

# **Student/Parent Handbook**

*Meade County  
High School*

**2023-2024**

# MCHS Core Values

**Respect**  
**Positivity**  
**Responsibility**  
**Community**  
**Pride**  
**Service**

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# Meade County 2023 - 2024 School Calendar

JULY 2023						
S	M	T	W	T	F	S
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

AUGUST 2023						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

SEPTEMBER 2023						
S	M	T	W	T	F	S
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

OCTOBER 2023						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

NOVEMBER 2023						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

DECEMBER 2023						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

JANUARY 2024						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

FEBRUARY 2024						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29		

MARCH 2024						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

APRIL 2024						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

MAY 2024						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

JUNE 2024						
S	M	T	W	T	F	S
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

August 7 .....Opening Day for Teachers  
 August 8 ..... Contract Work Day  
 August 9 ..... First Day for Students  
 August 23 ..... First Day for Preschool Students  
 September 4 .....School Dismissed (Labor Day)  
 September 29..... School Dismissed (Professional Development)  
 October 2-6..... School Dismissed (Fall Break)  
 November 7..... School Dismissed (Professional Development)  
 November 22-24 .....School Dismissed (Thanksgiving)  
 December 20-29 .....School Dismissed (Winter Break)  
 January 1 .....School Dismissed (Winter Break)  
 January 2 .....School Dismissed (Winter Break)  
 January 3 .....School Dismissed (Professional Dev)  
 January 4 ..... School Resumes  
 January 15 ..... School Dismissed (MLK Day)  
 February 19...School Dismissed (Presidents' Day/Professional Dev)\*  
 March 29 .....School Dismissed (Spring Break)  
 April 1-5 .....School Dismissed (Spring Break)  
 May 2.....Last Day for Preschool Students  
 May 3..... School Dismissed  
 May 17.....Last Day for Students  
 May 20..... Closing Day for Teachers

\* February 19th may be used as a make-up day ***IF*** needed.  
**School Dismissed**



Approved 12/13/2022



# MEADE COUNTY HIGH SCHOOL

*Core Values: Respect, Positivity, Responsibility, Community, Pride, & Service*

## Welcome to Meade County High School

MCHS students and families,

Welcome to Meade County High School. We are excited to have you as a member of our Greenwave community.

MCHS believes in six core values: Respect, Responsibility, Pride, Positivity, Community and Service. We expect our staff, students, and families to strive to embody these values on a daily basis. MCHS believes that all students should be offered a complete educational experience that will help create a well-rounded citizen who has many opportunities for success after high school.

Our student handbook is a document that is designed to be easily accessible for our students and families to provide an outline of our expectations, rules, and procedures. It is the responsibility of our students to understand our expectations and to meet those expectations. A safe and orderly learning environment is paramount for student success.

MCHS is looking forward to the 23--24 school year and the chance to serve our students, families and community.

Sincerely,

Garrett Frank  
Principal, MCHS

### Mission Statement

At MCHS we are committed to the pursuit of excellence in every endeavor. In both academic and extracurricular pursuits we want every student to achieve great success. We believe that every child who attends MCHS deserves to:

- Learn in a safe and orderly environment;
- Be treated with respect and dignity as a person of great worth;
- Acquire a solid foundation of learning that will prepare him/her for any future learning;
- Develop a strong set of values including character education, problem solving, and literacy skills to prepare him/her to be a successful citizen in this state or any other.

### Our students and parents:

- Are not dependent on us - we are dependent on them.
- Are not an interruption of our work - they are the purpose of it.
- Are human beings with feelings like our own.
- Deserve to be affirmed and accepted just as they are.
- Bring unique and valuable perspectives to this school
- Do us a favor when they come to us!
- Deserve the most *courteous attention* we can give them - without them we would have to close our doors.

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*The purpose of the Student Handbook is to give students and their parents/guardians an understanding of the general rules and guidelines for attending and receiving an education in our school. Students and parents/guardians should be aware that this document is reviewed annually since policy and procedure adoption is an ongoing process. The most recent adopted policy or procedure will always prevail. The handbook may be amended at any time and those changes will be communicated by the administration to the staff, students and parents/guardians.*

### Sexual Harassment Policy

Meade County High School will not tolerate sexual harassment in any form by or between students, faculty, and/or all other school employees or visitors. Such forms of sexual harassment may include but not be limited to physical contact, inappropriate touching and/or fondling, unwanted invitations or suggestions to engage in sexual conduct, threats and/or intimidation for failure to accept sexual advances, inappropriate comments of a sexual nature, name-calling, sexual innuendo, written communication of an unwanted sexual nature, and any other communication of a sexual nature whether verbal or nonverbal conveyed directly or indirectly to another individual without that individual's consent.

Any student or public school employee who believes he/she has been sexually harassed should ask the perpetrator to cease and desist and shall report the incident immediately to a member of the school administration, who shall also immediately inform the school principal.

Any public school employee who is informed of an incident of sexual harassment by a student shall immediately report it to a member of the school administration. Failure to report such an incident is a violation of Title IX ([Title IX Summary Document](#)) and other state and federal laws.

Any school administrator who fails to report an incident to the school principal after he/she has been informed by a student or other public school employee is in violation of local board policy, as well as state and federal laws.

### Attendance Policy

Any student who has been absent from school without a valid excuse for three (3) or more days or tardy on three (3) or more days is a truant. Any child who has been reported as unexcused absent for six (6) or more times is a habitual truant. Any child who has been reported as unexcused tardy for six (6) or more times is a habitual truant. State law does not differentiate between tardiness to school and tardiness from school (signing out of school before the end of the school day). Any student who is truant may be ineligible for field trips and competitions.

Students who have been absent or tardy to/from school shall report to the office upon returning to school with a note from a parent/guardian, funeral home, courthouse or doctor which states the reason for the absence, including the specific nature of illness. Students are expected to turn in their excuse notes upon returning to school. Students have six parent notes per school year. A student **must** bring in a note anytime he or she misses even one minute of school. All notes for absences should be presented immediately upon returning to school. A student without a note will receive an "unexcused" absence. Any note received past 30 days after the date of absence will be marked "Absent Unexcused Late Note". **A parent signature on the sign-in or sign-out form is not an adequate excuse.**

Students who are absent a full day for reasons listed below must bring in a **parent note to excuse a full day**. Court, medical, orthodontist/dentist excuses listed below are only partial day excused; therefore, a parent note is required in order for a student to receive a full day excuse for the remainder of the day absent. Court, Counseling/Doctors' offices and Orthodontist/Dentists' offices do not excuse a full day for appointments listed:

- Court - Excuse is dated and time stamped – Court requires students to return to school after court.

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- Counselor Meetings - Ex: CDW, Communicare, etc. will only excuse time on note.
- Orthodontist – Most orthodontist appointments are completed within 15-30 minutes. Students are excused for the time on note.
- Dentist – Routine check-ups are typically a one-hour visit. Students are not excused by dentist for full day unless dental procedure is necessary and stated full day on note.
- Blood Pressure Check – Doctors and health department do not excuse full day.
- Allergy Shots – Doctors do not excuse full day.
- Glasses/Contacts – No full day for pick up or repair of glasses.
- Physical Therapy – No full day for therapy appointment unless stated by therapist on excuse note.
- Chiropractic – No full day for adjustments unless stated by doctor on excuse note.
- Health Department – No doctor on duty for illness and no appointments for full day. Ex: physicals, medications, immunizations, etc.

