

Mercer County Senior High School



***Building A Community of Titan Pro's
Professional, Proficient and Productive Students***

Student Agenda 2011-2012

1124 Moberly Road

Harrodsburg, KY 40330

(859) 733-7160

(859) 733-7164 (Fax)

Principal

Malissa Hutchins Assistant Principal-Curriculum

Terry Yeast Assistant Principal-Attendance/Discipline

This agenda belongs to:

NAME _____

ADDRESS _____

CITY/TOWN _____ ZIP CODE _____

PHONE _____

STUDENT NO. _____



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IMPORTANT DATES

2011-2012

1st day for students	August 10
Labor Day/No School	September 5
End of 1 st 9 Weeks	October 7
Fall Intersession/No School	October 10-14
Election Day/No School	November 8
Thanksgiving Holiday/No School	November 23-25
End of 2 nd 9 Weeks	December 20
Winter Break/No School	December 21-January 2
M.L. King Day/No School	January 16
Presidents Day/ No School	February 20
End of 3 rd 9 Weeks	March 9
KEA Day/No School	March 16
Staff Plan Day/No School for Students	March 30
Spring Break/No School	April 2-6
Last Day for Students – End of 4 th 9 Weeks	May 16**

**Ending date is likely to change due to inclement weather. Snow days will be added to the calendar beginning May 17, 2012.

School Phone Numbers

Mercer County Senior High (859) 733-7160
Mercer County Senior High (Fax) ... (859) 733-7164
Mercer County Board Office(859) 733-7000

School E-mail Addresses

Usually faculty and staff e-mail addresses are the
first name.last name@mercer.kyschools.us.
Teacher e-mail addresses can also be found on the school web site.

School Web Site: <http://www.mercer.kyschools.us/mcsh>

District Web Site: <http://www.mercer.kyschools.us>

MCSH COMMUNITY MEMBERS

We believe that people who are mutually respectful, cooperative, and committed to individual responsibility are vital to a community that inspires to be professional, proficient and productive.

In Our Administrative Office

Principal

Assistant Principal – Curriculum Malissa Hutchins

Assistant Principal-Discipline/ Att. Terry Yeast

Athletic Director Jaziel Guerra

Secretary Denise Burke

Secretary/Bookkeeper Cindy Robinson

Secretary/Receptionist Karen Stratton

Secretary/Attendance Clerk Rita Inman

MCSH Site Based Decision Making Council

Principal

Chair

Lucinda Collins Teacher Representative

Brian Rowland Teacher Representative

Carissa Horn Teacher Representative

Susan Brown Parent Representative

DeeDee McCrosky Parent Representative

Student Support Offices

Counselor, Seniors Lisa Sparrow

Counselor, Sophomores and Juniors Steve Kidd

YSC Coordinator Melody Pike

School Psychologist Dr. Stacia Angell

Special Education Consultant Stephanie Rogers

Math and Science Consultant Jennifer Miller

Media Center

Media Specialist Kim Singleton

Media Assistant Rita Lester

Computer Lab

School Technology Coordinator/TRT Gwen Whitaker

Technology Specialist Jerome Gallt

SCHOOL FIGHT SONG

"Fight on Titans"

*Like Titans of Old
We fight for you
The glory of the red, white and blue!*

*We'll carry through
We'll die or do
To win this game for Titans true!*

*Keep trying for
The final score
Come on you Titans fight for more!*

*Come on you Titans
Fight, Fight, Fight
For the old red, white and blue! final score
Come on you Titans fight for more!*

*Come on you Titans
Fight, Fight, Fight
For the old red, white and blue!*

**MERCER COUNTY SENIOR HIGH
MISSION STATEMENT**

We the faculty and staff of MCSH believe our role is to assist every student in becoming a "Titan Pro", who is Proficient, Productive and Professional in meeting the ever changing challenges of the world.

**MERCER COUNTY SENIOR HIGH
VISION STATEMENT**

TITAN PROUD: PRODUCTIVE, PROFICIENT AND PROFESSIONAL

TITAN EXPECTATIONS:

MOTIVATED, ENGAGED, RESPECTFUL, CIVIL & SAFE Empathetic, Responsible

We believe that a clean, safe, positive, and stimulating environment creates an inviting place where pride and ownership encourage all members of our community to learn. We take great pride in our school and all members of the community are encouraged to take responsibility for keeping our campus and the grounds clean. To help remind everyone of what is expected, we have compiled expectations on the following pages for all Mercer Senior High community members.

MERCER SENIOR HIGH CLASSROOM EXPECTATIONS

Classrooms are a place for learning and for this to take place there must be cooperation and understanding of the expectations that create a positive, safe and productive learning environment. The following expectations should be followed by all students in the classroom:

Motivated

- Be willing to work
- Be eager to learn
- Remain in seat/work area until bell rings

Engaged

- Listen and follow directions
- Participate in class activities
- Use time wisely and ask for help as needed
- Complete work assignments and no free computer time for games or music
- SLANT* - Sit up. Lean forward. Ask questions. Nod your head. Talk to teacher

Respectful

- Treat all students and staff members with respect and tolerance
- Express yourself at appropriate times and in appropriate manner
- Be polite and use manners

Civil and Safe

- Respect the space and property of others
- Keep hands and feet to self
- Maintain a bully/harassment free zone
- Follow school code of conduct

Empathetic

- Practice good citizenship
- Treat others the way you wish to be treated
- Encourage each other

Responsible

- Be in assigned location on time
- Have materials
- Be accountable for your actions and accept consequences
- Complete all assignments

MERCER SENIOR HIGH HALLWAY EXPECTATIONS

Time between classes is not for socializing and students should follow the expectations listed below to ensure hallways are safe and that they arrive to class on time. **A Student Handbook is to be used for students leaving a classroom.** Students out of class without their handbook may be assigned detention. This handbook will be used to document out of class time and can be reviewed by staff at any time. You are required to keep this handbook with you at all times, except during lunch. Pages torn out of the handbook will not be accepted for a hall pass and students caught using someone else's handbook may be subject to disciplinary action. Additionally, any student with a referral for skipping or smoking may lose their hall pass privilege for the remainder of that semester. Replacement handbooks are \$4.00.

Motivated

- Be on time

Engaged

- Use time effectively
- Maintain traffic flow

Respectful

- No PDA (Public Display of Affection)
- Use appropriate voice and language

Civil and Safe

- Respect the space and property of others
- Keep hands and feet to self
- Maintain a bully/harassment free zone
- Follow school code of conduct

Empathetic

- Be polite
- Be patient with others

Responsible

- Keep area clean and litter free
- Plan ahead for long stops and restroom
- Carry agenda/hall pass during class time

LIBRARY/MEDIA CENTER EXPECTATIONS AND POLICIES

Motivated

- Be on time
- Have a reason to be in Media Center

Engaged

- Use resources
- Read, Write or Locate Resources

Respectful

- Use proper table manners
- Be courteous with staff and peers
- Keep feet on the floor not on furniture
- Be patient while waiting for assistance
- Make sure resources are returned properly and timely.
- Treat computers with care and log off when finished

Civil and Safe

- Respect the space and property of school and others
- Keep hands and feet to self
- Maintain a bully and harassment free zone
- Follow school code of conduct

Empathetic

- Remind others to follow these guidelines

Responsible

- Return materials/resources timely
- Pay fines promptly
- Do not damage or abuse resources

The following guidelines are created to ensure the best use of our library media center resources:

BOOKS AND FINES

Students who are in good standing with the Media Center (no overdue books or fines) may check out up to three items at a time with the Media Center. Books are checked out for a two-week period. A fine of \$0.10 per school day will be placed on each overdue book. Once a student is placed on the overdue list they may not check out other books or resources till the item is returned. The second week of being on the overdue list will result in a student conference with media center staff. A letter will be sent home to parents on the third week. The cost of postage will be added to the fine. Students may be assigned detention if they have not returned the materials and paid their fines by the fourth week on the list. Students unable to pay their fines may work off their fines in the media center if approved by Media Specialist.

OTHER RESOURCES:

Students may be allowed to check out other resources such as data storage devices, laptops and DVD's. The same policies apply as with books and students must sign for these items and assume responsibility for damages or lost items at their own expense.

OTHER RULES:

The Media Center is an excellent resource that provides both written and digital materials to our students. It is designed to allow for multiple activities in a clean and inviting setting. Those that visit the center are expected to help us ensure that the area is kept clean and functional. All debts must be paid before graduation date or student will not be allowed to participate in the graduation ceremony.

We ask visitors to keep their feet off the furniture and that they make sure they throw away trash prior to leaving the center. Please respect our request to keep the Media Center free from food and drink items during your visits. We are proud of our facility and the community that supports us we appreciate your help in keeping this area clean.

