

# MARSHALL COUNTY

---

*HIGH SCHOOL*



*2022-2023*

# STUDENT HANDBOOK

# WELCOME LETTER

AN INVITATION TO BE PART OF THE **THE MARSHAL WAY**

Hi Marshall County High School Students & Families,

Welcome to Marshall County High School. We are excited to share with you our processes and practices for all members of our school community to exemplify THE MARSHAL WAY. Staff and students who exemplify the Marshal Way demonstrate EXCELLENCE, PRIDE, and COMMUNITY.

When students become MARSHALS, there is an expectation that Excellence, Pride, and Community become part of their journey to ensure they are prepared for their future opportunities.

**EXCELLENCE:** We believe that all Marshals must develop a sense of purpose to drive their future opportunities and then strive to reach them daily through a dedication to the opportunities offered to them through academic course work, learning experiences, and community.

**PRIDE:** Being a Marshal is something to be proud of. We take pride in who we are as individuals. We take pride in each other and the accomplishments of our peers. And, we take pride in our school. We believe the Marshal Way is the best way.

**COMMUNITY:** We are a community of respectful citizens and learners. We embrace the HUDDLE. What happens in a HUDDLE? A Huddle strategizes; a Huddle learns from one another; a Huddle cares for one another; and, a Huddle respects one another.

The following book is a detailed description of the processes and practices that help all Marshals follow disciplined actions and understand expectations that ensure successful futures through the embodiment of Excellence, Pride, and Community, our definition of the Marshal Way.

**Welcome to being a Marshal!**

Thank you,

*Robin McCoy*

Robin McCoy  
Principal  
Marshall County High School

# MARSHALL COUNTY

## HIGH SCHOOL

**Home of the Marshals**

416 High School Rd  
Benton, KY 42025

**Mascot** – Marshal Man **School Colors** – Orange and White  
**Website** – <http://www.marshall.kyschools.us/1/home>

### MCHS Phone Numbers

Main Office	527-1453	Main Office Fax	527-0578
Band Office	527-1578	Adult Learning Center	527-7712
Cafeteria	527-0461	Second Chance	527-5949
MC Academy	527-2791	Special Services	527-1040
Board of Education	527-8628	Board of Education Fax	527-0804

<u>REGULAR BELL SCHEDULE</u>	<u>1-HOUR DELAY</u>	<u>2-HOUR DELAY</u>
1st Block: 8:05-9:30	1st Block: 9:05-10:15	1st Block: 10:05-11:00
2nd Block: 9:35-11:00	2nd Block: 10:20-11:25	2nd Block: 11:05-12:00
Huddle/PLT: 11:05-11:25	3rd Block: 11:30-1:20	3rd Block: 12:05-1:55
3rd Block: 11:30-1:20	Lunch 1: 11:25-11:50	Lunch 1: 12:00-12:25
Lunch 1: 11:25-11:50	Lunch 2: 11:55-12:20	Lunch 2: 12:30-12:55
Lunch 2: 11:55-12:20	Lunch 3: 12:25-12:50	Lunch 3: 1:00-1:25
Lunch 3: 12:25-12:50	Lunch 4: 12:55-1:20	Lunch 4: 1:30-1:55
Lunch 4: 12:55-1:20	4th Block: 1:25-3:00	4th Block: 2:00-3:00
4th Block: 1:25-3:00		

AN INVITATION TO BE PART OF THE

# THE MARSHAL WAY<sup>3</sup>

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**Important Notice:** This handbook contains information applicable to students at MCHS. Every effort has been made to set policies and procedures that address the day-to-day activities of the school. However, the administration of MCHS has the final authority on all decisions to ensure that the mission of the school is fulfilled.

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# SCHOOL CALENDAR

JULY '22						
S	M	T	W	Th	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						

AUGUST '22						
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SEPTEMBER '22						
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OCTOBER '22						
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30	31					

NOVEMBER '22						
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27	28	29	30			

DECEMBER '22						
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JANUARY '23						
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29	30	31				

FEBRUARY '23						
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MARCH '23						
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APRIL '23						
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30						

MAY '23						
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14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

JUNE '23						
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11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

**K** No School  
**H** Holiday  
**P** District PD

**G** Educator Learning Day  
**O/C** Opening/Closing Day  
**U** Make Up Day

**P** Flex PD  
**Grey** First Day/Last Day Students

August 4: First Day of School for Students  
 September 5: Labor Day Holiday  
 October 3-7: Fall Break  
 October 10: Educator Learning Day (No School for Students)  
 November 23: No School  
 November 24: Thanksgiving Holiday  
 November 25: No School  
 December 19-23: No School  
 December 24-26 Christmas Holiday

December 27-30: No School  
 December 31-January 2: New Year's Holiday  
 January 3: Educator Learning Day (No School for Students)  
 January 16: No School  
 February 20: No School for Students  
 March 17: No School for Students  
 April 3-7: Spring Break  
 May 16: No School  
 May 18: Last Day for Students  
 May 22-24: Make Up Days for School Cancellations

# GRADUATE PROFILE

As an institution that prepares students for their future educational opportunities, jobs, and/or careers, it is our responsibility to prepare students for real world thinking and doing. Our graduate profile is part of the Marshal Way and the experiences they will have in our school. Students will learn to be creators, citizens, collaborators, communicators, critical thinkers, and have character. These 6 Cs are what we believe to be foundational in a successful person's pursuit of purpose.



# MARSHALL COUNTY

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## *HIGH SCHOOL*

# **GENERAL SCHOOL PROCEDURES**

# SCHOOL PROCEDURES

**Bank of Marshall Nation (STAR Bank):** MCHS is fortunate enough to have its very own student bank. In a joint effort with Community Financial Services Bank (CFSB), our Financial Services class provides loan and deposit services to the student body and staff. The bank is located in the commons area and is open during lunches.

**Book Bags/BackPacks:** MCHS does not allow book bags. Size restrictions, 12 inches in any dimension, will be placed on all personal bags such as purses, etc. Personal bags, lunch boxes, and laptop sleeves are limited to one (1) per person. Sports bags will be allowed but will be required to pass through metal detectors and can be searched if reasonable cause is found to do so. Sports bags will be placed in a secure room immediately upon entering MCHS and will be returned at the end of the school day. Zip and button binders are prohibited at MCHS.

**Change of Address/Phone Number:** All students are encouraged to contact the office at any time there has been a change of address, phone number, primary guardianship, or marriage. It is the responsibility of the parent/guardian to ensure accurate contact information is provided to the school. During emergencies, having accurate contact information for all students is important.

**Eligibility for Extracurricular Student Activities:** All students are encouraged to participate in extracurricular student activities. It has been well researched and documented that those students who actively participate in school activities perform better academically than those who do not. Student activities include clubs, organizations, athletics, and other activities that require practices, performances, or participation of any kind after normal school hours. In order to maintain eligibility, students must adhere to the following guidelines:

- The Athletic Director will check the eligibility of every student athlete on a regular basis. The head coaches will also communicate with students and parents regarding eligibility, rules and regulations. Parents/guardians and student athletes are responsible for following all rules and regulations set forth by the KHSAA, Marshall County Board of Education, and any team rules set forth by coaching staffs. This includes but is not limited to proper care of issued equipment and behavior expectations.
- In order to be eligible to participate in a KHSAA sanctioned sport, a student athlete must be passing 2/3 of his/her classes which is equivalent to 3 out of 4 classes.
- If a student's GPA in a grading period is below 2.0, the student will be placed on academic probation for one grading period. He/she may participate in extra-curricular activities during this time. Students are encouraged to attend Extended School Services while on probation for the subject(s) in which they are having trouble.
- If the GPA does not meet or exceed the required 2.0 GPA at the end of the next grading period, the student is declared ineligible for the following grading period.
- Students who are failing 2 or more classes will immediately be declared ineligible regardless of their GPA. There is no probationary period for these students.
- Students also must be eligible per SBDM attendance policy.