Any student who is receiving Social Security benefits and who is eighteen (18) years of age must comply with all attendance laws. Any violation of attendance laws will be reported to Social Security immediately. A violation of attendance laws may result in the loss of social security benefits.

Students wishing to be excused from school for extended periods due to out of town reasons (Religious Retreats, College Visits, Vacations, Personal Competitions, Athletic State Finals, ...) shall submit a letter to Mr. McCarthy two (2) weeks prior to the absence for consideration and approval. Such absences will not be excused if the student has excessive absences, low grades and/or excessive disciplinary infractions. In addition, students participating in school sponsored functions such as (but not limited to) athletics, clubs, field trips, school competitions, ... must meet the prior criteria to be excused to miss school and participate. (Students with excessive absences, low grades and/or excessive disciplinary infractions will not be permitted to attend or participate).

### Excused Absences

1. Illness that is verified by a doctor or medical agency.
2. Orders of the court, including a summons or subpoena, or a copy of license/permit.
3. The absence is verified by the parent in a written statement specifying the nature of absence (up to six absences per year.) Death or severe illness in the immediate family verified by a written statement. Immediate family shall mean father, mother, brother, sister, grandfather, grandmother, blood-related aunt, uncle, niece, nephew, or anyone living under the same household roof with the student.
4. School activities or circumstances if approved by the principal/designee.
5. **Two days** for eligible students for an on-campus visit to a post-secondary institution with letter of verification upon return. Eligible students must have **prior approval** for any visit over the two allowed days.

### Unexcused Absences

1. Any absence without a valid parent, medical, or legal note.
2. Any absence not listed under "excused absences".
3. Any absences for illness exceeding six (6) days per year and not verified by a medical statement.
4. Extended absences for death and severe illness in the immediate family when the school is not notified in advance.
5. Any absences for a State athletic event in which the student is not a participant of the specific sport.

**NOTE: The principal/designee shall determine the validity of each note presented.**

### **Tardy To/From School Policy**

Following is the tardy policy for unexcused tardies to and from school. **A signature from a parent to sign-in or sign-out is not sufficient to excuse the absence/tardy.** Detentions and/or beyond control shall be assigned or filed as a result of excessive tardies/absences. All students not arriving by 8:00 must sign in at the front desk. After the start of the school day, no student will be admitted to class without a white note from the office. Please note that this policy relates equally for unexcused tardies to and from school (sometimes referred to as early dismissal from school). State laws do not distinguish "tardiness to school" from "tardiness from school". Either will be handled the same.

### **Tardy To Class Policy**

Students not in class at the beginning of the school day will report to the office to sign in. When the tardy tone for each period sounds, teachers are expected to close their classroom doors. Once the bell has rung and classroom doors are closed, all other students are considered tardy. The student(s) will be marked as absent in Infinite Campus for that period and the office will note the change within the system. Students will be collected through "tardy sweeps". The first two (2) tardies will serve as warnings. Every three (3) tardies to class will result in administrative action (Lunch Detention). \*Tardies to and from lunch will be noted by the teacher and discipline shall be assigned accordingly.

### **Early Dismissal from School**

Any student requesting to leave school between the time of arrival and the end of the day must obtain permission from the office before leaving. Students with appointments or pre-planned dismissals must bring a note from the parent stating the reason for leaving and submit it to the principal's office immediately upon arriving at school. The parent note must contain a telephone number so that the office staff can confirm the legitimacy of the note. Students who become ill must remain at school until a parent is contacted, unless a medical emergency exists. **Prior to leaving for any reason, the student must report to the office, obtain permission, and sign out.** Anyone coming to school to pick up a student must also sign for the student's release. Only individuals authorized by parents and verified by office staff may pick up a

student. To save time, the parent note should specify the name of the individual (if someone other than a parent) who is picking up the student. Teachers do not have the authority to permit students to leave school early. Anytime a student leaves the school building or school property without authorization from the principal's office, the student is subject to disciplinary action. Students who arrive at school on a bus, in their own vehicle, or with someone else must enter the building promptly. Leaving school at any time after arrival without appropriate permission, constitutes a violation of this policy. Students will not be permitted to leave campus for lunch. Students should also be aware that an early dismissal from school is, by state law, a tardy or absence depending on the length of the day dismissed. Unexcused tardies are subject to the consequences outlined above.

**Board Policy 09.123**  
**PENALTIES FOR TRUANCY**

As determined by the SBDM council, middle school and high school students who are truants or habitual truants may be subject to certain consequences. A council may choose to implement one (1) or more of the following penalties:

1. Assignment to after school detention to complete make-up work.
2. Loss of parking privileges, which may be carried over to the following school year if necessary.
3. Loss of privileges to participate in extracurricular activities, including athletics.
4. Loss of eligibility for academic or other honors for the current school year.

When a student reaches 10 or more unexcused absences, the following sanctions will go into effect:

- **No Sports activities**
- **No trips/competitions for clubs or organizations**
- **No Field Trips**
- **No events: Prom, Winter Ball, etc**

**End of School/Special Event**  
**Early Dismissal**

Sign-outs the last day of a semester, the last day of school, testing days or during rewards day must follow the aforementioned procedures with one addition. An appointment card or note must be turned in the day before the event. If the note is not turned in the day before, and the student is not 18, the parent must come to school to sign their student out. The administration and staff strongly believe this will make these very busy days more manageable for staff, students and parents.

**Bringing Personal Items to School**

Students are strongly advised not to bring items of significant value to school. In a school as large as MCHS, it is possible that these items may be lost, damaged, or stolen. It is nearly impossible to recover items when they are lost or stolen. The best practice is to not bring such items to school. The administration places the burden of recovery on the student who brought the item to school. Outside food and drink will be restricted.

**Making Up Work**

Students with extended absences (excused) must arrange a makeup schedule with each teacher on the day of return. Students attending school sanctioned activities (field trips, etc.) should make every effort to pick up assignments prior to the activity and have them completed upon their return to class. It is the student's responsibility to inform all teachers immediately when he/she knows an activity will require missing a class. Students who do not provide advance notice of activities requiring a class to be missed may forfeit the right to make up, for credit, any work missed, unless the work is made up after school during Extended School Services (ESS) or made up at the discretion and timetable established by the teacher.

**Missing Work**

- Students who are absent will have one (1) day for every one (1) day absent plus one (1) additional day to turn work in without a late penalty.
- Students are expected to turn in ALL assignments. Late work will be accepted until the end of each nine (9) weeks grading period and scored at a minimum of half credit.
- Teachers will check for missing assignments on a regular basis and notify students/parents

**Medication**

If a student requires medication during the school day, their parent/guardian must deliver it to the school office. They will also need to complete a permission form requesting the medication be given to the student and indicating any special instructions. Students may carry emergency medicine such as inhalers, epipens and glucagon as long as a medication form is completed by their healthcare provider and signed by parent or guardian. Meade County High School staff cannot dispense any medication (prescription or non-prescription) except by physician orders and/or a signed statement from the parent/guardian of the student. No member of the school staff may offer students non-prescription medicine (including aspirin), even if it is the personal property of the staff member. All medicines must be in the original container with original label provided by the pharmacy. Each medication must be in a separate pharmacy issued container. If medicine is to be taken at home and during school hours, we suggest obtaining two (2) containers from the pharmacy for each prescription to be taken. No medications will be accepted that are not in the original container with the original label. All medicine will be kept in a locked cabinet.