MCSH CAFETERIA EXPECTATIONS

The cafeteria is an area set aside to eat breakfast and lunch. It is a location where students may use their cell phones and electronic devices during their breakfast and lunch period during the school day. Students who eat upstairs must return trays to the kitchen clean up area and throw away trash. If they do not they will not be allowed to eat upstairs. To maintain this privilege all students should meet the following expectations:

Motivated

- Be on time
- Be in your assigned location

Engaged

- Remain in cafeteria until dismissed

Respectful

- Use proper table manners
- Be courteous with staff and peers
- Pay for all items
- Stand in line in an orderly manner
- Clean up after yourself after lunch and place all trash in proper receptacle

Civil and Safe

- Respect the space and property of school and others

Empathetic

- Remind others around you to clean up their area

Responsible

- Know your lunch number
- Pay for all items you choose for lunch
- Clean up your mess from lunch including items you have dropped on the floor
- Use electronic devices only inside cafeteria
- Maintain a bully/harassment free zone
- Follow school code of conduct
- Keep hands and feet to self

MCSH RESTROOM EXPECTATIONS

The restrooms at MCSH start each day clean and fresh. Students should only use the restrooms between classes and when they have permission from their teachers (agenda must be complete and signed). Students are not permitted to use faculty restrooms at any time. Students who abuse their restroom privileges will be referred to the office for disciplinary action. If a student has a medical reason for using the restroom more frequently, a doctor's note must be provided to the school nurse. Restricted restroom use means students will only be allowed to use an assigned restroom during the day and at designated times. Students on restricted restroom are not allowed to leave the classroom to go to the restroom. Please follow the restroom expectations below to ensure our restrooms remain safe and clean:

Motivated

- Go to restroom in between classes
- Go to restroom/return in a timely manner

Engaged

- Use time effectively
- No unnecessary items/objects in restroom

Respectful

- Respect property with care

Civil and Safe

- Respect the space and property of others
- Keep hands and feet to self
- Maintain a bully/harassment free zone
- Follow school code of conduct

Empathetic

- Remind others around you to clean up

Responsible

- Use proper receptacle for all trash
- Carry agenda/hall pass

MCSH PROGRAMS

NOVEL STARS (Credit Recovery)

NOVEL STARS is a computer-based program with lessons, quizzes, and tests, all based on core content. Mercer Senior High School through its Extended School Services program, offers NOVEL STARS to students as a means for making up credits in English, math, science, social studies and required elective credits. NOVEL STARS is not available for students to earn initial credit and a maximum grade of D may be earned upon mastery of all assigned components and the passing of a final. An additional fee of \$50 is required for each course on NOVEL STARS unless a student transfers to MCSH and a district level requirement cannot be obtained through the normal scheduling process.

STUDENT HOMEBOUND PROGRAM

Mercer County Senior High does provide educational services for students who are unable to attend school for medical reasons. If any student becomes hampered by an injury or illness, which will cause the student to be absent from school, the parents of the student should notify the Director of Pupil Personnel or the Guidance Counselor for a form. The form must be signed by a physician and returned to the school. While on homebound, students cannot participate in school related activities.

VOCATIONAL SCHOOL STUDENTS

All vocational students will be transported by bus to and from the Vocational School. All students who check in or out of school at any time must do so in the high school office so that accurate attendance records can be maintained. The school is not responsible for unexcused absences if the student fails to comply with this policy.

RESPONSE TO INTERVENTION (RTI)

Mercer County Schools is in the process of implementing Response to Intervention as mandated by federal law and KY statutes. The implementation of a comprehensive RTI initiative will take place over several years and our initial focus will begin with reading, math and behavior. RTI integrates assessment and intervention within a multi-level prevention system to maximize student achievement and to reduce behavior problems. With RTI, schools identify students at risk for poor learning outcomes, monitor student progress, provide evidence-based interventions and adjust the intensity and nature of those interventions depending on a student's responsiveness. All students will participate in universal screenings multiple times throughout the school year to

measure their progress. Students who fail to make adequate progress will receive interventions through the RTI program. Parents will be notified regarding their participation and progress. For students that do not automatically qualify for this process through the universal screening, but whom parents and/or teachers have academic or behavioral concerns for, may also be included in this process with a referral from either a parent or teacher.

CAREER DEVELOPMENT WORK STUDY

This program is designed for students who want to combine their education with part-time work experience. Students taking the 9 weeks class who do not plan to leave school early will earn ½ credit. Students enrolled as work/study and are employed will earn 1 credit.

Rules for Career Development Work Study Program:

- Must be enrolled and pass Career Development for one nine weeks in order to stay in the work study program.
- Must have a job the entire school year in order to leave early.
- Must work at least 20 hours a week.
- Must sign and complete Work Verification form and Rules for Career Development by Friday, August 20. If not, student will be enrolled in five classes a day.
- Must submit a pay stub for verification of employment either weekly or bi-weekly depending on pay schedule.
- Babysitting brothers or sisters will not serve as a work place.
- Maintain passing grades, meet school attendance requirements, remain discipline free.

ADVISOR/ADVISEE

Advisor/Advisee meets weekly for approximately 40 minutes. Students earn .25 credit each year by successfully fulfilling the A/A requirements. Students work on career majors/cluster, ILP's, citizenship, drug and alcohol prevention, suicide information/prevention, community service and character development. Students will also be able to participate in clubs during this time and assemblies will be scheduled during Advisory also.

CLUBS

Clubs meet on a rotation basis with the advisory program. Students are encouraged to participate in clubs; however, they should monitor their commitments especially with clubs that meet on the same cycle. Some club meetings will be outside the school day. Any student can join a club if they meet the club requirements and have good attendance and academic standing in their classes. Cycle 1 and 2 clubs will meet once a month (2nd and 3rd Tuesday) during Advisory time.

CLUBS:

CYCLE 1

FFA
NHS
Poetry
FCA
Art

CYCLE 2

FCCLA
Key Club
Book
TATU
BETA

DISCIPLINARY CONSEQUENCES

MCSH COMMUNITY SERVICE

Administrators may choose to require a student to participate in community service in lieu of another consequence. This service may include cleaning in the building or picking up trash at various locations outside of the building under supervision. Students who do not accept this community service opportunity will receive the maximum disciplinary action in lieu of this opportunity to reduce their disciplinary consequence. Seniors are required to complete 10 hours of community service before graduation.

DETENTION HALL

Detention hall is used as a disciplinary measure for students who exhibit inappropriate school behavior. D-Hall can be held before and after school. Faculty and administration have the authority to assign D-Hall. Administrative detention halls will be assigned based on the referral. Detention will be held after school one day a week from 3:10 – 4:00 p.m. It will be assigned from 7:00 – 7:50 a.m. before school in some cases. Failure to serve will result in assignment of weekday school. After three detentions student is assigned to Friday School.

*NOTE: Teachers can set up their own D-Hall at their convenience before or after school. Failure of a student to serve D-Hall will result in further action. Also after school counseling may be used as a part of the corrective action plan for repeated offenses.

IN SCHOOL ALTERNATIVE PROGRAM (ISAP)

The ISAP program is designed as a discipline measure to remove the student from the regular school day but keep them in school. It is a restrictive environment in which the student does class assignments and does not have the privilege to be involved in the regular school day. Students are assigned to ISAP. through the office. Students cannot participate in school activities, while assigned to ISAP, except for tardies.

AFTERNOON SCHOOL

Afternoon school serves as a consequence for student behavior. As per the District Code of Conduct "Disciplinary Options," upon receipt of a disciplinary referral administrators may assign Afternoon School for the next available date. Afternoon school is a 3 hour supervised time period from 3:00 till 6:00 p.m. on selected days during the school week. Students should report to the office and will be monitored by a school administrator or designee. Students are expected to cooperate with the supervisor and complete requested assignments or do community service. If a student cannot attend an assigned Afternoon School they must contact a principal prior to the day and reschedule prior to the assigned Afternoon School. If a student fails to attend an Afternoon School, the student will receive further disciplinary action, which may include suspension or recommendation for expulsion for repeated non-compliance.

SUSPENSION AND EXPULSION

These are **the most severe measures that a student can receive.** There are Board guidelines to follow anytime a student is suspended or expelled. Suspension can range from **1 to 10 days**. A suspended or expelled student is not allowed on school property and cannot participate in school activities. **Suspended students must have a parent conference before returning to school.** On the 3rd suspension the student will conference with superintendent. Expulsion is recommended on 4th suspension.

NOTE: A student can be recommended for expulsion prior to their 4th suspension if the offense is severe.

MCSH POLICIES

HARASSMENT/DISCRIMINATION

DEFINITION

Harassment/Discrimination is intimidation by threats of or actual physical violence; the creation, by whatever means, of a climate of hostility or intimidation, 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 effect of insulting or stigmatizing. Students with repeat harassment issues will be assigned to a nine-week behavior modification class. Also refer to District Code of Conduct.

PROHIBITION

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 and off school property during school sponsored activities. This prohibition also applies to visitors to the school who may come into contact with employees and students. District staff shall provide for a prompt and equitable resolution of complaints concerning harassment or discrimination.

DISCIPLINARY ACTION

Students who engage in harassment/discrimination of an employee or another student on the basis of race, color, national origin, religion, marital status, political beliefs, sex, or disability shall be subject to disciplinary action, including, but not limited to suspension and expulsion. Certain actions may result in participation in a mandatory nine weeks behavior modification program.