Students with disabilities shall not be declared ineligible if it is determined that their disabling condition is the sole cause of their not being able to maintain the minimum GPA required for participation.

*If a student is declared ineligible, he/she must not participate in any extracurricular activity for that grading period..*

# SCHOOL PROCEDURES

## **Emergency Drills:**

**Earthquake:** Each teacher will review the proper procedure with his/her classes. Students will be in protective position throughout the drill or earthquake.

**Fire:** Each teacher will review and post plans for evacuating his/her room. When the fire alarm sounds, move quickly but orderly and quietly.

**Lockdown:** Each teacher will review the procedures for his/her room. In the event of a lockdown, all people should stay off their electronic devices to ensure emergency responders have full access to the communication system.

**Severe Weather:** Each teacher will review the proper procedures for his/her room. Please remember that in the event that there is severe weather, it is important to position yourself in a first floor hallway or room in a protective position. If the class must move to a protected area, please do so in an orderly manner.

**Extended School Services (ESS):** The ESS Program is available for those students who need remedial/tutoring assistance in the core curriculum areas: English, Math, Science, Social Studies. Students may receive services by: 1) teacher recommendation, 2) parent request, or 3) student request. The program is available throughout the school week. More information will be made available to students early in the school year. See your teacher if you are interested in participating.

**Fees:** It is the responsibility of the student to make sure all fees are completely paid while enrolled as a student at MCHS. Unpaid fees will be carried over to the following year and diplomas may not be issued until all fees have been paid. This includes any outstanding loans from the Bank of Marshall Nation.

**Book Rental/Supplemental Materials Fee:** Students will be charged a book rental/supplemental materials fee of \$3 per course that equals \$24 per student per year. Fines will be charged to the students for damages done to the books. Upon losing a textbook, the student shall report to the office to pay for the lost book before the teacher shall issue a second book. Refunds will be given if the book is found.

**Student Fees:** Student fees are \$20 and are payable at the beginning of the school year. Coupled with the book rental/supplemental materials fee mentioned above, each student is expected to pay a total of \$44 when school begins. Select courses do have school fees along with enrollment in the class.

**SPECIAL NOTE FOR 2022-23:** The Marshall County School District will spend funds, which were allocated through the Elementary and Secondary School Emergency Relief (ESSER) fund, to pay for start of year fees for the upcoming school year. These fees are included on the list to the right. There could be other fees required through the school year that won't be covered by ESSER.

ITEM	CURRENT FEE
SCHOOL FEE	\$20.00
BOOK RENTAL/SUPPLEMENTAL MATERIALS FEE	\$24.00
DUAL CREDIT COURSE	50% OF THE IN-STATE TUITION PER CREDIT. THE DUAL CREDIT CEILING IS SET AT \$91 PER CREDIT HOUR. PLUS THE EXPENSE OF BOOKS OR ADDITIONAL FEES
FOODS & NUTRITION	\$30.00
CULINARY ARTS 1	\$45.00
CULINARY ARTS 2	\$50.00
EARLY LIFESPAN DEVELOPMENT	\$10.00
VISUAL ART COURSES & PHOTOGRAPHY	\$25.00
CHOIR	\$25.00
ANATOMY & PHYSIOLOGY	\$20.00
PARKING TAG	\$5.00
AG SHOP FEE	\$25.00
WELDING SHOP	\$25.00
AUTOBODY SHOP	\$25.00
CARPENTRY SHOP	\$25.00
ELECTRICAL SHOP	\$25.00
MEDIA ARTS	\$25.00
FLORAL DESIGN	\$25.00
HEALTH SCIENCES	\$25.00
HEALTH SCIENCES COURSES INSURANCE	MAX \$20.00
FACS ESSENTIALS	\$25.00
DEVICE FEE	\$25.00

# SCHOOL PROCEDURES

**Lockers:** The school retains joint ownership of the students' lockers during the school year. A locker may be searched if there are reasonable grounds for suspecting that the search will reveal evidence that the student has violated either the law or the rules of the school. A particular student's effects also are subject to being searched by school officials and are subject to the same rule.

**Lost and Found:** It is the responsibility of the student to secure all personal belongings while at school. The school recommends keeping cars and lockers locked at all times. Items of value that are found are usually taken to the main office. Other lost and found items are located in the Marshall Mission.

## **Media Center:**

1. Books are checked out for 2 weeks.
2. Students may check out 5 materials at a time.
3. No gum, food, or drinks in the media center at any time. Breakfast and lunch may not be eaten in the Library Media Center.
4. There is a fee for an overdue book of .5 cents each day. There is a \$5.00 max fine per item overdue. Exception – School holidays, breaks, and snow days. If lost or damaged, the book must be replaced at current pricings. All fines and lost book cost must be taken care of prior to purchasing prom tickets and/or graduation.
5. When students come to the media center, they must have a pass. Students should write their name on the sign-in notebook. The time and date is noted on the pad. When students leave, they should sign out.

**Medication:** Students are to have no medication (prescription, over-the-counter, or otherwise) in their possession at any time. Parent/Guardian should bring all prescription medicines to the nurse's office, the medication must be in its original container, along with proper documentation. The health aide will dispense all medication as prescribed. It is the student's responsibility to report to the nurse's office for the medication at the time(s) designated by the physician.

**No Pass / No Drive (KRS 159.051):** This KY State law applies to ALL students 16 and 17 years old who apply for a permit or license on or after August 1, 2007. The No Pass/No Drive (NPND) law states that attendance and grades from the previous semester will be used to determine non-compliance for students. NPND may result in the revocation of a student's driver's permit or license for any of the two (2) following reasons:

1. **Academic Deficiency:** A currently-enrolled MCHS student must have passing grades in 66% percent of their courses in the preceding semester. Under MCHS's current block schedule, that means that a student must have achieved a passing grade in three (3) of their four (4) classes;
2. **Excessive Absences:** A currently-enrolled MCHS student must have fewer than nine (9) unexcused absences in a single semester (including absences due to out-of-school suspension);

When a student is found to be non-compliant for any of these reasons, MCHS must report electronically, via a web portal, to the KY Division of Driver Licensing. *The Division of Driver Licensing will suspend the student's privilege to drive and notify the driver of the suspension.* MCHS will also report when a student is back in compliance with KRS 159.051 to the Division of Driver Licensing who will then reinstate the student's driving privilege. To view a copy of the statute, go to <http://www.lrc.ky.gov/KRS/159-00/051.PDF>.

Under normal circumstances, MCHS will only access the web portal to report compliance three (3) times per year to coincide with the end of the fall, spring, and summer semesters.

It is important to understand that when a 16 or 17-year old student goes to the circuit court clerk's office to obtain an instructional permit or license, a School Compliance Verification Form must be presented verifying that the student is in compliance with KRS 159.051. These forms are available in the MCHS office.

**Non-Discrimination Policy:** The Marshall County School District does not discriminate on the basis of color, national origin, age, religion, marital status, sex, or handicap in employment, educational programs or activities.