### **Chronic Conditions and Special Consideration**

Parent/Guardians of students with chronic conditions (under the care of a doctor) requiring special consideration should contact the school nurse in writing. All students should complete emergency data sheets on the first day of enrollment. Such sheets should list the name and telephone number of the family physician and the telephone number where parents can be reached during the day. Restroom privileges and other situations requiring a student to leave class will require a physician's statement indicating the specific medical problem or concern.

### **Immunization Certificates**

Kentucky state law requires each student to have a valid immunization certificate on file in the high school records office (guidance department). New and/or transfer students must submit valid immunization certificates from Kentucky before being enrolled.

### **Residence Requirements**

All students attending Meade County High School must live with a parent, parents or legal custodian. A court designated legal custody document must be presented and filed in the student's records.

### **Enrollment/Transfer of New Students**

New students or transfer students must meet the following conditions before enrolling at Meade County High School:

1. Provide proof of residence with a legal custodian inside Meade County.
2. Provide a valid Kentucky immunization certificate.
3. Provide a withdrawal form and transcript from the last school attended.
4. Be a student in good standing from last school attended (students under suspension or expulsion will not be admitted).
5. Provide a copy of Birth Certificate.
6. Provide a school physical.
7. Provide a copy of IEP (if applicable)

### **Transfer of MCHS Students to Another School**

Any student enrolled at Meade County High School who wishes to transfer to another high school must meet the following conditions in order for their records to be transferred:

1. Complete a "withdrawal" form signed by parent or guardian.
2. Return all textbooks in good condition.
3. Complete all obligations to the school (financial, materials, etc.).

### **Withdrawal from School**

Any student wishing to discontinue attending Meade County High School must be at least eighteen (18) years of age. Students at least eighteen (18) years old shall sign a withdrawal form and return all textbooks in good condition.

### **Curriculum**

Meade County High School offers all courses required by the Commonwealth of Kentucky for graduation. In addition, MCHS offers additional courses to meet the Pre-College Curriculum Minimum Requirements for Admission to the State-Supported Four-Year Kentucky Universities. MCHS students also complete a sequence of 4 courses in an approved career pathway. Please make an appointment with our counselor's office if you have any questions.

### **Hall Passes**

All students in the hallway for any reason must have a Hall Pass. Students released from class without a Hall Pass will be returned to class for a proper Hall Pass.

### **Grading Periods**

Electronic report cards will be available following the completion of each nine weeks of classes. Ordinarily, each 9-weeks contains between 40 and 45 instructional days. Households will receive a notification shortly thereafter. Student grades are always available via the Infinite Campus Portal. It is highly encouraged that parents/guardians are closely monitoring their child's grade regularly. Grades are updated by teachers on Wednesday of each week, at minimum. At the end of the year the student who passes the course will receive one unit of credit. There will either be a whole credit or no credit.

### **Final Exams**

Final exams are scheduled during the last five (5) days of the course. The expectation is that exams will be given and taken per the schedule set by the administration. Students who need to take exams early due to major medical appointments, family trips or other such issues need to have a request in writing to a principal two (2) weeks prior to the exams.

Students who miss exams due to unexpected issues those last days of the course will have a two (2) week window following the course to complete exams.

### **KEES Program**

The Kentucky Higher Education Assistance Authority (KHEAA) administers the Kentucky Educational Excellence Scholarship (KEES).

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Students who try to get the most from high school by studying hard and making good grades (C+ and above / 2.5 and above) can earn scholarships for college or technical school. The better students do in high school, the more they will earn toward college scholarships. And students who complete their postsecondary studies have a better opportunity to achieve their career goals and improve their standard of living. Education really does pay! **Your son/daughter cannot be eligible unless we have a copy of their social security card.**

### Honor Graduate Determination and Class Ranking

The final determination of honor graduates will be calculated after the 3<sup>rd</sup> nine weeks using the weighted GPA(with bonus) scale. Honor graduates will be determined based on the Latin System, similar to colleges and universities. The designations and qualifications of honor graduates will be as follows:

- Cum Laude: 4.00 - 4.49 GPA
- Magna Cum Laude: 4.50 - 4.99 GPA
- Summa Cum Laude: 5.00 GPA and above

The maximum number of college level classes (not to include college courses offered by MCHS as dual credit) that will be included in honors graduate determination will be 4 classes. For example, if a senior has completed 6 classes through the NexGen lab, only 4 of those courses will be considered.

A valedictorian and salutatorian will be named based on the top 2 ranked seniors. If there is a tie at the level of valedictorian and/or salutatorian, the following criteria will be used for tie breaking purposes:

- 1 - Junior ACT Score Administered at MCHS
- 2 - Unweighted GPA
- 3- Common TEACHER/COURSE Grade
- 4 - Common Course Grade

### Calculating of GPAs

Regular Courses	Honor Courses	AP/DC Courses
A = 4 points	A = 5 points	A= 6 points
B = 3 points	B = 4 points	B= 5 points
C = 2 points	C = 3 points	C= 4 points
D = 1 point	D = 2 points	D= 3 points
F = 0 points	F = 0 points	F = 0 points

Honors classes are given an additional point and AP/DC classes are given an additional 2 points on our weighted GPA scale. We use the weighted GPA scale for junior and senior class rankings. The unweighted GPA is used for college admissions. Any student who needs class ranking for an application (scholarship, college admissions, etc.) can receive that information from the Counselor's office in the Senior Academy.

### Graduation Requirements

#### Board Policy

In support of student development goals set out in KRS 158.6451 and the Kentucky Academic Expectations, students must complete a minimum of twenty-two (22) credits, including demonstrated performance-based competency in technology, and all other state and local requirements in order to graduate from high school in the District. Students successfully completing each year-long course shall receive one (1) Carnegie unit. The high school student handbook shall include complete details concerning specific graduation requirements. No limit is set upon the number of credits earned.

Students that do not meet the college readiness benchmarks for English and language arts and/or mathematics shall take a transitional course or intervention before exiting high school.

Students must also complete an Individual Learning Plan to be certified by the high school Principal (or designee).

In keeping with statutory requirements, the District shall accept for credit toward graduation and completion of high school course requirements an advanced placement or a high school equivalent course taken by a student in grades 5, 6, 7, or 8 if that student attains performance levels expected of high school students in the District as determined by achieving a score of "3" or higher on a College Board Advanced Placement examination or a grade of "B" or better in a high school equivalent.<sup>2</sup>

### PERFORMANCE-BASED CREDITS

**Description:** A high school graduation credit may be awarded in either of two ways: Carnegie Units (defined as at least 120 hours of instructional time in one subject) OR performance-based credits. At Meade County High School, performance-based credit may be awarded for these types of courses:

- course work that allows satisfactory demonstration of learning in a semester course\* (i.e., Spanish I/II)
- course work that constitutes satisfactory demonstration of learning in a course for which the student failed to earn credit when the course was previously taken (i.e., credit recovery, summer school)

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- standards-based online or other technology-mediated courses (i.e., Edgenuity courses for health/physical education, humanities, and James R Allen courses)
- standards-based dual credit\*\* or other equivalency courses (i.e., ECTC online semester courses)

\*Semester Course -- Beginning with the 2016-2017 school year, Meade County High School will reward course credits for students enrolled in semester long courses based on performance of 60% or more in the course and with a minimum of 60% on the final exam. The student must pass the final exam within ten (10) instruction days of the original test date or at the discretion of administration. Each course will be based on the program of studies, academic expectations, and Kentucky's Academic Standards. The course grade will be based on 90% of coursework and 10% of a comprehensive final exam.