PROCEDURES

Students who believe 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. Alleged sexual harassment will be reported to the District's Title IX Coordinator. Acts deemed to be harassment must be reported to the Principal in writing within 48 hours.

NON-DISCRIMINATION

In Mercer County High School, no pupil shall be discriminated against because of age, color, handicap, parental status, race, national origin, religion, sex, or veteran status.

BULLYING/HAZING

Bullying is a pattern of aggressive, repetitive, deliberate, conscious, systematic and/or premeditated behavior by an individual or group to inflict physical, verbal, graphic, emotional, racial, and/or sexual suffering on another individual or group.

Any behavior which displays improper use of power to intimidate, threaten, humiliate, distress or hurt others is bullying behavior. Bullying includes, but is not limited to, physical, social, emotional and/or verbal communication/behavior such as assault, pushing, shoving, hitting, taunting, unwanted contact, extortion, intimidation, threats of harm or retaliation, continual teasing, offensive graphics, and/or purposeful false allegations. It also includes using the internet and e-mail to bully and intimidate other students. Detentions, Alternative Classroom, Suspensions and legal action may result if actions persist.

DUE PROCESS FOR KRS 158.150

A student shall not be suspended from school until the following due process procedures have been provided:

1. The student has been given an oral or written statement of the charge(s) against him/her which gives cause of suspension.
2. The student has been given an explanation of the evidence of the charge(s).
3. The student has been given the opportunity to present his/her version of the facts related to the charge(s).

OFF-LIMIT AREAS

The following areas are off-limits for students:

1. Parking lot (permission granted by administration)
2. Hallways (without pass/permission)
3. Restrooms (without pass/permission)
4. All areas except foyer and cafeteria before 7:45a.m. and after 3:05 p.m.
5. Mechanical room
6. Bus garage
7. Teacher's Workroom/Faculty Restrooms

Note: Students should never be outside the building during the school day without supervision. The only entry available during school hours is the front foyer doorway. All other entries are to remain locked and no one should allow anyone in these entries.

STAYING AFTER SCHOOL

Students **cannot** stay after school for any reason unless supervised by school personnel. Students **cannot** wait for transportation after school that goes beyond 3:30 p.m. without approval of the principal.

INSUBORDINATION

Insubordination is the refusal of a student to obey the instruction of staff or gross disrespect toward a staff member. Refusal to obey school policies is considered insubordination and will result in disciplinary action.

USE OF PROFANITY

Profanity directed at school personnel will not be tolerated and result in a minimum punishment of Afternoon School and may include charges for abuse of school personnel.

APATHY/SLEEPING IN CLASSROOMS

Students who are not prepared and/or who put their heads on their desks to rest or sleep will receive a verbal warning from the teacher on the first offense. On the second offense the teacher will contact parents/guardians and send a referral to the office for disciplinary action. Continued actions by the student will result in Afternoon School assignment until behavior is corrected.

HORSEPLAY

Students often like to imitate behavior they see, such as wrestling moves/holds on their peers. These actions whether intentional or unintentional can and often do result in someone being injured or publicly embarrassed. These actions will not be tolerated at MCSH and appropriate disciplinary action will be taken for those involved in horseplay. Acts of horseplay should be reported to the administration.

HOMEWORK

Homework submitted late will receive 50% of the achieved score if it meets the timelines established by the teacher. Students cannot receive any grade higher than 50% as part of the school-wide policy. Projects and tests will be addressed through the syllabus of the classroom teacher. Any additional policies related to homework will also be addressed through the syllabus, which is approved in the office. Classroom work, labs, quizzes and tests missed due to absences will be made up through after or before school E.S.S.

FOOD

No outside food will be allowed in the building. At the teacher's discretion, the only drink allowed in the classroom will be beverages from the school machines which include milk, juice and water. Exceptions will be made only for medical conditions on file in the nurse's office.

LOCKERS, BACKPACKS AND PERSONAL POSSESSIONS

To insure the safety and protection of students and their personal property, all students should use a lock to secure their locker. Lockers may be subject to random searches throughout the school year. Vehicles should be locked and personal property secured. **The school has the right to search student's personal property anytime it is on school property (reasonable cause).** Illegal items can be held at school and not returned to the student. MCSH is not responsible for

personal property stolen/ damaged from lockers or vehicles on school grounds. If lockers are needed for those students with classes at the sports complex they should be requested. The school is not responsible for items lost or stolen at the complex. **At the teacher's discretion, backpacks must be kept either in the locker or in the backpack zone in the classroom.**

TEXTBOOKS

Textbooks will be furnished on a rental basis. These books must be used for a minimum of five years. It is the student's responsibility to care for all textbooks issued to him/her and to return them in the best possible condition at the end of the course. If the student should lose or damage a textbook, he/she will be expected to pay for the loss or damage. Textbooks will not be issued to students who do not accept the responsibility to care for them or who refuse to replace or pay for damaged or lost books.

In accordance with KRS 157.110, no student will be denied textbooks for the inability to pay. Those students receiving free or reduced lunch assistance qualify for free textbooks and the suspension of all fee obligations. Certain students, because of financial reasons, may qualify for deferred payment. Information concerning application for free textbooks or reduced priced textbooks is attached to the free and reduced school lunch form that is sent home with all the students at the beginning of the school year.

ACCIDENTS

Accidents on campus that require first aid must be reported to the nurse. An accident report must be filed in the office within 24 hours of the incident. Students may purchase school insurance that serves as a rider for their family insurance. This insurance will not pay until the family insurance is used and does not always pay in full. A student who is injured in a school activity either on or off school grounds should report incident immediately to supervising staff member.

CODE OF ACCEPTABLE BEHAVIOR

Student behavior is important to providing a safe educational environment for all students. Our goal is to be fair and consistent with all students; thus, we have developed the following guide that outlines potential school discipline actions. This is a guide for school personnel to follow when a student violates any of our school policies. Administration reserves the right to assign disciplinary actions based on offense. This must be signed by each student and parent/guardian at the start of the school year.

VISITORS

We are happy to welcome parents and visitors to our school. All visitors shall register in the Mercer Senior High office and receive a visitor's badge before meeting with staff or faculty members.

Students may **not** have guests in the building without prior permission from an administrator. This includes any person coming on to our campus during lunchtime. The procedure to receive permission for bringing a guest to school is:

- Any guest must be approved prior to coming to school.
- Written request from a parent or guardian in advance of the visit.
- The adult must complete pertinent information on a school emergency card to include contact numbers and medical information.
- Visitors are responsible for following all guidelines of the Mercer County Schools Code of Conduct.
- Except under special circumstance approved by the principal in advance, students will not be allowed to have another student shadow them during the school day.

MEDICATION POLICY

The following regulations shall guide the distribution of medication to students at school.

- a. Students with medical conditions will be required to have signed parent/guardian consent to release medical information to the necessary school personnel.
- b. The nurse shall only administer medication to students during school hours or such other person as in authorized by the school principal. Medication shall only be administered when it is necessary during school hours.
- c. The medication permission form must be completed by their prescribing physician, which includes the doctor's order and doctor's signature. The parent or other legally appointed guardian must sign the permission form.
- d. Over the counter medicines **MUST** be in the original container and will **ONLY** be given if parental consent is obtained. A doctor's order will be necessary if an over the counter medication **MUST** be given for more than three consecutive days.

- e. Tylenol will be given **ONLY** if the necessary medical card is completed and permission is given by parent/guardian.
- f. If medication is dispersed, the nurse or a designee shall record the name, dosage, date, and time the medication was administered. The nurse will dispose of medication upon its expiration date.

SCHEDULE CHANGES

The counselors have worked very hard to give you the best schedule possible, and we hope schedule changes will be minimal. *No schedule change will be made for teacher preference.* All schedule changes must be approved by teacher, counselor, and parent, and will originate with a counselor, using a standard form.

A student must have a valid reason before a schedule change will be considered. Valid reasons include a change in class level, overcrowded classes, and computer errors. Student/parent initiated schedule changes may be made two weeks prior to the opening of school and the first 3 days of each **semester** in the guidance office. In August and January students should complete appropriate schedule change form and return to the guidance office. All students must have six classes, with the exception of seniors who are taking co-op, work-study, or off-campus college classes.

CELL PHONES AND ELECTRONIC DEVICES

Students will be allowed to use electronic devices three times a day: prior to dismissal from the cafeteria in the mornings, during their lunch time ONLY in the cafeteria and after the dismissal bell at the end of the day. Cell phones will **also** be allowed if they are turned **OFF** and kept out of sight or in a holder attached to a belt. If out of the holder or visible the phone may be taken by school personnel. This includes checking the time and using the calculator. Electronic devices may be confiscated and disciplinary action taken if these conditions are not met or the device is deemed a distraction to learning. SIM cards and batteries must remain in the phone when confiscated. **Cell phone usage time may increase or decrease at administrator's discretion. Students cannot use school phones except in emergency situations. If device is taken immediately prior to a break, the phone will be returned in 3 days IF an administrator is available.** The discipline actions for electronic devices are:

1st Offense – Device will be taken for three school days and parent/**guardian** must pick up device and sign fee policy acknowledgement.