# SCHOOL PROCEDURES

**Parking:** All motor vehicles will be operated by licensed drivers in a safe and secure manner. Failure to do so may result in the revocation of driving privileges on the MCHS Campus.

- All motor vehicles operated on school property shall be licensed and registered in Kentucky and insured under a liability insurance policy issued to the owner of the vehicle.
- A parking permit issued to the applicant by the school shall be displayed on the rear view mirror.
- Vehicles will be parked only in those areas designated for student parking and within a space marked for parking a vehicle.
- All vehicles will be operated in a safe manner, and the speed limits of 15 mph on roads entering the parking area and 10 mph within the parking area will be strictly observed.
- Items obstructing tail lights, license plates or driver's view (flags, etc.) may not be attached to vehicles.
- Vehicles may not be moved or visited during the school day unless permission to do so is obtained from a school administrator.
- Any vehicle parked on school property shall be subject to a search by school officials if there is reasonable suspicion that illegal drugs, alcohol, weapons, stolen property, or other illegal contraband may be present in the vehicle. Students will be responsible for articles left in the vehicles.

**Parking Lots:** Upon arriving at school, students are expected to vacate their vehicles immediately. If for some reason a student needs to return to his/her car during the school day, permission must be granted through the office.

**Parking Permits:** All students driving to school must apply for a permit to operate a motor vehicle. They must show proof of insurance and display a parking permit on the rear view mirror of the vehicle. You may register for a permit through the office. The first permit will be provided for a charge of \$5.00, with each subsequent hanging tag costing an additional \$5.00. Students failing to display a parking tag or who fail to comply with the following conditions will be subject to a fine and/or loss of driving privileges.

Illegal parking or no parking permit:

1st offense.....	\$10.00
2nd offense.....	\$20.00
3rd offense.....	Revocation of driving privileges

**Personal Property:** Valuable personal electronic devices such as i-Pods, MP3 players, cell phones, etc., shall not be brought to school. Students shall not bring personal items of any nature to school for personal use, or with the intent to sell or trade. MCHS Administration will not be responsible for investigating or recovering these items if they are lost or stolen.

**Positive Rewards for Students:**

Possible good behavior rewards may include:

Free ball game or event tickets	Free homework passes
All-season sports pass	MC memorabilia

**Posters, Bulletin Boards, Public Notices:** Only authorized persons may post notice of activities and other school-related information. Notices must be posted on cork strips, bulletin boards or glass surfaces. Permission must be granted from the Principal. When their purpose has been served, the notices should be removed promptly by those who displayed them.

**Schedule Changes:** The only student schedules that will be changed are those in which a mistake has been made or in a circumstance where a graduation requirement needs to be upheld. Teacher recommendations may also result in changes. No schedules will be changed for any other reasons.

**School IDs:** Students are responsible for their own IDs. Lost, defaced or damaged IDs must be replaced at the student's expense. This cost is \$5.

**School Nurse:** A nurse provided by the Marshall County Health Department has an office located in the front office. Before being allowed the opportunity to see the nurse, all students must have a medical release form signed by a parent or guardian on file. All injuries or illnesses should be reported immediately to a teacher or any staff member. If you are ill and unable to attend class, report to the nurse's station immediately. At that time, the appropriate steps that should be taken will be determined. However, students are discouraged from abusing this service. If you report to the nurse's station and she is not in, go to the main office and leave your name and reason for seeking the nurse and return immediately to class; do not wait for the nurse's return. The nurse will write the student a pass to return to class if the reason for seeing her was valid.

# SCHOOL PROCEDURES

**Sports:** MCHS offers students opportunities to compete with other schools in the following sports:

Baseball	Basketball (Boys and Girls)	Bass Fishing
Cheerleading	Cross Country (Boys and Girls)	Softball
Football	Golf (Boys and Girls)	Soccer (Boys and Girls)
Swimming (Boys and Girls)	Tennis (Boys and Girls)	Track (Boys and Girls)
Volleyball (Girls)	Archery	Trap Shooting
Dance	Mountain Biking	

**Textbook Policy:** Students are responsible for the care and preservation of all instructional materials checked out to them. All instructional materials checked out to the student are the property of the Marshall County School District. It is a privilege to use these books while attending Marshall County High School.

Students will be issued textbooks only for those classes in which they are enrolled. The student is responsible for the textbook at all times once the textbook has been issued by the classroom teacher. Students are to return all textbooks at the conclusion of the class, at the direction of the administration or classroom teacher, or if the student leaves Marshall County High School.

## Textbook Rules

- Students are to protect all textbooks from damage. If damage occurs, inform the classroom teacher so the damage can be assessed and properly documented. Students should immediately inform the classroom teacher if a problem is noticed with the assigned textbook.
- Students are not to write, underline, or highlight in any instructional material that is checked out by the classroom teacher.
- Students who significantly damage textbooks so as to shorten the textbook life will be assessed an amount based on the extent of damage as determined by the classroom teacher and/or school administration.
- If a textbook is lost or deemed unusable due to damage, the student is required to pay 100% of the replacement cost for the textbook that was checked out to them.
- Students who lose their textbooks during the year will be expected to pay for a replacement textbook before another textbook is issued. Should the missing textbook be found, a refund will be issued to the student.
- All textbooks checked out to the student must be returned in good, usable condition at the end of a class. Allowances for normal wear-and-tear usage shall be made and will be at the sole discretion of the classroom teacher and/or administration.

Seniors will not be permitted to walk in graduation until all school financial obligations, which include missing textbook and Chromebook fees, are met.

Report cards, transcripts, and school privileges may be withheld until all materials are returned and/or any outstanding fines/fees have been paid.

**Visitors and Deliveries to School:** Each visitor is required to report directly to the main office upon arrival at MCHS and have their driver's license scanned, sign in, and obtain a Visitor's name tag that must be visibly displayed while on the campus. No visitors will be permitted on the school campus without the permission of the Principal. Under no circumstances will visitors be allowed in classrooms while classes are in session unless they have received previous authorization from the Principal. Students from other schools are prohibited from spending the day with our students without prior administrator approval.

Students are not allowed to have outside fast food items delivered to them. Additionally, items such as balloons and flowers will not be delivered to students during the school day and are not allowed to be transported by the student on the school bus.

# SCHOOL ATTENDANCE

## Attendance

Educational research indicates the strongest relationship to academic achievement is good school attendance. Regular and punctual school attendance fosters the best educational environment; it is also state law!

Students are required to attend regularly and punctually the school in which they are enrolled. Recording of absences and tardies shall be made in compliance with the requirements of 702 KAR 007:125.

## Absences

All student absences should be excused absences. Students will be allowed up to six (6) absence events (full or partial days) to be excused with a written parent note or parent call-in for the entire year. These absences will be documented in Infinite Campus as *Parent Authorized (PA)* absences. Any absences for sickness beyond the six (6) PA absences shall require a valid excuse from a licensed physician. Please document the student's first and last name on all correspondence. Parents/guardians should notify MCHS before 11:00 a.m. if a student is to be absent.

All absences in excess of ten (10) events will require the student to obtain a Marshall County Schools' Medical Excuse Form (long form) to be completed by the medical facility and returned to the school before the absence will be excused. This form is available in the attendance office, central office, on-line, and many local medical facilities upon parent request.