\*\*"Dual Credit" means a college-level course of study developed in accordance with KRS 164.098 in which a high school student receives credit from both the high school and postsecondary institution in which the student is enrolled upon completion of a single class or designated program of study. Dual credit is recognized for courses in which a Participating Postsecondary Institution (PPI) agreement has been established with the Local Education Agency (LEA). The agreement identifies the responsibilities of both the LEA and the PPI, the courses that will be identified/accepted for dual credit and other items specific to the working relationship between the LEA and the PPI.

**OTHER PROVISIONS**

The Board, Superintendent, Principal, or teacher may award special recognition to students.

The Board may award a diploma to a student posthumously indicating graduation with the class with which the student was expected to graduate.

Consistent with the District's graduation practices for all students, an alternative high school diploma shall be awarded to students with disabilities in compliance with applicable legal requirements. In addition, former students may submit to the Superintendent a request that the District provide them with an alternative high school diploma to replace the certificate of attainment they received at time of graduation from the District.<sup>3</sup>

**EARLY GRADUATION CERTIFICATE**

Students who meet all applicable legal requirements shall be eligible for early graduation in relation to receipt of an Early Graduation Certificate. Students wishing to follow an early graduation pathway shall notify the Principal of their intent prior to the beginning of grade nine (9) or as soon thereafter as the intent is known, but within the first thirty (30) school days of the academic year in which they wish to graduate. Information from the Letter of Intent to Apply shall be entered into the student information system by October 1 of the year the student declares intent to graduate early.<sup>4</sup>

Students working toward receipt of an Early Graduation Certificate shall be supported by development and monitoring of an individual learning plan.

Students who meet all applicable legal requirements shall be awarded a diploma and an Early Graduation Certificate.

**Confidentiality of Records (Statement from FERPA)**

"In accordance with the Family Education Rights and Privacy Act, parents shall have the right to inspect and review all education records relating to their child by making a request to the principal of each school or other designated official. This right shall be passed on to the student at age 18.

"Written policies have been developed which describe the types and locations of these records and the specific procedures available to parents for the review of records, the amendment of or hearing concerning education records believed to be inaccurate, misleading, or otherwise in violation of the privacy or other rights of the child, and for the disclosure and destruction of records. Copies of these policies and procedures may be obtained upon request from the office of the superintendent.

"If, as a result of the hearing, the agency decides that the information is not misleading, inaccurate, or otherwise in violation of the privacy or other rights of the child, the school district will inform the parent of his/her right to place in the records it maintains on the child a statement commenting on the information or setting forth any reasons for disagreeing with the decision of the school district. Any statement placed in the record by the parent will be maintained as part of the record as long as the record is maintained.

"In accordance with federal regulations concerning the release or transfer of educational records, it is the policy of this school district to forward educational records on request to a school in which a student seeks or intends to enroll. Parents may obtain upon request copies of the records transferred and an opportunity for a hearing. Directory information may be released by the school on individual students unless specific instructions not to do so are presented to the principal or superintendent in writing by the parents of a student on or before September 15 of each year. Directory information may include the student's name, address, telephone number, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and the most recent education institution attended by the student.

"Parents shall have the right to file complaints to the Family Education Rights and Privacy Act concerning any alleged failures of the district

to comply with this act.

"Parents of a child who has graduated or otherwise left the district and who was formerly enrolled in a program for exceptional children may request the destruction of any personally identifiable information in the education record of their child which was collected, maintained, or used for the identification, evaluation, or placement of the exceptional child. Such requests should be addressed in writing to the principal or superintendent."

### **Special Education**

This program is designed to insure that all exceptional children residing within this school district and of the age specified by federal and state laws have available to them a free, appropriate public education which shall include special education and related services to meet their unique needs.

In an effort to meet these goals, Meade County Schools have outlined several activities. It will maintain ongoing child-find activities for the purpose of identifying children residing in the district who are in need of special education and related services.

Meade County Schools will conduct an individual evaluation of a referred child's educational needs before any action is taken with respect to initial placement of an exceptional child. Evaluations will be conducted by school personnel and/or by contracted services with other agencies. Evaluation will be in accordance with the requirements of state and federal regulations. A re-evaluation of each exceptional child will be conducted every three years or more frequently, if needed.

Meade County Schools will place a child in a program for exceptional children in accordance with the recommendation of the School-Based Admissions and Release Committee (SBARC) and/or the Administrative Admissions and Release Committee as outlined in the Individual Education Plan (IEP). Before making a placement recommendation or decision, the committee will carefully consider the following: all available evaluation information from a variety of sources; identified strengths, weaknesses, annual goals and short term objectives; alternative placements and support services; least restrictive environment; and eligibility criteria for programs for exceptional children.

Meade County Schools will implement all procedures for the identification, evaluation, placement, and review of exceptional children in accordance with the procedural safeguards outlined in state and federal regulations.

### **Senate Bill 1: Assessment and Accountability**

All students will be required to complete all assessments and responsibilities that are mandated by the Kentucky state legislature, the KY Department of Education, the local school board and the local school council.

### **Youth Services Center**

The Meade County High School Youth Services Center is part of the Kentucky Education Reform Act. Our center links our high school students and their families to educational, social and health services in the community, and provides help in overcoming obstacles to success in school. The MCHS Youth Services Center is open to all students without regard to race, color, creed, gender or socioeconomic status. Please use the following contact information for our Youth Services Center at MCHS:

Nicki Smith, Youth Services Coordinator  
Meade County High School  
(270) 422-7515 ext. 2566  
Office Hours: 7:45 a.m. to 3:00 p.m.

Other hours are available by appointment.

### **Extended School Services Extended Learning Opportunities (ExL)**

Meade County High School makes available educational services after school for students who need additional help in a class. Students may attend ESS/ExL upon referral by a teacher, parent, or self. Anyone remaining after school must be supervised by a teacher until leaving school property. Once a student leaves school property, he/she may not return without authorization by the administration. ESS/ExL is offered on a regular basis. The schedule will be posted on the school web page.

### **Federal Lunch/Breakfast Program**

All MCHS students will be offered ONE free complete breakfast and ONE free complete lunch. Additional food may be purchased by students at full menu price.

Meade County High School has implemented a computerized lunch system. This system allows students to deposit money into their account at any time for as many meals/drinks as they choose. When a student account is getting low of funds, the student will be informed in order to deposit additional money. ALL students must enter a code number at the cashier's station. Students will not be allowed to charge their lunch. All students are encouraged to deposit money into their account in advance.

Outside food and drink will be restricted.

### **One to One Student Technology**

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All MCHS students are required to review the Chromebook User Agreement Form and complete the box on the Permission/Acknowledgement form. Any student who does not complete and return the required Chromebook User Agreement Form will still be held liable for any damage to the device, charging cord, charging block and any other equipment related to the Chromebook. Users must abide by the District's Acceptable Use Policy (08.323) inside and outside of school hours.