2nd Offense – Device will be taken for five school days and parent/guardian must pick up device after \$10 administrative fee is paid.

3rd Offense – Device will be taken and kept until the last day of the school year when student can pick it up.

Students refusing to give up their electronic device will no longer be allowed to bring it to school for the remainder of the school year and possibly gain further consequences from administration, which may include possible suspension from school.

PLAGIARISM

Mercer Senior High School places great importance on the issue of honesty. We hold the highest possible regard for the work which others have done in the pursuit of learning. Plagiarism is considered academic "theft" and cannot be accepted by a school that values integrity. Any student submitting work which is not his own, that is, facts, data, images, or ideas from any published or verbal source, must carefully document the source. Any work presented by a student without appropriate acknowledgement or recognition of source will receive a zero for the assignment and a minimum of Afternoon School.

PUBLIC DISPLAY OF AFFECTION

Public Display of Affection may be deemed inappropriate by staff/administration and referred for disciplinary action. This includes, but is not limited to, kissing, prolonged hugging, and intimate touching.

FIELD TRIPS

Local field trips are part of the school's curriculum. If you do not wish for your child to participate in these local trips, please notify the office during the first week of school. Permission forms for each student containing approval of all teachers and office must be completed and submitted to the office prior to trip. Students who do not meet attendance, discipline or academic requirements may not be eligible for participation.

DRESS CODE

In the interest of promoting a safe, united, and orderly learning environment, students are to adhere to the following as it pertains to their daily appearance. All students are expected to adhere to common practices of modesty, cleanliness, and neatness and to dress in such a manner as to contribute to the academic atmosphere. Any writing on clothing that refers to alcohol, tobacco, drugs, sexual innuendos, a particular gender or race in a demeaning manner or foul language is not permitted.

Pants

Students may wear jeans, khakis, slacks, and sweatpants of any color. Pants must conform to the following:

- Must be free of any holes above the knee. Items worn underneath the hole are not acceptable.
- Must cover underwear and backside at all times regardless of movement.
- Bicycle, pajama, and flannel pants are prohibited

SHORTS/SKIRTS/SKORTS/LEGGINGS, ETC.

- The clothing listed above must:
- Be no shorter than two inches above kneecap.
- Cover underwear and backside during all bodily movement.
- Be composed of nontransparent material at least to knee length.

SHIRTS

- Shirts worn must show no cleavage.
- Sleeve must have a measurable underarm seam.
- Must be able to be tucked in even during movement (although does not have to be tucked in).
- Midriff should remain covered at all times.

Non-acceptable items include: any clothing that displays a bare stomach, spaghetti string tank tops, halter tops, tube tops, low cut tops, Tarzan shirts, muscle shirts, oversized pants that are worn below the hips, see-through mesh or net garments. Students who wear shirts that show any part of their stomach may be asked to tuck their shirt in.

FOOTWEAR

Footwear must be worn at all times. House slippers are not acceptable footwear for school.

ACCESSORIES

- No dangerous jewelry such as dog collars, wallet chains, belt chains, spike jewelry, etc is permitted.
- Piercings that create a distraction that disrupts learning must be removed upon request of the teacher.
- Sunglasses are not to be worn or be visible inside the building unless ordered by a doctor.

- Sunglasses are not to be worn or be visible inside the building unless ordered by a doctor.
- Hats should not be worn in the building
- No oversized jackets, trench coats or hoods are to be worn or carried inside the building during the day. They should remain in the student's locker.
- Pants that are sagging need to be held at waistline by a belt.
- Extracurricular activities need to adhere to appropriate dress for practice attire. Students shall not be shirtless and cannot wear sports bras without a shirt. Coaches/sponsors shall have practice attire approved by the administration.

ENFORCEMENT

The school administration shall have the right to evaluate any clothing to determine its acceptability within the guidelines of the dress code. Administrators shall also have the right to make an interpretation on the decency and appropriateness of any garment. Parents are responsible for sending their child to school dressed appropriately. Administrators, teachers, and other certified support personnel are responsible for enforcing the dress code once the student arrives on campus.

CONSEQUENCES

Students who fail to comply with the dress code may be sent home when deemed appropriate by school administrators and are subject to disciplinary action. Clarification regarding apparel should be obtained from the administration PRIOR to wearing the apparel to school.

1st offense: Correct the infraction; notify parent/guardian and assignment to DETENTION

2nd offense: Correct the infraction; notify parent/guardian and assignment to ISAP

3rd offense: Correct the infraction; notify parent/guardian and assignment to AFTERNOON SCHOOL

Further offenses will be treated as open defiance and handled accordingly.

WEAPONS/DANGEROUS INSTRUMENTS

Students that have in possession and/or use a weapon at school, on school grounds, or at a school-sponsored activity will be in violation of school policy, state and federal law. KRS 525.100 states UNLAWFUL POSSESSION OF A WEAPON ON SCHOOL

PROPERTY IN KENTUCKY IS A FELONY PUNISHABLE BY A MAXIMUM OF FIVE YEARS IN PRISON AND A TEN THOUSAND-DOLLAR (\$10,000) FINE. Our school is committed to providing a safe educational environment for our students and this law will be carried out. Any student found in violation of this law will be immediately suspended from school for 10 days, recommended for expulsion, and turned over to law enforcement. This is a serious issue and MCSH is firmly committed to enforcing this policy. **A pocket-knife of any size or for any purpose is not allowed on school grounds. Students with a pocket-knife will be suspended, knife confiscated, hold parent conference, and court referral made.**

TOBACCO POLICY

Mercer County Senior High is a designated smoke-free facility by the local Board of Education and the SBDM Council. Use or possession of tobacco products on school grounds, including the parking lot, by students is prohibited according to KRS 438.050 of the Kentucky State Law. Tobacco products will be confiscated. Fines may be assessed by the courts.

1st Referral – **ISAP** and restricted restroom

2nd Referral – **TOBACCO EDUCATION CLASS** and court referral

3rd Referral – Weekday School and court referral

4th Referral – 1 day OSS and court referral

DRUG AND ALCOHOL POLICIES

The Mercer County Board of Education in its efforts to prohibit the use, possession, or trafficking of drugs on school grounds initiate the following: **drugs are defined as alcohol, narcotics, illicit drugs, counterfeit or controlled substances, look-alikes, drug paraphernalia, or any substance used as a mind-altering substance including organic or synthetic substances.** Any student who is determined to be under the influence, have possession or trafficking in drugs on school grounds, school buses, or at school sponsored activities and does not have a valid physician's order for the use thereof, will be investigated as to the violation of **KRS 158.150** and the Mercer County Code pertaining to drug and alcohol abuse. A student suspected of violating the drug policy will be provided due process and is subject to a search of their person, locker, vehicle, or any other item in their possession that is on school grounds. Charges will be filed pending results of the school investigation.

Police dogs will be used periodically to sweep school grounds/facilities for drugs. Safety precautions will be taken and appropriate action will be taken when necessary to ensure a drug free school environment.

A student found in violation of the drug policy, the following disciplinary actions will be considered:

- Suspension for a period not to exceed ten days with the provision that re-admission will be through our ISAP Classroom providing the student has written confirmation they have received drug counseling from an approved counseling center. Students must follow the recommendation of the drug counseling to be admitted back to school. If a student does not conform to the above requirement, the principal will request the Board of Education to conduct a hearing concerning the violation. The Principal may order additional suspension until a hearing by the board.
- Suspension for a period not to exceed ten days and a recommendation to the Board of Education for an Expulsion hearing.

SCHOOL DANCE REGULATIONS

Ticket Sales:

- a. Tickets are sold to high school students only for themselves and a Guest who must complete a form and get approval at least one week in advance by Principal.
- b. All dance tickets must be purchased 2 days in advance.
- c. A list of tickets sold with numbers will be provided to the principal two days prior to the dance. No middle school students may attend high school dances.
- d. Tickets cannot be exchanged among students.

School Dance General Regulations:

- a. All dances will end by midnight and no one is to leave the dance and return, there will be a faculty member posted at entrance and exit.
- b. Every student is expected to conduct themselves in a lady or gentlemen-like manner. Dance moves or conduct deemed inappropriate by school chaperones will receive a warning. Student will be asked to leave on 2nd offense.
- c. Use/possession of controlled substances is not permitted and will lead to arrest, suspension, or expulsion. Devices and technology that allow for detection of these substances may be used by school administration when available.
- d. Entertainment will be approved by sponsors and principal one-week prior to dance.
- e. Principal approves music, dance lighting and decorations.