## Excused Absence

Students shall be granted an excused absence for up to ten (10) school days to pursue an educational enhancement opportunity (EHO) determined by the Principal to be of significant educational value. This opportunity may include, but not be limited to, participation in an educational foreign exchange program or an intensive instructional, experiential, or performance program in one (1) of the core curriculum subjects of English, science, mathematics, social studies, foreign language, and the arts. EHO days, authorized by KRS 159.035, allow principals to grant students an excused absence to pursue an extraordinary educational opportunity. The expectation is that the activity would provide a high-quality, educationally relevant experience that supports the student's in-school program.

An excused absence or tardy is one for which work may be made up, such as:

- Death or severe illness in the student's immediate family;
- Illness of the student (please read above);
- Religious holidays and practices;
- Appointment with a doctor or dentist (please provide a statement from the doctor/dentist);
- Court appearances;
- Failure of the school bus to run;
- Taking a state driver's licensure exam (written proof from test administrator required);
- One (1) day for attendance at the Kentucky State Fair;
- Documented military leave;
- One (1) day prior to departure of parent/guardian called to active military duty;
- One (1) day upon the return of parent/guardian from active military duty;
- Visitation for up to ten (10) days with the student's parent, de facto custodian, or person with legal custody who, while on active military duty stationed outside of the country, is granted rest and recuperation leave;
- Other valid reasons as determined by the Principal, including trips qualifying as educational enhancement opportunities;
- One (1) day per occurrence of head lice, not to exceed three (3) days per school year.

All other absences or tardies shall be considered *unexcused*.

# SCHOOL ATTENDANCE

## **Make-up Work**

Make-up work will be allowed only for excused absences/tardies. It is the student's responsibility to make arrangements with each teacher to make up work missed during excused absences/tardies. Unless the MCHS Administration or MGSD personnel determine there are extenuating circumstances, students shall be permitted one (1) school day to complete make-up work for each day of excused absence/tardiness plus one (1) extra school day. In the case of days missed due to suspension, those days are counted as *unexcused* absences.

## **Truancy (KRS 159.150)**

Any student who has attained the age of six (6), but has not reached his/her eighteenth (18<sup>th</sup>) birthday, who has been absent from school without valid excuse for three (3) days or more, or tardy without valid excuse on three (3) days or more, is considered a truant. Likewise, any student enrolled in a public school who has attained the age of eighteen (18) years, but has not reached his/her twenty-first (21<sup>st</sup>) birthday, who has been absent from school without valid excuse for three (3) or more days, or tardy without valid excuse on three (3) or more days, is considered a truant.

A student who has been reported as a truant two (2) or more times is a habitual truant. For the purposes of establishing a student's status as a truant, a student's attendance record is cumulative for an entire school year. When students transfer from one Kentucky district to another, attendance information from the previous district shall become part of their official attendance record for that school year.

If a student has six (6) or more unexcused absences or tardies, the parent/guardian will be subject to adult court for not getting the student to school. The Director of Pupil Personnel will be contacted with regard to the accumulation of unexcused absences and/or tardiness and will notify the parents of pending court and/or Board of Education action should any more absences and/or tardiness occur.

## **Sign-Out Procedure**

For a student to be able to sign-out of school, the student's parent's official "check out list" in Infinite Campus must talk with the appropriate school official and the student must sign out with the attendance clerk. A non-parent or non-spouse of a student must be at least 21 years of age to check out a student. Noted are the following exceptions:

- When student has an official doctor's appointment stating the exact time and place plus a telephone call from parent/guardian, the student may *sign out*;
- Principal or his/her designee may determine the situation to be an *emergency* and may grant the student permission to *sign out* after speaking with parent/guardian by phone.

Since signing-out constitutes an absence, it should be requested only in the case of an extreme emergency. *Leaving the school grounds without an authorized checkout constitutes skipping school*. Students will not be permitted to leave school under any circumstances with another student driver.

## **SBDM Attendance Policy**

- **If a student has an unexcused absence and a grade was given, then a 0 must be put in immediately.**
- **If a student has 6 unexcused absences in a year, they are NOT allowed to participate in any extracurricular activities (sports, field trips, club events, prom, class night and graduation, etc.)**
- **Students may have the opportunity to make-up time missed due to an unexcused absence at the discretion of administration. Time will be made up (hour per hour) outside of the regular school day.**

## **Make-Up Policy (any excused or 2 unexcused per semester)**

- **Students have the number of school days missed plus 1 school day to make up any daily work.**
- **Students will have 2 weeks to make up any tests and/or quizzes.**

# GUIDANCE & COUNSELING

## Guidance/Academics

The Marshall County High School guidance counselors work in collaboration with the entire school community and are committed to the educational and emotional development of all students. Services provided by counselors address academic, personal/social and career and post-secondary development. If you would like to obtain more grade-specific or detailed guidance information, please email your grade's guidance counselor.

Freshman: LorryBeth Wilson      lorrybeth.wilson@marshall.kyschools.us  
Sophomore: Jennifer Jackson      jennifer.jackson@marshall.kyschools.us  
Junior: Jennifer Burnham      jennifer.burnham@marshall.kyschools.us  
Senior: Jill Boone      jill.boone@marshall.kyschools.us

## **College Entrance Exams (PSAT, ACT, SAT, ASVAB)**

The PSAT, ACT, SAT, and ASVAB are preliminary college entrance exams required by colleges and universities. They are used for admission and/or placement. Students who are interested in college should take the ACT or SAT, depending upon the requirements of the college or university. These exams are given throughout the year. Applications, which are mailed by the student, are available in the guidance office.

Marshall County High School provides students with testing opportunities to compete on a national basis for scholarships and other forms of special recognition. See your counselor for information and applications for any of the following ACT test dates:

ACT TEST DATE	REGISTRATION DATE	(LATE FEE REQUIRED)
SEPTEMBER 10, 2022	AUGUST 5, 2022	AUGUST 19, 2022
OCTOBER 22, 2022	SEPTEMBER 16, 2022	SEPTEMBER 30, 2022
DECEMBER 10, 2022	NOVEMBER 4, 2022	NOVEMBER 11, 2022
FEBRUARY 11, 2023	JANUARY 6, 2023	JANUARY 20, 2023
APRIL 15, 2023	MARCH 10, 2023	MARCH 24, 2023
JUNE 10, 2023	MAY 5, 2023	MAY 19, 2023
JULY 15, 2023	JUNE 16, 2023	JUNE 23, 2023

*Junior Test dates:* ACT Test - tentatively March 7, 2023  
*Sophomore/Junior: (by sign-up only)* PSAT Test - October 12, 2022  
*AP Testing:* May 1-12, 2023

## **Grading System**

Students' grades are cumulative throughout the school year at MCHS. Progress reports are sent home with the students every nine (9) weeks. The grading scale utilized at MCHS is:

A = 90 – 100

A student's Grade Point Average (GPA) is determined by assigning a numerical value to the final grade in each subject. The numerical value of each letter grade is: A=4, B=3, C=2, D=1, F=0. The weighted grade scale utilized for AP classes is: A=5, B=4, C=3.

B = 80 – 89

C = 70 – 79

D = 60 – 69

F = 0 – 59

# GUIDANCE & COUNSELING

## Kentucky Educational Excellence Scholarship (KEES)

The 1998 General Assembly provided Kentucky high school students a great opportunity to make their education pay with the Kentucky Educational Excellence Scholarship (KEES)! KEES, administered by the Kentucky Higher Education Assistance Authority (KHEAA), is funded by Kentucky Lottery proceeds. Students who get the most from high school by studying hard and making good grades (2.5 GPA or higher) can earn scholarships for college, technical school, or approved apprenticeships. The higher a student's GPA, the more they will earn toward college scholarships. Students who complete their college studies have a better opportunity to achieve their career goals and improve their standard of living. Education really does pay! For more information you can visit [www.kheaa.ky.gov](http://www.kheaa.ky.gov).