#### **Technology Use Policy**

All students' use of school technology shall conform to Board policy and shall serve instructional purposes. All users shall be subject to monitoring.

#### **Course and Other Fees**

Students will need to complete the free/reduced form to determine whether or not they qualify for a fee waiver. Students/Parents must also complete the free and reduced consent form in order to receive the waiver. Also, students whose families cannot afford to pay the full fees the first day of school may request an installment plan so monthly payments can be made.

Students may be assigned a textbook with a specific number. That book must be returned at the end of the course or upon withdrawal from a class. If the specific assigned book is not returned, the student must pay for the book. The same is true for books and materials checked out from the school library. Submission of another textbook not assigned is not accepted in lieu of payment for books not returned.

Refunds will be issued as follows: one-half of the amount at mid year. Return of lost books in a timely manner will enable a full refund. The administration will hold all students accountable for their textbooks. All textbooks are clearly marked and we keep good records. Losing a textbook, due to neglect, theft, failure to lock the locker or for any other reason is still the student's responsibility. Outstanding fees can result in withholding of grades, records, and diplomas. **Graduating seniors will be able to participate in the graduation ceremony but will not receive their diploma if outstanding fees are present.**

#### **Student Insurance**

The school board provides secondary insurance coverage for all students participating in any school-sponsored activity at Meade County High School. This secondary insurance will pay **after the primary insurance (private insurance) has paid its portion of the claim.**

All accidents must be reported to the main office in a timely fashion. The school office will provide the proper forms for the filing of each claim. Neither the school nor the school board is responsible for any accident occurring at school or for any medical expenses not covered by students' insurance.

#### **Lockers**

Students will be offered a school locker. Students are responsible for all items placed in the locker. At the close of the school year, all lockers will be emptied and checked for damage. Students whose lockers are defaced or damaged must pay for repairs. School lockers (including physical education dressing room lockers and athletic lockers) are the property of Meade County High School and the Meade County Board of Education. Routine inspection of these lockers may be made at any time, or inspection for reasonable cause, and without prior notification. Such inspections may also be made by the appropriate authorities for illegal substances or hazardous objects. In the event a locker fails to lock, the student must notify the office to rectify the problem. All lockers will be cleaned out the day after the last day of school and all items will be discarded. Students need to get all items out of the locker prior to leaving on the last day of school.

#### **Deliveries to School/Messages**

Meade County High School will not accept delivery of the following items to school: flowers, balloons, or gifts; food or beverage; personal items to be traded or sold. On a limited basis, the school will accept items brought to school by parents/relatives and needed by students: homework, absentee notes, change of clothing, etc. Any adult dropping off an item must present identification and be on the student's contact list. Also, we will not accept messages or other written messages for delivery to students unless they involve an emergency.

#### **Co-Curricular and Extracurricular Activities**

Meade County High School offers a variety of school-related clubs and organizations to enhance the social and academic development of its students. Membership and dues requirements are determined by the individual organization.

4-H  
Academic Team  
Archery Team  
Book Club  
Chorus  
Distributive Education Clubs of America (DECA)  
Drama Club  
Earth Initiative Club  
Educators Rising  
Family Community Career Leaders of America (FCCLA)  
Fellowship of Christian Athletes (FCA)  
Future Business Leaders of America (FBLA)  
FFA  
Future Problem Solving  
Games Club  
Health Occupation Students of America (HOSA)

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Marching Band  
 National Honor Society (NHS)  
 Pep Club  
 Science Club  
 Skills USA  
 Spanish Club  
 Student Ambassadors  
 Student Government  
 Student Technology Leadership Program (STLP)  
 Students Against Destructive Decisions (SADD)  
 Talking Hands  
 Teen Court  
 Trap Shooting  
 Tri-M Honor Society  
 TSA Club  
 Vex Robotics  
 We Dine Together  
 Y-Club

### Extra Curricular Athletic Activities

- The following extra-curricular activities are available: archery, baseball, basketball, bass fishing, bowling, cheerleading, cross country, dance, e-sports, fast-pitch softball, football, golf, soccer, swimming, track, tennis, volleyball, and wrestling.
- The above activities are sanctioned by the Kentucky High School Athletic Association (KHSAA). Trap shooting is not governed by the KHSAA, but is offered at MCHS.
- All athletes in extra curricular athletic activities must be enrolled in the Random Drug Testing Program
- The head coach is responsible for determining the eligibility status of all players in his/her program.

### Random Drug Testing Program

Meade County High School has updated our Random Drug Testing Program. All changes in the program strive to increase safety for our students. Starting for the 2019-2020 school year the Random Drug Testing Program will be associated with privileges at MCHS. The two major changes to the Drug Testing Program are

- Any student who participates in a MCHS athletic program must enroll in the Random Drug Testing Program
- Any student who plans to drive and park on MCHS property must enroll in the Random Drug Testing Program
- Once enrolled in the program the student will be enrolled for the remainder of their high school career or until they are unenrolled by a guardian from the program.

All students to be tested in the program will be selected randomly. If a student tests positive as a result of this program, the student would be expected to receive counseling provided by the school, or an approved program paid for by my parent/guardian. **No disciplinary action would be taken at that time.** The purpose of this program is to assist students in their efforts to escape the devastating effects of drugs in their lives.

### Behavior at Athletic Events and Special Events (on or off property)

It is the belief of the administration at Meade County High School that students represent themselves and their school in a respectful manner while being a spectator of athletic competitions and special events. Therefore, rude behavior directed toward an official, an opponent, another fan or guest speaker will result in disciplinary action as deemed appropriate by the administration. In the event a second offense occurs, the administration shall make a decision that will likely not allow the student to attend future events.

This policy shall relate to, but not limited to, sporting events, dances, concerts and assemblies. In addition, this policy holds for the student's entire high school career and is not limited to a single school year.

### DISCIPLINE

#### POSSIBLE CONSEQUENCES

This chart can also be found in the Discipline and Attendance Code for Meade County Schools. The chart shows the Board of Education approved range of interventions. What follows the chart is a more detailed explanation of specific MCHS interventions.

Meade County Schools Behavior Violations	In-School Discipline Measures	Parent/Guardian Conference	ALC*/Suspension	Referral to Law Enforcement Or Social Agencies	Expulsion Procedures Initiated
Dress Code	X	X	X		
Deliberate classroom disruption	X	X	X		

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Failure to follow directives	X	X	X		
Disrespectful behavior	X	X	X		
Profanity/vulgarity	X	X	X		
Violation of Bus Regulations	X	X	X		
Unexcused tardiness to/from school or class	X	X	X	X	
Skipping school/class	X	X	X	X	
Failure to sign in or out of school/ Leaving school grounds w/o permission	X	X	X	X	
Fighting	X	X	X	X	
Use/possession of tobacco products, vapor products, e-cigarettes lighters, matches, etc.	X	X	X	X	
Repetition of Offenses	X	X	X	X	X

Violation of Electronic Resources Acceptable Use Procedures/inappropriate use of personal electronic devices	X	X	X	X	X
Threats/Harassment/Bullying	X	X	X	X	X
Interference of staff/student	X	X	X	X	X
Forgery	X	X	X	X	X
Gambling	X	X	X	X	X
Theft/Vandalism - Less than \$100	X	X	X	X	X
Physical Assault	X	X	X	X	X
Fighting with or striking faculty members	X	X	X	X	X
Sexual assault /abuse	X	X	X	X	X
Violating conditions of or repetition of suspension	X	X	X	X	X
Use/possession of drugs/inhalants/alcohol/fire works	X	X	X	X	X
Use/possession of Weapons	X	X	X	X	X
Theft/Vandalism - More than \$100	X	X	X	X	X
Arson	X	X	X	X	X
Extortion/robbery	X	X	X	X	X

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School personnel, in cooperation with parents or guardians, may devise alternative consequences in lieu of those specifically designated. Discipline procedures may not follow the exact sequence shown by the placement of "X's" in block areas. The principal may exercise discretion in selecting the level of intervention.

