during the prom.
- Guests who are not Paintsville students must be approved by the PHS principal.

SENIOR TRIP

All Seniors will have an opportunity to participate on the Senior Trip. However, Seniors must be in good standing with academics, attendance and behavior. Students must have no more than 8 unexcused absences and have no out of school suspensions for the current year. Seniors not meeting all these requirements will not be eligible for the Senior Trip.

HEALTH & RELATED POLICIES

School Insurance

The Paintsville Board of Education is responsible for choosing the insurance coverage for our students. This year's plan is through Scholastic Insurers. The Catastrophic coverage for student accidents is through Life Insurance Company of North America (CIGNA). For additional information regarding school insurance, contact the Principal or Superintendent's office.

Medical Examinations

Students enrolling in PHS (grades 7-12) must have proof of current immunizations, which is to be placed in their cumulative record file. Also, students participating in sports must have an annual medical examination by a qualified physician, who must complete and sign a form that says the student may participate in the chosen sport(s).

Dispensing Medication

The following policy is for distribution of medication during school hours by school nurse or unlicensed assistive personnel (UAPS). UAPS are trained and tested by the school nurse. All permission forms must be on file in the school's office.

- Permission forms must be signed and returned to school nurse before any medication can be administered to any student.
- All medication must be in its original container and labeled-both over the counter and prescription medication.
- Label on medication must include: student name of medication, dosage, route of administration, and time intervals of dose. In the case of prescription medication, label must also include the prescribing physician, pharmacy name, address, and phone number.
- No medication, either over the counter or prescription, is permitted to be kept by a student on school grounds. Students are not allowed to self-administer medication unless ordered by a

physician unless it is for possible serious acute illnesses, such as asthma or diabetes. The school nurse and staff must be aware of this situation as it arises. A different permission form will be made available to these students on a case-by-case decision.

- All medication that is to be given during school hours must be determined to be necessary by physician and school nurse (or UAPS), as per written on label orders.
- If prescribed medication is to be distributed, the Permission Form for Prescribed Medication must be completed by physician and returned to the school secretary before medication can be given during school hours.
- In the case of long-term medication, it is understood that it is the responsibility of the parent or legal guardian to deliver the needed medication to the office on each Wednesday of each week, and that no more than 5 days dosing of medication will be kept in the medication room. The student should not deliver any prescription medication. If it is necessary for the student to deliver the medication, it must be in the office before the school day begins.
- In the case of short term prescribed or over-the-counter medication, the medication will be delivered to the nurse (or UAPS) by the parent or guardian. Again, no more than 5 days dosing will be accepted. If a medicine is ordered two or three times per day, it can usually be given at home (such as antibiotic therapy.)
- The school nurse will give no allergy shots.
- Medications that might be administered in conjunction with first-aid, minor illnesses, or viable complaints are kept stocked in the school office. These medications will only be given with proper parental authorization. These forms are available in the office.

Emergency Medical Treatment

In case of an accident or sudden illness, First Aid shall be provided to all students, until the services of a physician become available.

The school shall have a First-Aid area, with appropriate equipment, supplies, and provisions for the student to recline. At least two adult employees in each school shall have completed and been certified in a standard first-aid course that includes CPR for infants and children. One of those trained people must be in the school during the school hours at all times.

Accurate & up-to-date parent/guardian home telephone numbers, or a number at which a parent/guardian can be reached, and the name of the family physician shall be maintained at the school. Parents will be notified as soon as possible in the event of an accident.

Evidence of Child Abuse

Any teacher, school administrator, or other school personnel who knows, or has reasonable cause to believe, that a child under age eighteen is dependent, abused, or neglected, shall immediately report, or cause a report to be made about the alleged child abuse, to the local law enforcement agency, or the Kentucky State Police, the Cabinet for Health Services, or its designated representative, the Commonwealth's Attorney, or the County Attorney, in accordance with KRS 620.030.

IMPORTANT!

Students may call anonymously to report suspected acts of violence and illegal activity, in order to keep our students safe and our school without damage. If a student calls the following number, his/her identity will not be asked. The operator will merely ask the student a series of questions to determine the nature of the threat. The company managing the hotline will then contact the school and inform them of the potential threat. The reporting student will be given a reference number that they can use later to call back and find out what action the Principal has taken.