KEES Awards – KEES scholarships can be awarded to students every semester that they are enrolled in a college, university, or technical school. A list of schools within the state of Kentucky that accept KEES money can be found at [www.kheaa.ky.gov](http://www.kheaa.ky.gov).

*What do good grades and ACT scores get you?*

GPA	Amount		GPA	Amount
2.5	\$125.00		3.3	\$325.00
2.6	\$150.00		3.4	\$350.00
2.7	\$175.00		3.5	\$375.00
2.75	\$187.00		3.6	\$400.00
2.8	\$200.00		3.7	\$425.00
2.9	\$225.00		3.75	\$437.00
3	\$250.00		3.8	\$450.00
3.1	\$275.00		3.9	\$475.00
3.2	\$300.00		4	\$500.00
3.25	\$312.00			

If you've received free/reduced-price lunch during any year of high school and have earned a qualifying score on an AP exam, you can earn a supplemental award: a score of 3 on an AP exam earns \$200, a 4 earns \$250, and 5 earns \$300!

ACT	Amount
15	\$36.00
16	\$71.00
17	\$107.00
18	\$143.00
19	\$179.00
20	\$214.00
21	\$250.00
22	\$286.00
23	\$321.00
24	\$357.00
25	\$393.00
26	\$428.00
27	\$464.00
28+	\$500.00

# GRADUATION REQUIREMENTS

## **Graduation – Requirements**

MCHS has two graduation programs: Class Night and Commencement. All students graduating from this school are encouraged to take part in both of these exercises. Before students can go through the final exercise, they must meet the following criteria:

### ***The Graduation Policy for Class of 2023.***

#### Traditional High School Graduation Requirements:

28 credits:

- 4 Courses of English (must include English I, II, and 2 English Electives aligned to the ILP)
- 4 Courses of Math (must include Algebra 1, Geometry, and 2 Math Electives aligned to the ILP)
- 4 Courses of Science (must include Integrated, Life, & Chemistry)
- 4 Courses of Social Studies (must include World History, Civics, & US)
- 1 credit Visual and Performing Arts
- ½ credit Health
- ½ credit PE
- 10 Additional Credits

#### Additional Requirements:

- ❖ Must pass the Civics exam
- ❖ Must be in attendance for 8 semesters

### ***The Graduation Policy for Class of 2024 and beyond.***

#### High School Graduation Requirements:

28 credits:

- 4 Courses of English (must include English I, II, and 2 English Electives aligned to the ILP)
- 4 Courses of Math (must include Algebra 1, Geometry, and 2 Math Electives aligned to the ILP)
- 4 Courses of Science (must include Integrated, Life, & Chemistry)
- 4 Courses of Social Studies (must include World History, Civics, & US)
- 1 credit Visual and Performing Arts
- ½ credit Health
- ½ credit PE
- 10 Additional Credits, 6 of which are aligned with the student's ILP

#### Additional Requirements:

- ❖ Must pass the Civics exam
- ❖ Must be in attendance for 8 semesters
- ❖ Must show competency in technology
- ❖ Must complete a course or program in Financial Literacy

\*Students must be enrolled in an English and math course each year.

\*\*Requirements can be adjusted for transfer students at the discretion of administration.

# GRADUATION REQUIREMENTS

## Graduation – Promotion and Retention Requirements

The promotion and retention requirements for MCHS students are listed in the table below.

Grade Level	Minimum Credits Needed	Graduates must have at least four math courses to graduate. A math class must be taken every year of high school, regardless of the number of math credits already obtained.
Sophomore (10 <sup>th</sup> )	6	
Junior (11 <sup>th</sup> )	13	
Senior (12 <sup>th</sup> )	20	
MCHS Graduate	28	

## Graduation - Early

The Kentucky General Assembly passed a law requiring high schools to provide a way for college-ready students to graduate high school in fewer than four years. For more information, please contact Mrs. Jennifer Jackson.

## Individual Learning Plan – ILP

An Individual Learning Plan is a plan of study that emphasizes academic and career development for students beginning in middle school and continues throughout high school. The plan serves as a tool which helps students set learning goals based on academic and career interests.

## Career and Technical Education

Students at Marshall County High School have the opportunity to participate in Career and Technical Education. Career and Technical Education is a blend of highly technical and rigorous academic instruction that aligns with a student's Career Pathway. CTE courses provide relevant instruction that place an emphasis on 21<sup>st</sup> century skills, and a blend of technical and academic knowledge that prepare students to become college and career ready.

The Marshall County High School Career and Technical Education (CTE) Unit is locally operated. Students at MCHS have the opportunity to pursue a career major in one or more of the 8 nationally recognized Career Clusters offered at MCHS.

The MCHS CTE Unit offers a program of study in the following Career Pathways: Automotive, Agriculture Education, Business & Marketing Education, Construction Carpentry Technology, Electrical Technology, Engineering, Family & Consumer Science, Health Sciences, Information Technology, Media Arts, and Welding Technology.

## Cooperative Education

Students have the opportunity to participate in cooperative education. Students interested in pursuing cooperative education needs to see the MCTC director.

## Graduation

1. The senior *must order* a cap and gown at the time designated by the Principal. Ordering a cap and gown set and announcements does not signify that a student will graduate;
2. The student *must attend* the graduation practice session(s);
3. The student must dress appropriately to participate in these exercises. The Principal has the authority to determine and specify appropriate attire;
4. A student will not be permitted to participate in graduation exercises until all fees and fines owed the school are paid.

# GRADUATION REQUIREMENTS

## Graduation – Honor Graduates

- I. Guidelines and procedures for determining Honor Graduates: Summa Cum Laude, Magna Cum Laude, and Cum Laude:  
For all levels, students must:
  - a. earn credits in at least two dual credit, AP, or honors classes per year, and
  - b. be career ready or meet Kentucky academic benchmarks, and
    - i. Career ready is defined by passing an end of pathway assessment or the state approved industry recognized certification(s).
    - ii. Kentucky academic benchmarks are defined as meeting benchmarks through the ACT, SAT, KYOTE, or TABE in at least two content areas.
  - c. Candidates for graduation who have met the requirements above, earned the designated number of credits outlined in their graduation plan, and earned a cumulative GPA of 4.0 and higher will be given the honor of Summa Cum Laude.
  - d. Candidates for graduation who have met the requirements above, earned the designated number of credits outlined in their graduation plan, and earned a cumulative GPA of 3.75-3.99 will be given the honor of Magna Cum Laude.
  - e. Candidates for graduation who have met the requirements above, earned the designated number of credits outlined in their graduation plan, and earned a cumulative GPA of 3.5-3.74 will be given the honor of Cum Laude.
  
- II. Guidelines and procedures for adjusting grading and quality point scales for advanced placement and dual credit classes:  
  
Adjusted Quality Point Scale will be:
  - a. A grade of “A” will earn 5 quality points on a 4.0 scale.
  - b. A grade of “B” will earn 4 quality points on a 4.0 scale.

## Work Ethics Certificate

The School Based Decision Making Council of Marshall County High School is working together to approve a Work Ethic Certificate to award to seniors who meet the established criteria. Currently the following expectations are being considered.