The purpose of discipline in a school is the development of self-control and the respectful interaction with all individuals in the school. Whenever a student fails to achieve either of those purposes, he/she has developed a "discipline problem." The goal of discipline at Meade County High School is the development of responsible behavior that leads to a safe, orderly learning environment. The staff must ensure that students are disciplined for irresponsible behavior.

Disciplinary action may take several forms: warning, reprimand, private conference with a teacher, remaining after class, loss of privileges, lunch detention, referral to the office for a conference, conference with parents and school personnel, In School Suspension (ISS), suspension, assignment to an alternative school, referral to the court system for beyond control, expulsion, and/or referral to the appropriate law enforcement agency. **The principal may exercise discretion in selecting the level of intervention. See the Meade County Schools Discipline Code.**

### **Harassment/Discrimination MC Board of Education Policy 09.42811:**

**Definition** – Harassment/Discrimination is unlawful behavior based on race, color, national origin, age, religion, sex, or disability that is sufficiently severe, pervasive, or objectively offensive that it adversely affects a student's education or creates a hostile or abusive educational environment.

**Prohibition** – Harassment/Discrimination is prohibited at all times on school property and off school grounds during school-sponsored activities.

**Disciplinary Action** – Students who engage in harassment/discrimination of an employee or another student on the basis of any of the areas mentioned above shall be subject to disciplinary action, including, but not limited to suspension and expulsion.

#### **Guidelines:**

There is a fine line between acts that fit the above definition and acts that may not. However, the bottom line remains... **if you believe you have been a victim of an act of harassment/discrimination or if you have observed incidents involving other students that might be acts of harassment/discrimination, report this to the principal.** We will work together in a responsible way to ensure that inappropriate behavior stops. Please feel free to call us if you have any questions about this serious matter!

### **Cyber Bullying/Harassment**

**Definition** – Harassing communications occur when the intent is to intimidate, harass or alarm another person by any form of communication. Harassing communications is a Class B Misdemeanor.

**MCHS Policy** – The use of lewd, profane or vulgar language is prohibited. This policy extends to the use of electronic or online methods. Students who violate this policy shall be subject to appropriate disciplinary actions.

### **Behavioral Stipulations for Student Government Elections and for Homecoming Candidates**

To be considered as a candidate for Student Government and/or Homecoming a student may have one (1) suspension and/or ALC placement on their record as long as that suspension did not result in MCHS filing criminal charges. Furthermore, the student must have two (2) suspension/ALC placement-free semesters prior to being eligible. Example: If a student is suspended in the fall semester they would not be eligible during the spring or the next fall. They would become eligible during the spring semester of the year following the suspension.

### **Lunch Detention**

Students may be assigned to a detention hall during their lunch period. Lunch detentions can be assigned by classroom teachers and administrators. When a student is assigned lunch detention they should report to the cafeteria at their assigned lunch time to pick up their food and then report immediately to the Lunch Detention room to begin their assignment. A student who does not report for their assigned Lunch Detention will be placed in ISS for the remainder of the day and will serve their Lunch Detention on the next scheduled school day. A failure to serve lunch detention more than once could result in further disciplinary action.

### **In School Suspension**

The purpose of ISS is twofold. The first purpose is to remove students from the classroom whose behavior requires more than a lunch detention assignment, but less than an out of school suspension. The second focus is to keep students in school and in a situation where they can learn and be successful. Students will be assigned to ISS by administration only.

### **Suspension of Students**

The administration of Meade County High School believes that all students belong in their assigned classrooms. However, we also believe that we must protect the rights of other students to a safe, positive learning environment. Therefore, there are times when a student forfeits his/her classroom time because of serious or repeated violations of school rules.

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Meade County Board of Education Policy (09.434), Kentucky Statutes (KRS 158.150), and the United States Supreme Court permit the suspension of a student from school as a disciplinary measure. In an important Supreme Court ruling, the Justices wrote, "Suspension is considered not only to be a necessary tool to maintain order, but a valuable educational device." (*Goss v. Lopez*, 419 U.S. 565, 95 S. Ct. 729.42 L.Ed2d725 (1975)). We do not take this responsibility lightly. Rather we have, and will continue to weigh each case on its merits, and will strive to make decisions in the best interest of students and staff in an attempt to maintain a safe and orderly learning environment.

It is the goal of MCHS to provide a safe and orderly environment where students can learn and teachers can teach. Fighting and other acts of violence greatly disrupt the learning environment, and increase the risk of injury to students and staff. Under no circumstances will fighting at school be tolerated without serious consequences.

Students engaged in fighting may be suspended and/or placed in the ALC for a length determined by MCHS administration. This applies to all students, including those who may not start a fight, but choose to fight back rather than just defend themselves. Students clearly found to be just defending themselves will not be punished for fighting. The interpretation of a fight versus defending oneself will be at the discretion of the principal working the case. That principal has full authority to make a fair and reasonable judgment and to administer the necessary consequences.

Intimidating or interfering with staff/students is another disruption of the learning environment that will not be tolerated at MCHS. Sometimes we have referred to this type of behavior as "squaring off", or verbal confrontation. MCHS considers students to be squaring off when their body language and/or oral language leads a staff member to believe that a fight is imminent and might occur if the confrontation were allowed to escalate. Students who exhibit such behaviors on school property will be placed in ISS or suspended for a length determined by MCHS administration. A second offense will result in more serious consequences, which may include out of school suspension, and/or placement in the Alternative School.

The following list is not intended to be all inclusive but representative of the types of behavior for which a student may be suspended. According to the Meade County School District Discipline Code, some of the following violations of school rules may result in students being recommended for the Meade County Alternative School or referred to law enforcement/social agencies, or expulsion procedures initiated in addition to other disciplinary actions.

- Fighting
- Squaring Off;
- Refusal to attend-lunch detention or In-School Suspension (ISS);
- Smoking, vaping, or using tobacco products;
- Possession or use of alcohol, drugs, look alike or other illegal substances;
- Possession of banned objects (see list below);
- Insubordination or defiance of authority;
- Blatant disrespectfulness to staff;
- Abusive language, vulgar or obscene language;
- Repeated disciplinary violations;
- Threats or intimidation;
- Throwing object(s) at staff;
- Theft;
- Use of firecrackers, stink bombs, etc.;
- Racial slurs, remarks, or discrimination;
- Destruction or defacement of school property or others' personal property;
- False alarms, bomb threats;
- Indecent exposure (flashing or mooning);
- Continued disrespect in speaking to school personnel;
- Persistent tardiness;
- Leaving school without permission or cutting class;
- Disruptive behavior in classroom, ISS, or lunch detention;
- Forgery; and
- Any other serious misbehavior determined by the administration.