SCHOOL-SPONSORED ACTIVITIES

Students are to conduct themselves properly at all school-sponsored activities on or off campus. This includes, but is not limited to, ball games, field trips, and other activities. All school rules are followed at school-sponsored activities. Students in A.C., suspended, or expelled are not permitted to participate in school activities during the duration of

that discipline action. The following guidelines are to be followed at school-sponsored activities:

- a. Only our high school students and their guest shall be permitted to attend dances and other restricted activities. No middle school students will be allowed to attend.
- b. Students that leave will not be permitted to re-enter.
- c. All events must end by **12:00** midnight.
- d. No drugs, alcohol, or tobacco permitted. Students or guests under the influence or in possession of alcohol/drugs will be reported to parents/guardians and the police.
- e. Students must be at school the day of the event or have prior approval of school administration. If events are on Saturday and Sunday, the student must be in school on Friday.
- f. Students who attend all extra-curricular events must abide by the tobacco free campus policy.

MISCELLANEOUS RULES

In an effort to inform students of the rules and regulations of the school, we have provided this handbook as a reference. It is difficult to include all situations and rules that affect our school. Also, teachers have the right to set classroom rules that compliment school and district policies and rules. Students are expected to follow all classroom rules as outlined by the faculty and staff. Below are several rules not addressed in other sections of the agenda.

- a. No advertisements on campus including posted or handed out material without prior approval of the principal.
- b. No selling of items such as candy, cookies, or soft drinks during the school day by students for personal gain.
- c. Students are responsible to clean up their messes in the hall, cafeteria, locker, and classroom.
- d. Students are to show respect to all staff including janitors, lunchroom staff, and secretaries.

ITEMS NOT ALLOWED ON CAMPUS

The following items are **not allowed** in school:

1. Tobacco Products, lighters or matches
2. Drug and Gang paraphernalia
3. Other items inappropriate/distracting to the educational process including squirt guns.
4. Any dangerous or potentially dangerous weapon

OFF-CAMPUS VIOLENCE

Students who participate in acts of violence off campus may be subject to the full extent of the discipline available according to school policy. Based on a review of the incident and the relationship to a safe school environment appropriate punishment will be given.

FIRE/SEVERE/WEATHER/DISASTER/LOCKDOWN DRILLS

Fire, severe weather, earthquake, disaster and lockdown drills at regular intervals are required by law and are important safety precautions. Instructions for drills are posted in each classroom and throughout the school. Every teacher and student should be familiar with the drill procedures. It is essential that when the signal is given, everyone go promptly to their designated area.

BUS CONSEQUENCE CHART

1. Verbal Warning/Writings
2. Assign Seat/Detention Hall
3. Bus Suspension- Bus Driver/Trans. Director
4. Bus Suspension/ISAP
5. Off Bus

In accordance with KRS 158.150 student's bus privileges shall be suspended IMMEDIATELY for:

(Number of days at the discretion of the administration)

- Willful disobedience or defiance of authority
- Assault or abuse of school personnel
- Use of profanity or vulgarity
- Assault or abuse of other students
- Use or possession of alcohol or drugs
- Stealing
- Destruction/defacing school/personal property
- Carrying or use of weapons or dangerous instruments
- Other incorrigible bad conduct

SCHOOL FEES

All students will pay an \$80.00 school fee. Families that have difficulties with fees/school lunch are encouraged to apply for the free and reduced lunch program. There will be a \$50.00 athletic fee per student per sport, with a \$100 maximum per athlete per family.

UNPAID FEES AND FINES

Report cards and transcripts will be held until students pay all fines or fees. Students will also not be allowed to participate in other school activities such as prom until all fines and fees are paid.

DRIVING and RELATED POLICIES

Permission Required

With written parental permission, and under conditions prescribed by the Superintendent, high school pupils may be permitted to drive motor vehicles to and from school grounds.

Privilege May Be Revoked

Driving to and from school is a privilege (not a right) which may be revoked at any time if any one of these conditions is violated.

CONDITIONS FOR MOTOR VEHICLE USE

1. Before a student may drive a motor vehicle onto school grounds, the student and the student's parents or guardian must sign a valid parking application. A valid proof of insurance card must be provided.
2. In order to be eligible to drive a motor vehicle onto school grounds, a student must be passing four out of five subjects at the end of each nine weeks. No student whose attendance falls below 94% at the end of any grading period may hold a parking permit. See Driver Verification Forms for more details.
3. The cost of a parking permit is \$20. Any student found to be parked without a proper permit may be fined \$25 or towed at the owner's expense. They could possibly be charged with trespassing.
4. All motor vehicles parked on school grounds must be registered with the school and must display a current parking permit. All students must present written parental permission, a valid driver license and proof of insurance coverage to receive a permit. This permit will be issued for one (1) school year.
5. Vehicles shall be parked in designated student parking areas on the school campus and are not to be visited or moved during the school day unless specific permission is given by the school principal. There will be no loitering in the parking lot. Students will not be allowed to leave campus for lunch.

6. Speeding, or any other form of reckless driving, will result in a loss or suspension of driving privileges on school grounds.
7. Student vehicles parked on school grounds are subject to search at any time if there is reasonable suspicion that illegal drugs, weapons, stolen property, or other illegal contraband may be present in the vehicle.
8. Student vehicles parked on school grounds are subject to search by drug dogs at any time.
9. Student drivers who transport other students off any school campus during the school hours will lose their parking privileges for the remainder of the school year.
10. The school system is not responsible for the automobile or its contents.

REFERENCES: KRS 161.180, KRS 160.290, OAG 74-783

NO PASS/NO DRIVE AND DRIVER VERIFICATION FORMS

Before taking the driving permit test, students must have a completed Driver Verification Form proving that they are currently in school, have passed at least 66% of coursework the previous semester, and have no more than eight unexcused absences the previous semester. Students applying for a license or a permit after August 1, 2007 are subject to the new No Pass No Drive law and must obtain a verification form from the high school office before attempting to gain the permit or the license. Students should see Ms. Hutchins or one of the guidance counselors at least **one week before** they need the form. This verification form is good for 60 days.

ATTENDANCE POLICIES

Parents are allowed to write six (6) excuse notes per year for reasons they deem appropriate (illness, family emergency, college visit days, etc.). Any other days beyond the six must be official absences (doctor, dentist, legal). Absences beyond the six parent notes and official notes will be counted as unexcused.

All notes must be turned into the office the date the student returns to school. Any notes turned in more than five days beyond the student's return to school may be counted as unexcused.

Unexcused absences may also result in the loss of driving privileges for students between the age of 16 and 18 under the No Pass, No Drive law. For details on No Pass, No Drive, contact Ms. Hutchins.

Students with three (3) or more unexcused daily absences in a semester will not be eligible for club field trips, test exemptions, **driver's privilege**, or other rewards/programs identified by the principal.

Students with **six (6) or more unexcused daily absences, five (5) or more days of suspension and excessive discipline referrals** during the school year will not be allowed to participate in the **Prom** or year-end class-sponsored trips, to include the **Senior Trip**. Students will be given a form to sign and a copy mailed home when in danger of losing these privileges.

A note is required anytime a student misses part or all of the school day.

Other attendance issues will be governed by the policies of the Mercer County Board of Education Code of Acceptable Behavior.

TRUANCY CHARGES:

Charges will be filed on the student and parent.

Truancy Charges will be filed on the students and in the case of a minor student, "unlawful transaction with a minor in the third degree" will be filed on the parents.

PARENT/DOCTOR NOTES:

SIX PARENT AND TEN DOCTOR NOTES PER YEAR TO BE USED AT PARENT DISCRETION TO EXCUSE AN ABSENCE

Mercer County School District allows a total of six (6) written "parent notes" and ten (10) "doctor notes" for the year. If a student is already a habitual truant, as defined by Kentucky statutes, this automatically revokes the use of any parent notes. Once a student has six written parent notes, or has already become a habitual truant as defined by Kentucky statutes, all subsequent absences will require a medical statement.

All parent notes and doctor statements should be returned on the day the student returns to school. If not returned at this time, this documentation must be provided to the school within 5 DAYS of the student's return to school or it will be documented as unexcused. Any exceptions to this policy must be made by the principal.

CONSEQUENCES FOR ABSENCES

3 UNEXCUSED ABSENCES

- Parents will be notified by letter from school staff

4 UNEXCUSED ABSENCES

- Parent notified by letter from school staff
- At-risk assessment form Referral to counselor or school social worker to make contact with the parent & complete at-risk assessment form
- At-risk assessment form will be forwarded to the Director of Pupil Personnel
- Home Visit by Administrator of Pupil Personnel

5 UNEXCUSED ABSENCES

- Home Visit by Administrator of Pupil Personnel
- Final Notice that legal procedures can be started

6 UNEXCUSED ABSENCES

- Truancy Charges Filed

6 Unexcused Absences is a habitual truant as defined by Kentucky statutes- If a student is already a habitual truant, as defined by Kentucky statutes, this automatically revokes the use of any parent notes. A student will be excused for one day for the military deployment of a parent/ guardian and one day when a parent/guardian returns from military deployment.

YEARLY PERFECT ATTENDANCE - NO ABSENCES 1-Excused TARDY (60 minutes or less)

YEARLY COMMENDABLE ATTENDANCE - 3 or LESS EXCUSED ABSENCES 1 Excused Tardy (60 minutes or less)

MAKING UP WORK FOLLOWING AN ABSENCE:

1. Any student who has been suspended from school will not be allowed to make up his/her work for the days he/she was suspended.
2. Make-up Work: When a student misses school, he/she can make up work under the following conditions:
 - a. The student is responsible for making arrangements with his/her teachers for all make-up work.