1. Attendance Percentage  
Student has missed no more than three days during the school year: excused or unexcused (98% attendance).
2. Tardies and Early Dismissals  
Student has no more than four tardies or early dismissals during the school year: excused or unexcused.
3. Overall Grade Point Average (Cumulative GPA)  
Student has a minimum of 2.5 GPA.
4. Discipline  
Student has no more than one disciplinary referral during the school year.
5. Community Service/School Involvement/Employment  
Involvement required in at least two different categories
  - Organized team sport (Intramural or school team)
  - Extracurricular programs (Band, Choir Clubs)
  - Part-time employment of 10 hours/week four consecutive months during the school year or a minimum of 20 hours/week during the summer months
  - Verifiable Community Service Project (Documentation Required)

# MARSHALL COUNTY

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*HIGH SCHOOL*

# MARSHALL EXPECTATIONS

# GENERAL REMINDERS

- Upon arrival, students should immediately enter the building using the following doors:
  - If riding the bus, utilize Doors 1 and 2 located at the main office;
  - If being dropped off or driving to school, utilize the lower lobby of the Main Gym doors for entry into the building.
- All food must be consumed in the cafeteria.
- Students must stay in the cafeteria/commons during their lunch period.
- Students must enter the building immediately upon arrival and leave the school immediately, after dismissal.
- Students are to be respectful to others at all times (peers, staff, and community). Profanity is not permitted.
- Students are to be prepared for class, including having charged Chromebooks.
- Students are expected to actively participate in class and complete all assigned tasks.
- Items obstructing tail lights, license plates or driver's view (flags, etc.) may not be attached to vehicles.
- Students must be in designated areas during the school day. If a student is to be out of a regularly scheduled class, *prior* permission from teachers must be obtained and the student must carry a hall pass;
- The school is not responsible for lost or stolen items;
- 10-10 Rule. You may not leave the classroom 10 minutes before or at the end of the block.
- Students are not allowed to have outside food items delivered to them. Additionally, items such as balloons and flowers will not be delivered to students during the school day and are not allowed to be transported by the student on the school bus
- ONLY 1 individual is allowed in a bathroom stall at a time.

***Electronic Communication Device:*** The use of cell phones will be permitted before and after school, during lunch period, and passing time. Cell phone usage will not be permitted during instructional time in the classroom. Cell phone ringers should be set to silent mode. Any abuse or neglect of the Acceptable Use Policy may be subject to disciplinary action. The use of cell phones by students is a privilege and may be denied at any time.

This policy is extended to the possession and use of all portable electronic equipment (iPods, MP3 player, wearable technology, earphones, Smart Watch, cell phones, etc.). Students are extended the privilege of possessing and responsibly using portable electronic equipment while on school grounds or at any school-related activity. Collection and/or distribution of material that is considered obscene, libelous, or harassing is prohibited not only by school policy but by state and federal law. This includes but is not limited to pictures, videos, texts, posts, and emails. The use of any portable electronic device capable of taking pictures, video and/or transmitting data in locations where students and/or staff have a reasonable expectation of privacy is prohibited at all times (e.g. locker rooms and restrooms). In short, students must not use these devices in a manner that poses a threat to academic integrity, disrupts the learning environment, or violates the privacy rights of others.

1<sup>st</sup> offense – lunch isolation 1 day & removal of device until the end of the block; parent called

2<sup>nd</sup> offense – lunch isolation 1 day & removal of device until the end of the day; parent called

3<sup>rd</sup> offense – In School Suspension 1 day (no phones permitted in ISD); parent called

4<sup>th</sup> offense – Parent conference and electronic use agreement

When a cell phone is confiscated, a student must turn in the phone, battery, and the SIM card. Failure to surrender a cell phone or any part of it to any member of the staff will be seen as defiance of authority. The student will not only receive the consequence of a cell phone violation, but for the act of defiance as well. Defiance of Authority could also result in a student being charged with Abuse of a Teacher, per KRS 161.190.

# ACADEMIC HONESTY

Marshall County High School takes seriously its educational obligation to maintain high standards of academic honesty and ethical behavior. Teachers are expected to evaluate students' academic achievements accurately, as well as ascertain that work submitted by students is authentic and the result of their own efforts. In the 21st century, opportunities for misuse of resources are significantly greater than in the past.

## **Violations of Academic Honesty include:**

**Cheating** - Intentionally using or attempting to use unauthorized information such as books, notes, study aids, or other electronic, online, or digital devices in any academic exercise; as well as unauthorized communication of information by any means to or from others during any academic exercise.

**Fabrication and Falsification** - Intentional alteration or invention of any information or citation in an academic exercise. Falsification involves changing information whereas fabrication involves inventing or counterfeiting information.

**Multiple Submission** - The submission of substantial portions of the same academic work, including oral reports, for credit more than once without authorization from the teacher.

**Plagiarism** - Intentionally or knowingly representing the words, ideas, creative work, or data of someone else as one's own in any academic exercise, without due and proper acknowledgement.

## **Consequences of Academic Honesty Violations:**

When a teacher receives evidence, either directly or indirectly, of academic dishonesty, s/he will investigate and communicate with a principal. The staff and/or principal will then take appropriate disciplinary action. Disciplinary action may include, but is not limited to the following:

- 1) Requiring the student(s) to repeat the exercise or do additional related exercise(s).
- 2) Lowering the grade or failing the student(s) on the particular exercise(s) involved.
- 3) Lowering the grade or may result in student(s) failing the course.
- 4) Removal of the student from honor awards programs & recognitions.
- 5) Short or long term suspensions from digital resources, including cell phones.

Parents will be notified by the teacher and all violations will be documented in Infinite Campus regardless of consequence.

# DRESS CODE

## General Expectations:

Good taste in the choice of clothing and proper grooming set the tone for a good high school experience. Anything which might distract from that must, in fairness to all, be discouraged. In keeping with the educational purpose of Marshall County High School, students are expected to dress and groom themselves appropriately and maintain good personal hygiene. Each student is expected to keep his/her person and clothing modest, clean, and neat. The wearing of clothing which might disturb the order and decorum of the school is prohibited.

A student who is dressed appropriately is demonstrating a respect for self and others, as well as contributing to a safe and orderly learning environment. This dress code applies to Senior Class Night and Graduation. Administrators and teachers shall enforce the dress code policy. In an effort to assist Marshall County students and their families, the school has established the following dress code. All students, regardless of gender, are expected to abide by the following requirements when dressing for school.

Students should make sure all clothing items are appropriate and that the dress code is followed at all times. If you are unsure about any of the expectations listed, ask an administrator prior to wearing it to school. Violations may result in disciplinary consequences. It is our goal to correct the problem as quickly as possible to avoid missed instructional time.

–No hats, hoods, toboggans, beanies, or head coverings are to be worn inside the school building. As a sign of respect and for security purposes, these must be removed when entering the building. As a safety precaution, hair cannot cover one's eyes/face. Students' hair must be above the eyes or to the side of the face.

–Shorts/dresses/skirts of any material must be fingertip length or no more than 8 inches above the knee. All pants must be worn at the waist and no midriff can be exposed at any time. Holes are allowed in pants, but they cannot be above the pocket area. Holes in pants, cannot be excessive or in the back of pants. Appropriate undergarments must be worn and not showing, at all times.

–Shirts or dress straps must be at least two finger width and over the shoulders. Cutoff shirts are prohibited. Pajamas or other items clearly related to sleepwear cannot be worn at Marshall County High School. No blankets will be allowed in the building.