“Safe School” HOTLINE: 1- 800-418-6423, ext. 359

PHS EMERGENCY MEASURES

Leaving the Building:

In case there is a need for an emergency exit, ***due to fire or other life-threatening reasons***, PHS students, faculty and other personnel must evacuate the building immediately, and as quickly, quietly, and orderly as possible. The ***procedures to be followed by everyone*** are:

- Turn off all lights
- Close all windows & doors as you leave.
- Walk on the same side of the hallway where the room you are in is located, and exit on the same side all the way out.
- Walk briskly, but ***don't run***.

- Keep calm, and **do not panic**.
- **Do not talk**. Concentrate on departing the building.
- Once outside, proceed at least **50 feet from building**.
- Stay with your assigned teacher.
- Do not return to the building, until the “all clear” signal is given.
- Take class role.

Emergency Exits:

When evacuating the building, the following escape routes are to be used:

Junior High Building:

Room Numbers	Exit By Way Of:
• 400, 401, 500, 501	Commons Area
• 402,403,404,405	Third Street
• 502, 503, 504, & 505	Third Street
• 302	Art Room Exit

High School Building:

Room Numbers	Exit By Way Of:
• Library/Media Center	Commons Area
• Gymnasium	Double Doors
• 103,104,204,205	Commons Area
• 100,101,102	Second Street
• 200,201,202, & 203	Second Street
• 600	Rear Exit Door
• 601 & 602	Tiger Alley (3 rd Street Front Doors)
• 603 & 604	3 rd Street Side Doors

Tornado Drill Plan:

While tornadoes are rare in Paintsville, these are the special precautions to be taken in the event of a potential tornado disaster during school hours or activities:

- Go immediately to an **inside wall**.
- Once at an inside wall, teachers will tell you to **sit on the floor**, with **your back against the wall**, pull your **knees against your chest**, and **cover your eyes with your arms**.
- **Avoid sitting near glass** areas, if at all possible.
- If you or someone else is **injured**, go to an **assigned area**, **after the “all clear” signal** is given.
- After evacuation, the Principal or his/her designee will call the **Local Police**, the **State Police**, and the **Superintendent’s Office**, in that order.

**RIGHTS & RESPONSIBILITIES OF PARTICIPANTS
IN THE SCHOOL PROCESS**

The United States Constitution provides for the protection and safeguard of all people. In this same vein, there is responsibility inherent in all rights. Therefore, all participants in the school process must exercise the self-discipline and care necessary to afford others the same rights and to guarantee that their own actions do not infringe upon the rights of others. Further, all participants have the right and responsibility to know and understand the basic code of conduct expected of them. The following outlines both the rights and the responsibilities of all participants in Paintsville High School.

RIGHTS

STUDENTS have the right to

- Receive an appropriate public education that maintains high academic standards and meets the needs of individual pupils.
- Be notified about regulations & policies that pertain to their public school experience.
- Have reasonable physical protection and safety of their personal property.
- Consult with teachers, Counselors, administrators, and other school personnel.
- Free student elections for organizations within the school, or their counterparts within the state.
- Candidacy and to hold office in student organizations within the school, state, or national student organizations.
- Examine their personal school records.
- Confidentiality of their school records, with the exception of their parents/guardians, or their authorized representatives, to whom they may be shown under appropriate laws and guidelines concerning records confidentiality.
- Be involved in school activities, without being subject to any form of discrimination.
- Participate in school activities that require competition on an equal basis.
- Receive respect from other students and school personnel.
- Present complaints & grievances to proper school authorities and receive replies from school officials, regarding the disposition of their complaints & grievances (*It is a violation of Board Policy to harass those bringing forth grievance accusations.*)

TEACHERS have the right to

- Expect the support of their fellow teachers and administrators.
- Work in a positive school climate, with a minimum of disruptions.
- Expect all student assignments to be completed as requested.
- Remove, or temporarily transfer, responsibility for any student whose behavior significantly disrupts the positive school climate.
- Be safe from physical harm.
- Be free from verbal abuse.
- Provide input to committees having the responsibility of drafting policies that relate to their relationships with students and school personnel.
- Take the action necessary, in emergencies, pertaining to the protection of persons on school property.
- Not receive retaliation from an employee or student because he/she files a written grievance, assists/participates in an investigation, proceeding or hearing regarding a charge of harassment/discrimination of an individual, or because he/she has opposed language or conduct that violates this policy, as designated by the Board.

PARENTS/GUARDIANS have the right to

- Send their child to a school with a positive educational climate.
- Expect all disruptive behavior to be dealt with fairly, firmly, and quickly.
- Enroll their child in regularly scheduled classes, with minimal interruptions.
- Expect their school to maintain high academic and accreditation standards.
- Examine the personal school record of their child, as is allowable under appropriate laws and guidelines concerning records confidentiality.
- Address grievances to proper school authorities, concerning their child, and to receive a prompt reply pertaining to the specific grievances. Generally, the Principal is the proper school authority.