Administration will consult to determine the length of ALC placement based upon the infraction(s) that occurred.

Once students receive two or more suspensions depending on the nature of the suspensions, they may be placed in Meade County Alternative School; and reported to the Court System for out of school control. On the fourth suspension, students will be recommended to the Superintendent and Board of Education for expulsion or for assignment to the Meade County Alternative School.

A First Time Offenders Program for drug and alcohol related offenses has been implemented. Consuming or possessing will result in placement in the Meade County Alternative School for nine weeks (45 days) and completion of the First Time Offenders Contract. In some cases, administration may request a recommendation from the Superintendent for a ten (10) day suspension prior to placement in the alternative school and the completion of a First Time Offenders Contract. A second offense, from grades 7-12, will result in placement in the alternative school for nine weeks (45 days) or the remainder of the present school year. Trafficking in either drugs or alcohol may result in a

recommendation for expulsion. For Alcohol and Drug offenses, Administration will send information to the court system for charges to be filed.

Graduating seniors who have been placed in the ALC until the end of the school or who are not in good standing at the end of the year may be prohibited from participating in the graduation ceremony or may have restrictions placed on their participation.

In short, MCHS will use this handbook, the Meade County Schools Discipline and Behavior Code, The Meade County Board of Education Policy Manual, the Kentucky Revised Statutes, United States Supreme Court rulings, and good common sense when dealing with student disciplinary issues. We will show no partiality or discrimination as we uniformly and fairly handle student discipline. **We recognize that all students will occasionally make a mistake, and we will strive to handle each one in a positive and professional manner to help develop young men and women of great character.**

### Due Process

Before being punished at the school level by suspension for violation of school regulations, a student shall have the right of the following due process procedures:

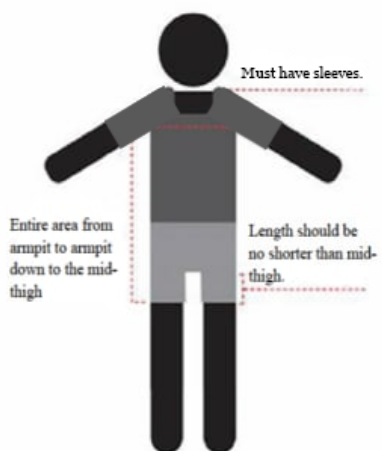
1. The pupil shall be given oral or written notice of the charge(s) against him/her.
2. If the pupil denies the charge(s), he/she shall be given an explanation of the evidence against him/her.
3. The pupil shall be given an opportunity to present his/her own version of the facts concerning the charge(s).

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

### Dress Code/Personal Appearance

The purpose of Meade County High School is educational. We are a better school when we make sure everyone has a chance to meet their full potential. Our goal is to teach students how to dress in an appropriate manner so they will be successful in the working world. **Therefore, school administration may address any form of personal appearance which distracts from the educational purpose of Meade County High School. No form of dress that creates a disturbance or creates unusual attention is acceptable.** We all have to educate ourselves and learn how to respectfully talk about differences of dress, opinions, and values.

The following criteria do not constitute the only possible violations of the dress code, but all students shall abide by these regulations. All students shall be clean in their dress and personal appearance.



## ALL STUDENTS

Clothing must cover areas from one armpit to the other armpit, down to the mid-thigh. Tops must have sleeves and be long enough to adequately cover the waistline and not expose the midriff or undergarments.

\*\*The sample picture to the left shows all areas that shall be covered.\*\*

The following -items are **NOT ACCEPTABLE**:

- Clothing/items that bear the following:
  - o Demeaning, divisive, inflammatory, hateful and/or intolerant language, illustrations, photos, emblems/symbols based on or directed toward any category of individual protected from discrimination by state or federal law.
  - o Slogans, words, pictures, or symbols that are suggestive of drugs, tobacco products, alcohol, sex, obscenities, or vulgarities.
  - o Language that can reasonably be construed as intending to, or proves to be, a disruption to the educational process or disturbing influence
  - o Statements, slogans, images or insignia that harass, threaten, intimidate, demean, suggest violence or sexual innuendo

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and/or create a reasonable risk of substantial disruption of the educational process are not permitted.

- Headwear -Including but not limited to bandannas, scarves, visors, hats, caps, coat hoods, hooded sweaters
  - All headwear shall be removed before entering the building and shall not be visible during the school day (worn or carried)
  - Hooded items may be worn to school but may not cover the head while inside the building
- Sunglasses (unless prescribed by a physician for indoor use)
- Sleepwear: Pajamas, nightgowns, house shoes, blankets, stuffed animals, and pillows
- Costumes- Including but not limited to “Onesies”, collars, masks, wigs, face paint

Any staff member is authorized to complete a dress code check/office referral. Students in violation of these regulations will be required to change clothes in order to comply with the policy, and their guardian may be notified by school personnel. Students who refuse to comply are subject to suspension. If a student is required to leave school to obtain appropriate clothing, the time of absence will be unexcused. If a student is unable to immediately correct the violation, the student will be placed in In School Suspension (ISS) until the violation is corrected. Violations of the policy will result in disciplinary action.

#### **Public Display of Affection**

A public display of affection is not acceptable behavior at school. Students may not hold hands, embrace, hug, or kiss other students or maintain close body contact for affectionate purposes. Incidents shall be reported to the office by teachers bringing the students to the office.

#### **Banned Objects**

The following (but not limited to) objects are not permitted on school property: radios, laser pointers, fireworks, gambling materials, cigarette lighters, vapor products, vapor devices, e-cigarettes, matches, flammable liquids, tools, weapons (including replicas of weapons), tobacco products, illegal substances and any other object prohibited by other school rules and/or state or federal laws. Confiscated illegal and/or dangerous items will not be returned to the student and may be turned over to law enforcement. Refer to the Meade County School’s Discipline and Behavior Code for possible disciplinary action.

**Cellular telephones** should not be used in any manner during any academic portion of the day unless permission is granted by the classroom teacher. Phone use is permitted prior to 8:00 AM, during lunch, during passing time and after 2:50 PM. **Students are expected to hand cell phones to staff when asked, failure to comply will result in disciplinary action.**

1<sup>st</sup> Infraction – Phone is brought to the office by the teacher and returned to student after school dismissal.

2<sup>nd</sup> Infraction – Phone is brought to the office by the teacher and returned to an adult on student’s IC list after school dismissal and the student will be assigned lunch detention.

Further infractions - Phone is brought to the office by the teacher and returned to an adult on student’s IC list after school dismissal and additional disciplinary action which could include but not limited to lunch detention, ISS and/or suspension.

#### **Forged Notes or Falsified Records**

Meade County High School expects all students and parents to be honest in all dealings with the school. Forged notes (supposedly from parents, doctors, or the courts, etc.) are illegal. Disciplinary and/or legal action will be initiated when forged notes or falsified records are discovered.