- b. If a student misses more than 2 days, he/she will be given a day for each absence to make up the work. If 1 or 2 days are missed, the student will have 1 or 2 days accordingly to make up the work.
- c. No student is allowed to make up assignments/exams from the beginning of OSS (Out of School Suspension) to the end of OSS.
- d. Work must be completed by the end of the grading period unless arrangements are made in advance with teacher and principal approval. Assignments not completed will be given a zero. IEP's and 504 plans will supersede.
- e. Students should not be excused from classes to make up work. ESS is to be used for this purpose.

Note: Students who plan on missing more than two days during a grading period must get prior approval from the principal. Only extreme situations will be considered and parents/guardians are reminded that we normally have regularly scheduled breaks during the fall, winter, spring and summer. These times should be used to plan family vacations.

EHO (ENHANCED EDUCATIONAL OPPORTUNITY)

This application form (09.123 AP.2) must be completed and returned to your school principal at least five (5) days prior to the absence. The principal then deems if it is educationally relevant and determines approval. A student may be approved for up to ten (10) days of absence per year for this purpose. This type of absence cannot occur during the school's CATS testing or District-wide assessments, unless there are extenuating circumstances approved by the Principal.

STUDENTS CAN NOT LEAVE SCHOOL GROUNDS DURING SCHOOL DAY

Students are NOT allowed to leave school grounds during the school day, unless it is part of their scheduled day of instruction, such as Co-op, or vocational school. **This is considered skipping and will result in disciplinary action.**

SIGN IN and SIGN OUT

Our highest priority for all students must be safety. We want parents to know the staff of MCSH will do our best to ensure students are supervised and accounted for at all times. With this in mind we must follow a clearly defined policy for students entering or leaving our building during the day.

Students may leave the school only with a parent or guardian listed on the emergency cards in the office or with another person if verified permission is granted by the parent or guardian.

Any student who signs out may not return without a doctor's note, legal excuse, or prior administrative approval.

Students will only be released by those individuals indicated on their emergency cards.

Students who arrive after the tardy bell must always sign in the office with a parent note indicating illness or with a doctor's printed excuse. Failure to do so will result in an unexcused tardy.

Parents may write up to six (6) additional notes for a check in or check out that is less than 2 hours of the school day. These notes must be turned in within 5 days of the check in or check out.

NON-DRIVING STUDENTS

Students who are requesting to check out during school hours will need documentation for a valid excused check out (doctor/dentist/court/funeral/ parent note). In order to check out, a **parent or guardian must come pick up their children at school. The parent/guardian must come in the building** and sign them out at the office. The parent also must provide written documentation to the school regarding the reason for the check-out. If someone other than the parent or guardian is to check out the student they must be on the enrollment card and be verified in advance by the parent in addition to the note.

STUDENTS EIGHTEEN (18) OR OLDER

Students who are eighteen (18) years or older and are still living with a parent/guardian, may NOT, write their own notes, or check themselves out. Only students who are not on record as being under the care or control of a parent/guardian may provide their own documentation for check out and absence events.

STUDENT SICKNESS WHILE AT SCHOOL

If a student becomes sick while at school, they need to see the school nurse. If the school nurse feels they are unable to remain at school, the nurse will provide documentation for an excused check-out for that day

only and call the parent. In this case, the student will remain in the nurse/office area until the parent/guardian comes to pick their child up at school. The **parent/guardian or someone designated by them on the enrollment card, must come in the building** and sign their child out at the office. If parents/guardians cannot be notified, the student will remain at school. Remember when the nurse sends a student home, that valid excuse is for that day only. In the event of the nurse's absence in the building, students must get approval from the principal/assistant principal for a check out for illness.

NON PARENT CHECKOUT PROCEDURES

If a parent will not be the individual checking in or checking out a student, they must send a written note authorizing one of the individuals on their check out list for their child. All valid notes for early check out must be turned in to the office before second block begins. A parent/guardian phone number where you can be reached must be included in note. Phone calls may be made by school personnel to verify the check-out. Be sure to include a phone number (work, home, cell) where you can be reached the morning of the check out. Exceptions to this policy must be made by the principal.

SPECIAL CIRCUMSTANCE or EMERGENCY

In the event of an unexpected family emergency, the parents may get approval from the principal by phone for the student to check out with a person on the check-out list.

WITHDRAWAL FROM SCHOOL

Students, who are withdrawing or transferring from school for any reason, must notify the Counselor in order to obtain a proper release. All fees and debts must be paid before a proper release can be given.

TARDY POLICY

Because punctuality is a highly valued life skill and promotes the timely flow of instruction, all students are expected to be in class on time. You are considered tardy if you are not in your assigned classroom when class begins. **Tardies to school are cumulative for the entire school year.** Tardies to class are per class you are assigned to for the nine week/semester. If you are late without an excuse, you will receive an unexcused tardy for that class. Each student will be given **two tardies** and referred to the office on the **third** tardy for disciplinary action.

Discipline action for unexcused tardies is:

1st Unexcused Tardy - Minor Infraction form completed

- 2nd Unexcused Tardy** – Minor Infraction form completed
- 3rd Unexcused Tardy** – One hour detention hall with staff
- 4th Unexcused Tardy** – ISAP 5th period and loss of driving privileges for four (4) weeks.
- 5th Unexcused Tardy** – ISAP and loss of driving privileges for an additional six (6) weeks.
- 6th Unexcused tardy** – Weekday School and loss of driving privileges for remainder of year.
- 7th Unexcused tardy** – Weekday School and loss of additional school activities such as athletics, clubs, prom, etc.

Drivers' Privilege's and Attendance/Tardies

- 3 Unexcused Absences in a Semester -Driver's Privilege suspended four **weeks**
- 4 Unexcused Tardies in a Semester- Driver's Privilege suspended four **weeks**
- 5 Unexcused Absences in a Semester- Driver Privilege Revoked

ATHLETIC ELIGIBILITY

Mercer County Senior High, in accordance with KHSAA, requires that each member of an athletic team or contestant in interscholastic athletics must have, for the current semester up to and including **Friday** of the week preceding that in which the contest occurs (Saturday to Friday), a passing average in at least three-fourths of a full schedule (at least 4 hours of instruction, i.e. 3 of 4, 4 of 5, or 4 of 6). Teacher's aide does not count as one of the three classes. Middle school students participating in high school athletics shall be passing in at least four-fifths of their subjects. No special recitations or tests are to be given for the purpose of making the student eligible. Students who are ineligible for the week will not be allowed to practice or participate in games until they have met this requirement. All athletes must be at the proper high school grade level on the first day of the school year. Students who have outstanding debt or school property will not be allowed to represent Mercer County Senior High in extra-curricular activities including athletics.

All athletes, cheerleaders, and participants must maintain a good attendance record and none shall be permitted to participate in any athletic contest or practice **unless they are in attendance on the day of the game (if the event is on Saturday or Sunday the participant must be in attendance on the preceding Friday).**

Attendance means being counted present for at **least half of the day.** **Eligibility should be determined on Friday of each week.** Students

who are assigned to Afternoon School (except for tardies) will not be allowed to participate in the contests on the same day of their Afternoon School participation. Appeals will be handled through the Principal. Playing ineligible athletes can mean suspension of coach and possibly further disciplinary action for player and coach involved.

GRADE REPORTING AND POLICIES

The school year is divided into four nine-week grading periods. **Report cards** will be issued each nine weeks. A progress report will be sent home at the **mid-term** of each nine-week period for each student. If a senior student is not meeting the requirements for graduation by the end of a grading period, the student and parent/guardian will be notified. To determine a student's G.P.A., a 4-point grading scale will be used. AP classes will be weighted for class rank only.

MINIMUM GRADUATION REQUIREMENTS

Language Arts (Eng I, II, III, &IV)	4 Units
Mathematics (not computer classes)	4 Units
Algebra I, Geometry and Algebra II	
or its Math Equivalent, and a math elective	
Science	3 Units
Biology	1 Unit
Chemistry	.5 Unit
Physics	.5 Unit
Earth/space	.5 Unit
Additional in Science	.5 Unit
Social Studies	3 Units
U.S. History	1 Unit
World Civilizations	1 Unit
Survey of Social St.	1 Unit
Health/Physical Education	1 Unit
Academy 101 (after 2009)	.5 Unit
Life Skills	.5 Unit
History/Appreciation of Visual & Performing Arts	1 Unit
Minimum Additional Electives	11 Units
Total Credits Required for Graduation	28 Units

STUDENT CLASSIFICATION

9 TH GRADE	0 –5.5 CREDITS
10 TH GRADE	5.75 – 2.5 CREDITS
11 TH GRADE	12.75 – 19.5 CREDITS
12 TH GRADE	19.75 or more credits

GRADING SCALE

90-100 A	80-89 B
70-79 C	65-69 D

END OF COURSE EXAMS

End of course exams will be given in the final two weeks of a course and are required by the state. These exams will count as 20% of the students final grade in a course. Exams will be given in U. S. History, Algebra II, Biology and English II. Exemptions may not be used for these exams.