–Student apparel must not contain profanity or any inappropriate material or references. This may include, but not limited to, offensive language, alcohol, drugs, sexual nature, offensive or hate language or symbols.

–Face piercings are allowed, to a maximum of two facial piercings, excluding gauges. Costumes or wigs, including tails, ears, etc are prohibited. No sunglasses can be worn in the building. No makeup or disguises that conceal or alter a student's identity are permitted. Accessories on one's face, neck, hands, arms, etc that are a potential safety issue will not be permitted. (For example: spiked collars, metal spikes on apparel, spiked gloves, chains, bracelets, etc.)

Marshall County High School Administration shall have the right to appraise any current fashion or fad and determine if it is appropriate for school. In any case, the Administration reserves the right to have final discretion.

# INTERVENTIONS & CONSEQUENCES

These definitions apply on school property before, during, or after school hours; en route to or from school in a school bus or other school-authorized vehicle; at a curricular, co-curricular, extra-curricular, or athletic activity. When determining disciplinary consequences, the MCHS administration will utilize applicable school policies along with the most current version of the Marshall County Schools Code of Acceptable Behavior and Discipline.

## LEVEL 1

Level 1 behaviors represent minor disruptions to the classroom environment. Examples of Level 1 behaviors could be, but are not limited to, being out of one's seat, talking out in class, leaving the classroom without permission, or dress code or device violations. Typically, these are not referred to an administrator until the classroom-level interventions are not correcting the behavior. With Level 1 behaviors, the goal is to correct the behavior while limiting time missed from class. Staff should use consequences in a graduated fashion.

Options: Verbal warning, Teacher/Student Conference, Classroom Isolation, Assignment of written punishment, Notify parent, Teacher/Student/Administrator/Parent Conference

## LEVEL 2

Level 2 behaviors represent acts whose frequency or seriousness disrupt the learning environment of the school. These violations always result in the involvement of school administration. With Level 2 behaviors, the goal is to correct the behavior by stressing its seriousness while keeping the student in school. Staff should use consequences in a graduated fashion.

Options: Administrator/Student Conference, Administrator Notify Parent, Administrator/Student/Parent Conference, student placed on probation, assigned to in-school suspension, assigned to after school detention, refer to mental health counselor, suspended up to five school days, assigned to alternative school for up to twenty successful days, exclusion from participation in graduation/promotion exercises

The principal or designee may sign a petition/warrant when a Kentucky Revised Statute is violated and refer to proper law enforcement authorities.

In extreme cases, the principal may present a recommendation to the superintendent for presentation to the District Disciplinary Committee for a student hearing. The hearing shall be held as soon as practical after the date of suspension.

In extreme cases, the principal may present a recommendation to the superintendent for presentation to the Board of Education that the student be expelled for the remainder of the current semester. No student shall be expelled without a hearing before the Board of Education. The hearing shall be held as soon as practical after the date of the suspension. The Board of Education and Superintendent may also direct placement of a student to Second Chance School without an accompanying recommendation for expulsion.

Notify superintendent or his/her designee, Director of Pupil Personnel.

If a student is expelled, he/she may be given the opportunity to attend the Second Chance School.

# INTERVENTIONS & CONSEQUENCES

These definitions apply on school property before, during, or after school hours; en route to or from school in a school bus or other school-authorized vehicle; at a curricular, co-curricular, extra-curricular, or athletic activity. When determining disciplinary consequences, the MCHS administration will utilize applicable school policies along with the most current version of the Marshall County Schools Code of Acceptable Behavior and Discipline.

## LEVEL 3

Level 3 behaviors represent acts against a person(s) or property that indirectly endanger the health or safety of others in the school. Consequence options may include combinations of interventions and consequences. Staff should use consequences in a graduated fashion.

**Options:** suspended up to ten days, placed in alternative school up to forty successful days, exclusion from participation in graduation/promotion exercises

Refer to proper law enforcement authorities. The principal or designee may sign a petition/warrant when Kentucky Revised Statute is violated.

Present a recommendation for presentation to the District Disciplinary Committee for a student hearing. The hearing shall be held as soon as practical after the date of suspension.

Present a recommendation for expulsion to the Board of Education that the student be expelled for a period of up to one year. No student shall be expelled without a hearing before the Board of Education. The hearing shall be held as soon as practicable after the date of the suspension. The Board of Education and Superintendent may also direct placement of a student to Second Chance School without an accompanying recommendation for expulsion.

Notify superintendent or his/her designee, Director of Pupil Personnel, and other appropriate persons. If a student is expelled, he/she may be given the opportunity to attend the Second Chance School.

## LEVEL 4

Level 4 behaviors represent acts against a person(s) or property that may directly or indirectly endanger the health or safety of others. Examples of Level 4 behaviors could be, but are not limited to, assault, possession of a dangerous instrument, or terroristic threatening. These behaviors always result in administrative action, possible notification of appropriate law enforcement authorities, and immediate removal of the student from school. The school will make a recommendation to the Director of Pupil Personnel for an administrative hearing to determine next steps. In the case of Level 4 violations, consequence options at the school level are limited due to the seriousness of the violation and the direct or indirect endangerment to the health and safety of others.

**Options:** placed in alternative school for up to one calendar school year, expulsion, exclusion from participation in graduation/promotion exercises.

The Marshall County Board of Education recognizes that certain infractions contained herein, in addition to being violations of the Code of Acceptable Behavior and Discipline, are also violations of Kentucky criminal law. When such violations occur, it is the responsibility of school district personnel to report these violations to the proper law enforcement officials. Also, acts which are interpreted by school officials as violations of local law may be reported to the local law enforcement agency.

# INTERVENTIONS & CONSEQUENCES

THERE ARE CERTAINLY OTHER ACTS OF MISBEHAVIOR OR VIOLATIONS OF CRIMINAL LAW OR SCHOOL REGULATIONS THAT ARE NOT INCLUDED IN THIS LIST. IN SUCH INSTANCES, DISCIPLINARY ACTION WILL BE AT THE DISCRETION OF THE PRINCIPAL, OR THE PRINCIPAL AND THE SUPERINTENDENT.