#### **Bus Privileges**

All students must abide by the Bus Regulations established by the Meade County Board of Education. All students will receive a copy of these on the first day of school. Students must submit to the directions of the driver at all times. Generally students who are referred to Assistant Principals by bus drivers will: (1) be given a warning the first time; (2) put off the bus for three (3) days the second time; (3) put off the bus for two (2) weeks the third time; and (4) put off the bus indefinitely if referred a fourth time. Certain offenses such as fighting, or being disrespectful to the bus driver may result in a more severe disciplinary measure the first time. Consideration for disciplinary action will be made based upon the student’s past collectively rather than limited to a particular school year.

#### **Driving Privileges**

Students may drive and park on MCHS property provided they have 1) turned in the application 2) paid the permit fee for the current year/semester 3) are currently enrolled in MCHS. 4) Enrolled in the Random Drug Testing Program. Driving and parking at MCHS is a privilege provided for students. Parking permits may be removed for violation of school/district policy.

- Enrolled in the Random Drug Testing Program
- Any student who receives a parking permit must **maintain regular attendance** in accordance with state, district and school policy or forfeit their permit.
- Disciplinary infractions or parking violations may result in the suspension or revocation of your permit and/or disciplinary action.
- Permits will be issued for the entire year at a cost of \$20.00 or \$10 per semester. These funds help pay for student incentives.
- Checks should be payable to MCHS.
- A valid parking permit must be displayed in the front window of the vehicle at all times.
- Students who drive to school or ride with another student must enter the building promptly upon arrival.
- Vehicles parked on school property shall be subject to search based upon reasonable suspicion.
- It is the responsibility of the driver to ensure all legal and insurance requirements are met.

Respect

Responsibility

Positivity

Community

Pride

Service

- Lost or missing permits must be replaced immediately at full cost.

#### **Illegally Parked Vehicles**

Students illegally parked and blocking an entrance or an exit may be towed at the owner's expense. Any student vehicle parked on campus without a valid permit displayed is subject to having a boot placed on their vehicle or towing at the owner's expense.

#### **Cafeteria Payment Options**

Students are encouraged to pay in advance for food purchases by depositing money into their school meal account. Parents may also apply money to their child's account by logging on to [www.mypaymentsplus.com](http://www.mypaymentsplus.com). If you choose not to pay in advance, you may send a check or cash daily.

#### **Visitors**

All visitors must enter the building at the main lobby entrance and must register immediately in the office and must present a State issued Photo ID. Students are not permitted to bring visitors. Students may not bring their own children to school. Parents wishing to visit school should arrange such visits in advance, when possible. All visitors must obtain a visitor pass before entering the hallways.

#### **School Authority**

The school possesses authority over students when they arrive on school property, while they are at school, and when they attend school-sponsored activities on or off the school campus. All school rules apply in these situations. Rule violations will result in disciplinary action and possibly banning the student from future participation or attendance.

#### **NOTICE**

Policies are subject to change after publication in this handbook. Students are expected to abide by current policy. Failure to learn current policy will not excuse students from the consequences.

#### **Advanced Placement Courses**

Each year we will offer our students college-level courses in at least four of the following six areas:

1. English
2. Science
3. Mathematics
4. Social Studies
5. Foreign language
6. Arts/Humanities

Those courses will be offered as Advanced Placement classes at our school.

1. If the course is designated as an Advanced Placement course, it must: Be identified as an advanced placement course by the College Board.
2. Include the content as described in the College Board overview, description, and recommended course syllabus for the appropriate course.
3. Be aligned with Kentucky's Academic Expectations and Kentucky's Program of Studies. Prepare a student to take and be successful on the appropriate advanced placement examination administered by the college board.
4. Be taught by staff with appropriate content certification and professional development preparation to teach the advanced placement course. Some courses can be taught in an on-line format approved by CollegeBoard as a provider.

The principal will make appropriate arrangements for these courses to be offered. Students who enroll in an AP course shall take the AP exam.

#### **STUDENT ASSIGNMENT AND RECRUITMENT**

We will encourage all students to prepare for and take one or more college -level courses. We will do that in the following ways:

1. School staff will advise students and parents of these options when they prepare and revise their individual graduation plans and encourage each student to take appropriate preparatory courses.
2. Teachers will encourage all students to take challenging courses each term.
3. In September and January, the principal will report to the council on enrollment in these courses by total numbers, gender, ethnicity, participation in the free and reduced lunch program, and disability status.
4. Based on that data, the council may amend its Comprehensive School Improvement Plan to add additional steps to ensure equitable participation in future terms.

All students may take our college-level courses if they have the skills they need to be ready for that work. They may establish that they have that level of skill by any one of the following means:

1. Completing prerequisite courses listed in the Student Handbook.
2. Taking and passing the examinations for those prerequisite courses.
3. Receiving permission of the teacher.

**Respect**

**Responsibility**

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**Pride**

**Service**

School Web Page: <https://mchs.meade.kyschools.us/>

### **ADMINISTRATORS**

Garrett Frank, Principal  
Kyle Melloy, Coordinator of Secondary Academic Programs  
Nick Drexler, Assistant Principal  
Sean McCarthy, Assistant Principal  
Dana Pickering, Assistant Principal  
Nick Sutherland, Meade County College and Career Center Principal  
Morgan Benham, Counselor  
Roxanne Miles, Counselor  
Matt Spencer, Counselor

*“Always render more and better service than is expected of you, no matter what your task may be.” – Og Mandino (1923-1996)*

### **SBDM Council Members**

Garrett Frank, Principal  
Ellen Hall, Teacher  
Haley Ross, Teacher  
Josh Trotter, Teacher  
Arrick Jones, Sr., Parent  
Chris Love, Parent

*School Based Decision Making Council meetings are open to the public.  
Please contact us for the time and date of the next meeting.*

*A Council’s number one priority is focused on student achievement.*

### **Student Government**

DeAnn Reed, Advisor  
Caden Terlizzi, Co-Advisor

### **Student Body Officers**

Jordan Stull, President  
Danica Love, Vice President  
Anabelle Babb, Secretary  
Sophia Vowels, Treasurer

### **Senior Class Officers**

Rylee Snider, President  
Reagan Kupper, Vice President  
Lauren Witt, Secretary  
Zoey Miller, Treasurer

### **Junior Class Officers**

Addi Allen, President  
Joshua Mayberry, Vice President  
Julia Crase, Secretary  
Catherine Campbell, Treasurer

**Sophomore Class Officers**

Luke Seelye, President  
Ella Clanton, Vice President  
Brylee Yates, Secretary  
Raegan Adkisson, Treasurer

**Freshman Class Officers**

Tyreke Matthews, President  
Thomas Saylor, Vice President  
Madison Newton, Secretary  
Chloe Hatchell, Treasurer

*The goal of Student Council is to promote a sense of community within the school, act as a voice for students with the administration, provide community service, and raise funds for charitable causes and school improvements.*

# **MCHS FIGHT SONG**

**Greenwaves we'll cheer for you,  
We're behind you all the way.**

**Loyal and dear to you,  
For the green and white we'll say  
FIGHT-FIGHT-FIGHT**

**We'll back you all the way, HEY!  
So hold your banners high,  
When you strive for your goal,  
You can win waves let's go,  
So, FIGHT-WAVES-FIGHT!**

**Here we go —**

**M - C - H - S**

**M-C-H-S, M-C-H-S, FIGHT WAVES FIGHT!**

**#WeAreMeade**