EIGHTH GRADE CREDITS

An eighth grader can earn high school credit through the Kentucky Virtual High School program according to state guidelines. They may also earn a maximum of one math credit from a course that meets the requirements and approval of the high school math department. Grades earned for that credit are part of their high school GPA. Students not wanting high school credit for an approved math class they took in middle school must notify the office prior to the start of their freshman year or it will affect their GPA.

HONOR ROLL

Those students that maintain a high academic standard are placed on our honor roll for that grading period and/or semester. Both honor roll classifications are listed below:

A Honor Roll

To achieve this classification, a student must maintain all A's in every class.

B Honor Roll

To achieve this classification, a student must achieve all A's and B's with no grade below a B.

AWARDS AND HONORS

Awards and honors are given to students in recognition of service to school and community or for achievement in academic areas and extra-curricular activities. These awards are presented to students during special programs at the close of the school year. Some awards for seniors are reserved for presentation during graduation ceremonies. Attendance and academic awards are presented to students at the Honors Day Recognition. An Honors Night Program will be held to recognize senior scholarship recipients. GPA's for honor recognitions will be based on GPA's at the end of the third nine weeks grading period. This does not include honors from specific organizations that have national guidelines related to membership and GPA honors.

PARENT/TEACHER CONFERENCES

The administration will arrange a mutually convenient meeting time for parent/teacher conferences. They can be reached at (859) 733-7160 during regular school hours.

REPORT CARDS, PROGRESS REPORTS, COMMUNICATIONS

Report cards and progress reports are one means by which MCSH communicates with students and parents. Progress reports should be expected approximately seven school days after the end of each term and are distributed to students through their classes. Report cards can be mailed at the end of the first semester to the home of the student provided the student supplies his/her counselor with a self addressed stamped envelope and does not owe any school fees. Parents can also come by the school and pick them up after being notified by a one call message that they are available. The school will send the end of year report cards by mail at the school's expense. Newsletters from the school and TAGO (Titans Achieving Goals Organization) will be published periodically and mailed to each home. Parents are also encouraged to provide email addresses to facilitate communication from the staff and administration. Daily school announcements can be received at an email of your choice by signing up with the office.

INFINITE CAMPUS HOME ACCESS

Parents who would like to have internet access to their son/daughter's grades may contact the high school for login and password information.

POLICIES FOR PART-TIME STUDENTS

The administration strongly encourages each student to register for a full-time academic program of study, which will prepare the student for his or her future vocational endeavors. Students in their fifth year

program are eligible for part-time membership. These students should notify the counselors before the start of their fifth year.

“PASSING” EXEMPTION GUIDELINES

Students must be passing the class and have no absences for the semester. A student who has received any disciplinary action will not be exempt. Exemptions may not be used for state required End of Course Exams.

“TITAN” EXEMPTION GUIDELINES

Juniors and seniors who score a Distinguished on their prior year’s KCCT test can be exempt from one semester final per Distinguished. Any senior who scores a Proficient or better on their On-Demand

Assessment can also have a semester exemption. Students who have perfect attendance (per semester) can earn an exemption that can be used at the end of each semester. Juniors that meet all their benchmarks on the required ACT given in March can be exempt from one year end final of their choice. Exemptions may not be used for state required End of Course Exams.

Work Ethic Seal

Working with local businesses and industry, the Mercer County School System has developed the Work Ethic Seal. Students receiving the Work Ethic Seal will have an advantage when seeking employment as it identifies potential employees with a demonstrated work ethic. Criteria for the Work Ethic Seal are: maintain 96% attendance during high school, no unexcused absences during senior year, no unexcused tardies, two or less excused tardies, no disciplinary actions, maintain a GPA of 2.5 with no F’s, attend all 7 Success Skills Seminars, be involved in at least two of the following-organized team/community sport, organized non-team sport, extracurricular programs (clubs, Chorus, Drama, Band), part time employment (minimum of 4 months of consecutive service), twenty community service hours or participation in an approved service project and eight hours of approved job shadowing during the senior year.

SENIOR INFORMATION

ELIGIBILITY FOR GRADUATION

Seniors who desire to participate in commencement exercises must meet the graduation requirements and comply with the following:

1. Complete all course work and finals prior to commencement.

2. Attend the required graduation practice on last day of school. Must arrive on time and stay till the end of practice. Work Study and Co-op students must arrange to stay until practice is complete.
3. Seniors must complete their ILP's and verify 10 hours of community service with their advisors prior to graduation practice.
4. Seniors must not be disruptive during practice or they will forfeit their privilege of going through graduation ceremonies and senior activities.
5. Males must wear dress pants that cover their legs, black or brown dress shoes and dark socks. Females must wear dress shoes. There will be no objects attached to and no writing on caps or gowns.

SENIOR FINAL EXEMPTION POLICY

"A" EXEMPTION GUIDELINES

Students must have an A in the class and 2 or less excused absences for the semester. Students with unexcused absences and/or disciplinary actions are not eligible for exemptions. Absences are counted for the entire day and not by each individual period and students must have two or less unexcused tardies.

SENIOR PROJECT

All seniors taking the regular English course will be required to complete a Senior Project. In lieu of the traditional senior English curriculum, students will be completing a real-world research project that will also include a research paper, an anthology and an oral presentation. The satisfactory completion of the Senior Project, the Individual Learning Plan (ILP) and the Kentucky Senior Writing Portfolio will be required for every regular Senior English student to receive credit for the English IV class.

VALEDICTORIAN AND SALUTATORIAN

Awarding of Valedictorian and Salutatorian for the graduating senior class shall be determined by the following:

1. The student with the highest overall GPA at the end of the third nine weeks will be selected as the valedictorian, including weighted Advanced Placement (AP) courses.
2. The student with the second highest overall GPA at the end of the third nine weeks will be selected as salutatorian, including weighted AP courses.

Determination of the class rank is determined by the weighted numerical average. Transfer students transcripts will be evaluated on a case by case basis by the counseling office and principal.

ANNOUNCEMENTS, INVITATIONS, CAPS AND GOWNS

Seniors are given the opportunity to purchase announcements, invitations, and cap and gowns at school from one vendor. Students who do not meet the timelines established for purchasing these items by the school will have to pay a late fee and order directly from the vendor. It is the school's desire to obtain the best price available for all students. Students must have an approved Cap and Gown to participate in the commencement ceremony.

TRANSCRIPT REQUESTS

Former students who requests transcripts will be charged a fee of \$1.00 if they will be picking the transcript up in person and they will be charged \$3.00 if the official transcript needs to be sent to another party by mail. Current students will not be charged a fee for transcript services.

SENIOR CLASS TRIP

The senior class may participate in a class trip if it is requested and approved by the SBDM Council and Board of Education prior to the end of the first term of the school year. Only educational trips with a specific itinerary will be considered. Each individual senior will be responsible for the cost of the trip. No school wide fundraisers will be planned for this trip. The advisors for the senior class may conduct fundraisers with the approval of the principal.

SENIOR EXPENSES

Class rings, caps and gowns, and announcements are some of the extra expenses a senior might elect to purchase for their graduation year. Information regarding ordering and receiving of these items will be given at the appropriate times.

GRADUATION LIST AND PRACTICE

Seniors will sign the graduation list verifying the name to be shown on the diploma. Students should check the name carefully for accuracy. Early graduates are responsible for signing this list in the Front Office.

All students must attend graduation practice in order to participate in graduation.

UNPAID FEES AND FINES

All debts must be cleared prior to graduation. Any unpaid fees will result in the student not participating in graduation ceremonies.

DISCLAIMER TO STUDENTS

The use of computers, the Mercer County School's network and the Kentucky Educational Technology System including the Internet, is solely to support the educational objectives of our school system. Its use is a privilege, not a right, and inappropriate use will result in a loss of those privileges. Users should not expect that files, including e-mails, stored on district servers will always be private. Network administrators may review files/communications to maintain system integrity.

The Mercer County System, its staff, employees, and/or agents make no warranties, whether expressed or implied, for the service it is providing. Those cited will not be responsible for any damages you suffer. Including loss of data resulting from delays, non-deliveries or service interruptions. These losses also apply to any damage to files that occur to any machine that is not the property of the school district as the result of sharing data.

The Internet is unregulated and the information found on the Internet has not been verified for accuracy. Mercer County Schools specifically denies any responsibility for the accuracy/quality of Internet information. While our intent is to make Internet access available to further educational goals and objectives, students may find ways to access other material as well. We believe that the benefits to students from access to the Internet, in the form of information resources and opportunities for collaboration, exceed any disadvantages. Ultimately, parents/guardians are responsible for setting and conveying the standards for their son/daughter.

Note: Students violating their AUP lose computer privileges and are still responsible for classroom computer activities.