At the central office level, grievances should be addressed to the head of the appropriate department.

PRINCIPALS/DESIGNATED ADMINISTRATORS have the right to

- Expect all participants in the schooling process to comply with school and Board of Education Policy.
- Suspend any student who disrupts the educational environment.
- Expect respect from students, parents/guardians, and the school staff.
- Administer disciplinary measures, as outlined in the discipline code of this handbook, in order to maintain a safe, positive, learning climate.

RESPONSIBILITIES

STUDENTS have the responsibility to

- Maintain acceptable conduct at all times.
- Display consideration for the rights & property of others.
- Dress in a manner that is not a detriment to the normal school process and orderly operation of the school.
- Maintain proper hygiene at all times.
- Abstain from the possession and/or use of illegal substances, including alcohol.
- Abstain from the possession and/or use of weapons, dangerous instruments, fireworks, and other incendiary devices.
- Abstain from physically attacking any school employee.
- Abstain from physically attacking classmates.
- Refrain from persistent violation of school regulations.
- Be in attendance at all regularly scheduled classes.
- Take action necessary, in emergencies, pertaining to the protection of persons or property.
- Provide input to committees designed with the responsibility of drafting policies related to their relationships with students and school personnel.
- Show respect for school authority, by avoiding all acts of defiance.
- Abstain from gambling, extortion, theft, or any other unlawful activity.
- Abstain from smoking.
- Complete all homework and class work in accordance with the teachers' instructions.
- Represent the truth in all school matters.
- Refrain from cheating on all academic and/or athletic activities.
- Avoid verbally abusing any person(s) within the school setting.
- Refrain from harassing fellow students and/or school personnel.
- Practice proper safety procedures while using the building facilities.
- Show respect for the educational process by taking advantage of every opportunity to further their education.
- Refrain from habitual tardiness.
- Practice self-control in terms of voice and limbs.
- Refrain from leaving school grounds prior to dismissal for the day.
- Abstain from any form of disruptive classroom behavior.

TEACHERS have the responsibility to

- Present educational materials & experience appropriate to the course or grade level.
- Inform students and parents/guardians of achievement and progress.
- Plan a flexible course of study that meets the needs of all students.
- Maintain high standards of academic achievement.
- Administer such disciplinary measures as outlined in their code, in order to maintain a positive learning climate.
- Provide feedback on student assignments as soon as possible.
- Exhibit exemplary behavior in terms of dress, action and voice.

- Inform parents/guardians of their child's successes, problems, and failures.
- Reward exemplary student work and/or classroom behavior; exhibit respect for all students.
- Maintain a classroom atmosphere that is conducive to good behavior.
- Follow the rules & regulations of the Paintsville Board of Education and the local school.

PARENTS/GUARDIANS have the responsibility to

- Instill in their child the need for an education.
- Instill in their child a sense of responsibility.
- Assist their child in understanding the need for a positive school-learning environment.
- Become familiar with the educational policies & programs of the Paintsville Board of Education.
- Aid their child in understanding the disciplinary procedures of the school.
- Encourage their child to follow all school policies.
- See that their child attends school on a regular basis.
- Inform school officials of any long-term illness affecting their child.
- Demonstrate respect for all school personnel at school & related activities.
- Inform school officials of concerns pertaining to disciplinary procedures.
- Instill in their child the need for proper and appropriate student attire and hygiene.
- Exhibit concern for the progress and grades of their child.

PRINCIPALS/DESIGNATED ADMINISTRATORS have the responsibility to

- Help create & maintain an atmosphere that respects the rights of all participants in the schooling process.
- Administer discipline measures fairly & equally, in accordance with this conduct code.
- Exhibit exemplary behavior, in terms of action, dress, and speech.
- Direct the school staff in developing a program that communicates this code of conduct to the school community.

ACKNOWLEDGEMENT

PARENTS/GUARDIANS

Please acknowledge that you and your child have received and read this *Paintsville High School Student Handbook*, by signing this page. Please detach and return this page to your child's homeroom teacher. Thank you.

Student's Name: _____

Homeroom Teacher: _____

***As the parent/guardian of _____ (Student's Name)
have hereby acknowledged that I have received, read, and discussed with my child the contents of the
Paintsville High School Student Handbook.***

(Parent/Guardian's Signature) (Date)

(Student's Signature) (Date)