STUDENT ACCEPTABLE USE PROCEDURES

Students in the Mercer school system must sign an Acceptable Use Agreement to obtain a network account. A written request, signed by the student and his/her parent or legal guardian for minors (those under 18 years of age or non-emancipated) is required before a student is allowed Internet or e-mail access. This document shall be kept as a legal, binding document and shall be in effect for the entire school year. To rescind this agreement, the student's parent/guardian (or student who is at least 18 years old or emancipated) must provide the Superintendent a written request. The following is a list, not intended to be all-inclusive, of items not permitted:

1. Sending or displaying offensive messages/pictures.
2. Using obscene language.

3. Entering chat rooms.
4. Harassing, insulting, or attacking others.
5. Damaging computers, computer systems, or computer networks, including the intentional uploading of a virus.
6. Violating copyright laws.
7. Using other's passwords **or sharing your password.**
8. Trespassing in others' accounts, files, directories or work, and harming data of another user.
9. Modifying system files used in the operation of the computer, the network, or installed software.
10. Wasting resources (including, but not limited to, sending chain letters by e-mail, installing and playing of non-instructional games, printing personal documents).
11. Commercial/Financial use of the network.
12. Posting personal info such as names or phone numbers on/off campus servers.
13. Activities deemed to be a network security risk.
14. Vandalism/Defacement of the physical equipment.
15. Installing any unauthorized software.
16. Bringing software from home and using on the school system (except software used for a class).
17. Creation/posting of Internet material without permission.
18. Revealing personal information, including home addresses, phone numbers, credit card information, or any other financial information. Your personal signature on any e-mail must use the school address only.
19. Printing material from the Internet without permission.
20. Accessing the Internet without staff permission.
21. Accessing inappropriate Internet sites.
22. Using any e-mail software (i.e. Hot Mail, Yahoo, Rocket, etc.) that is not a school provided.

If the user violates any of these provisions, the administration, faculty, or staff may suspend his/her account subject to review by the principal or his/her designee. Discipline may include suspension and/or notations on the student's permanent record. All terminations and disciplinary actions are subject to a due process hearing as outlined in District Board Policy.

NOTIFICATION OF FERPA RIGHTS

The Family Educational Rights and Privacy Act afford parents and students over 18 years of age ("eligible students") or who are attending a post-secondary institution certain rights:

- a. *The right to inspect and review the student's education records within forty-five days of the day the District receives a request for*

access. Parents or eligible students should submit to the school principal/designee a written request that identifies the record(s) they wish to inspect. The Principal will make arrangements for access and notify the parent or eligible student of the time and place for record inspection.

- b. *The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or in violation of the student's privacy or other rights.* Parents or eligible students may ask the District to amend a record that they believe is inaccurate, misleading, or in violation of privacy or other rights. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate, misleading, or in violation of their privacy or other rights.
- c. *The right to consent to disclosures of personally identifiable information contained in the student's ed. records, except to the extent that FERPA authorizes disclosure with consent.*
- d. One exception, which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary committee, or assisting another school official in performing tasks.
- e. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the District shall disclose education records without consent to officials of another school district in which a student seeks or intends to enroll; or *the right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with these requirements.*

FERPA Address:

Family Policy Compliance Office
U.S. Department of Education
600 Independence Avenue, SW
Washington, DC 20202-4605

2011-2012 Bell Schedule
Monday-Wednesday-Friday

Bell Schedule

7:45	Dismiss from Cafeteria
8:00- 8:45	1 st Period
8:50- 9:35	2 nd Period
9:40-10:30	3 rd Period (D.E.A.R. Time included)
10:35- 11:20	4 th Period
11:25-1:20	5 th Period (Lunch Included)
11:25-11:53	First Lunch
11:54-12:22	Second Lunch
12:23-12:51	Third Lunch
12:52- 1:20	Fourth Lunch
1:25- 2:10	6 ^h Period
2:15- 3:05	7 th Period

Tuesday-Thursday Bell Schedule

7:45	Dismiss from Cafeteria
8:00- 8:45	1 st Period
8:49- 9:34	2 nd Period
9:38-10:08	Advisory Period
10:12-10:59	3 rd Period
11:03-11:48	4 th Period
11:52-1:22	5 th Period
11:52-12:14	First Lunch
12:15-12:37	Second Lunch
12:37-12:59	Third Lunch
1:00- 1:22	Fourth Lunch
1:26- 2:11	6 th Period
2:15- 3:05	7 th Period

KHSAA District 46 Sportsmanship Expectations

“Remember Be Loud, Be Proud, Be Positive”

SPORTSMANSHIP EXPECTATIONS FOR ALL PERSONS PARTICIPATING IN OR ATTENDING AN ATHLETIC CONTEST

According To KHSAA Bylaw 11.

“It is the clear obligation of principal, coaches, faculty members, boards of education, and all official representatives of member schools to practice the highest principles of sportsmanship and the ethics of competition in all interscholastic relationships with fans, officials, players, coaches, official representatives of member schools, and the general public. The Commissioner and the Board of Control shall have the full authority to suspend the coach, student, or any member school whose representatives may be convicted on competent evidence of the violation of this obligation.”

KHSAA District 46 Spectators' Code of Conduct:

District 46 fans are widely known for their enthusiasm, team support, hospitality and sportsmanship. Our image is shaped not only by our student-athletes, coaches, students and faculty, but by our fans as well. Our goal is to create a first-class environment that supports our teams, while maintaining a safe/fun atmosphere for visiting teams and fans.

As the development and display of good sportsmanship is one of our primary objectives...No action by a student, spectator, player, coach, administrator or official which downgrades, embarrasses or ridicules any other player, coach, official or spectator will be tolerated or encouraged. Therefore the following behaviors do not promote our code of conduct and are considered unacceptable; Failure to cooperate and comply with school administration will result in a request to leave the school premises. If there are repeated instances of unacceptable behavior a permanent exclusion from KHSAA Athletic Events will be enforced!

1. Verbally berating players, coaches, or officials.
2. Disrespectable or derogatory words, chants, songs, signs or gestures.
(Any of the above behaviors which include the “uck” phrase will not be tolerated)Use of profane or obscene language, displays of anger or gestures directed at players, coaches, officials or spectators.
3. Any use of physical violence or the threat of physical violence directed at players, coaches, officials or spectators.
4. Yells and actions that antagonize the opponent's players or spectators.
5. The use of any noisemaker.
6. The use of unacceptable items such as signs, confetti or streamers.
7. Any contact with game officials & support staff (i.e. timekeeper)
8. Entering the playing area while occupied by the teams which also includes the sidelines and team bench areas.

These sportsmanship expectations and guidelines have been endorsed by the 46th district of the KHSAA, their school's administration and SBDM Council.

Where to go for:

Attendance Issues	Mrs. Rita Inman, Main Office
After School Tutorial Programs	Ms. Gwen Whitaker
Acceptable Use Policy	Mr. Terry Yeast
Baseball	Coach Jeremy Shope
Boys Basketball	Coach Brian Britt,
Materials Use Fee	Ms. Cindy Robinson
Cafeteria	Ms. Terri Potts
CATS Scores and Information	Mr. Steve Kidd, Guidance Office
Class Rank	Guidance Counselors
College and Testing Information	Guidance Counselors
Computer Issues	Mr. Jerome Gallt
Discipline Issues	Mr. Terry Yeast
Doctors/Dentist Notes	Mrs. Rita Inman, Main Office
Driving Forms	Ms. Malissa Hutchins/Counselors
ESS	Ms. Gwen Whitaker
Facilities Use	Principal
Football	Coach Paul Rains
Free & Reduced-Price Lunch Forms	Ms. Terri Potts/Mrs. Denise Burke
Girls Basketball	Coach Chris Souder
Girls Golf	Mr. Terry Dailey
Illness at School	Dana Warren
Lost and Found	Main Office and YSC
Parent Notes	Mrs. Rita Inman, Main Office
Parking Permits	Mr. Terry Yeast/Mrs. Karen Stratton
Pre-Approved Absence	Principal
SBDM	Principal
Schedules, Transcripts, Grades	Guidance Counselors
Soccer(girls)	Coach Paul Brooks
Soccer(boys)	Coach David Welsh
Softball	Coach Steve Lyons
Special Services	Mrs. Stephanie Rogers
Sports	Mr. Jaziel Guerra
Vending Machines	Ms. Terri Potts
Volleyball	Coach
Track	Coach Bill Smith
Withdrawal From School	Guidance Counselors

Handbook Awareness Statement

We, the undersigned, acknowledge that we have received and read the Mercer County Senior High Student Handbook. We also understand that the policies and expectations in this handbook will be enforced and it is the student and parents responsibility to have read the policies and signed off on the awareness statement. This does not indicate that you agree with the policies and expectations, but it does indicate that you have been made aware of them and the consequences that will result by failure to comply with them. Parents should inform the school of changes in residence, custody, phone, work and emergency telephone numbers.

Advisory Teacher _____ **Grade** _____

Student's Name (Print)

Student's Signature

Date

Parent/Guardian's Signature

Date

Tear This Page From The Handbook And Return To Your
Advisory Teacher During The First Week Of School