<b>CONDUCT</b>	<b>LEVEL 1</b>	<b>LEVEL 2</b>	<b>LEVEL 3</b>	<b>LEVEL 4</b>
<u><a href="#">AGGRESSIVE MISBEHAVIOR (MC01, N08)</a></u>	•	•	•	•
<u><a href="#">ARSON (or attempted arson) (KRS 513.010) (V06)</a></u>				•
<u><a href="#">ATTENDANCE POLICY VIOLATION (N02)</a></u>	<b>See attendance policy.</b>			
<u><a href="#">BOMB THREAT (V15)</a></u>				•
<u><a href="#">BULLYING/HAZING (H01)</a></u>	•	•	•	•
<u><a href="#">BURGLARY (N03)</a></u>		•	•	•
<u><a href="#">BUS DISTURBANCE</a></u>	•	•	•	•
<u><a href="#">COMPUTER TAMPERING (MC06)</a></u>	•	•	•	•
<u><a href="#">CRIMINAL TRESPASS (KRS 511.060) (N31)</a></u>		•	•	
<u><a href="#">CRIMINAL USE OF NOXIOUS SUBSTANCE (KRS 512.050) (MC08)</a></u>	•	•	•	
<u><a href="#">DEFAMATION (MC10)</a></u>	•	•	•	•
<u><a href="#">DEFIANCE OF AUTHORITY (MC09, N04, N19, N23)</a></u>	•	•	•	
<u><a href="#">DISORDERLY CONDUCT/CLASSROOM DISRUPTION (N07, N25)</a></u>	•	•	•	
<u><a href="#">DISRUPTIVE BEHAVIOR (N09)</a></u>				
<u><a href="#">DRESS CODE VIOLATION (N10)</a></u>	•	•	•	
<u><a href="#">DRUGS, ALCOHOL AND OTHER PROHIBITED SUBSTANCES (D01, D02, D03, N11, A01, A02, A03)</a></u>			•	•
<u><a href="#">EXTORTION (MC14, N17)</a></u>		•	•	•
<u><a href="#">FALSE FIRE ALARM (KRS 519.040) (MC15)</a></u>		•	•	•
<u><a href="#">FIGHTING (N13, N14, N15)</a></u>	•	•	•	•
<u><a href="#">FORGERY (N16)</a></u>	•	•		
<u><a href="#">GAMBLING (N18)</a></u>	•	•		
<u><a href="#">HARASSMENT/DISCRIMINATION (H02, H03, H04, H07)</a></u>	•	•	•	•
<u><a href="#">INTIMIDATION OF WITNESS (KRS 524.040) (MC20)</a></u>	•	•	•	•
<u><a href="#">LEAVING CAMPUS</a></u>	•	•	•	
<u><a href="#">LOITERING BY UNAUTHORIZED STUDENTS (N21)</a></u>		•	•	
<u><a href="#">MALICIOUS REMARKS (MC22)</a></u>	•	•		
<u><a href="#">MENACING (V10)</a></u>	•	•		
<u><a href="#">MILD SEXUAL BEHAVIOR/PDA (N36)</a></u>	•	•		
<u><a href="#">MISREPRESENTING FACTS/CHEATING (MC24)</a></u>	•	•		
<u><a href="#">NON-SCHOOL VIOLATIONS (MC25)</a></u>		•	•	•
<u><a href="#">OUTSIDE OF SCHOOL CONDUCT (MC26)</a></u>	<b>Felony assault/battery Level 2, 3, or 4</b>			

# INTERVENTIONS & CONSEQUENCES

THERE ARE CERTAINLY OTHER ACTS OF MISBEHAVIOR OR VIOLATIONS OF CRIMINAL LAW OR SCHOOL REGULATIONS THAT ARE NOT INCLUDED IN THIS LIST. IN SUCH INSTANCES, DISCIPLINARY ACTION WILL BE AT THE DISCRETION OF THE PRINCIPAL, OR THE PRINCIPAL AND THE SUPERINTENDENT.

<b>CONDUCT</b>	<b>LEVEL 1</b>	<b>LEVEL 2</b>	<b>LEVEL 3</b>	<b>LEVEL 4</b>
<u>PHYSICAL ASSAULT OR THREATS OF VIOLENCE (MC27, V01, V05, V08, V13, V14)</u>		•	•	•
<u>POSSESSION OF CONTRABAND (MC28, N24)</u>	•	•	•	•
<u>POSSESSION OF ANY ELECTRONIC COMMUNICATION DEVICE (N35)</u>	•	•		
<u>POSSESSION OF A PAGING DEVICE (N35)</u>	•	•		
<u>POSSESSION OF UNAUTHORIZED SCHOOL PROPERTY (MC31)</u>	•	•		
<u>POSSESSION AND OR USE OF WEAPONS ON SCHOOL PROPERTY OR AT ANY SCHOOL FUNCTION (KRS 527.020) (W01, W02, W03, N05)</u>		•	•	•
<u>PROFANITY/RACIAL SLURS</u>	•	•	•	•
<u>PROHIBITED GANG ACTIVITY (MC33)</u>	•	•	•	•
<u>PUBLICATIONS (MC34)</u>		•		
<u>REPEATED VIOLATIONS (MC35)</u>	•	•	•	•
<u>ROBBERY (KRS 515.020) (V12)</u>			•	•
<u>SELF-ENDANGERMENT (N26)</u>				
<u>SKIPPING (N02, N12, N20, N27, N28, N29, N32)</u>	•	•	•	
<u>SUBSTANCES APPEARING TO BE, OR REPRESENTED AS, DRUGS (MC38)</u>		•	•	•
<u>TERRORISTIC THREATENING (KRS 513.010) (V16, V17, H05, H06)</u>		•	•	•
<u>THEFT AND RELATED OFFENSES (KRS 514.040) (N22, N30)</u>	<b>Value under \$100-Level 1 or 2</b>			
<u>TOBACCO USE OR POSSESSION (KRS 438.311(3)) (T01, T02, T03)</u>			•	
<u>TRAFFICKING OF DRUGS OR ALCOHOLIC BEVERAGES (D01, A01)</u>		•	•	•
<u>UNLAWFUL ASSEMBLY (KRS 525.050) (C43)</u>	•	•	•	•
<u>VANDALISM (N06, N33)</u>	•	•	•	•
<u>VIOLATION OF THE COMPUTER ACCEPTABLE USE POLICY (N34)</u>		•	•	•
<u>WANTON ENDANGERMENT (KRS 508.060) (V07, V11, V18)</u>		•	•	•

# INTERVENTIONS & CONSEQUENCES

**Lunch Detention:** Lunch Detention is a behavior consequence in which students lose the privilege of eating lunch with their peers in the cafeteria as well as use of their cell phone during the lunch period. Lunch Detention will be held during each of the four lunch periods in a classroom adjacent to the cafeteria. Students who are assigned lunch detention should report directly to the designated classroom when the bell rings for their lunch period to begin.

**In-School Detention (ISD):** ISD is an isolated classroom located in the MCHS building in which students are assigned for not meeting behavior expectations. Students assigned to ISD are allowed to fulfill all educational obligations by completing their classroom assignments as supplied by their regular classroom teachers. Students receiving behavior referrals while in ISD may be subject to additional disciplinary consequences.

**After School Detention:** After school detention will be a discipline option for not meeting behavior expectations.

**Behavior Contract:** A behavior contract may be written for any student prior to suspension, unless the code of conduct calls for an immediate suspension from school. This contract serves as an agreement between the student, parent, teacher, and an administrator. This agreement may consist of behavior, attendance, or academic expectations for the remainder of the year. If the student does not comply or follow through with the contract, additional disciplinary consequences will result.

**Out-of-School Suspension:** Students will be suspended from school when all other interventions have been exhausted or when a particular policy dictates. The student will not receive credit for missed daily assignments but will be allowed to make up any missed test grade. A student on suspension shall not be allowed to participate in school-related activities or come onto school property without permission from MCHS administration.

**District Discipline Committee:** When a student has exhausted school-level behavior interventions or when a particular policy dictates, the student may be referred to this committee for a hearing to decide their academic placement in the Marshall County School system.

**Second Chance School:** Students who are severe discipline problems and who have been referred by the Board of Education, the District Discipline Committee, or School Administration may be placed in the Second Chance School. This form of discipline is long-term and allows the student the opportunity to continue to attend school and earn high school credits. Any student enrolled in the Second Chance School may not attend any extra-curricular events affiliated with Marshall County High School.

# BULLYING & HARASSMENT

***Bullying:*** Bullying behavior is intent to harm another. Bullying includes behavior commonly understood as bullying, as well as cyber-bullying, hazing, menacing, harassment, harassing communications, stalking, and other abusive behavior toward students or staff members. This behavior will not be tolerated because every student and staff member deserves a safe environment in which to work and learn. This school is committed to dealing with bullying behaviors in our school to create a safe environment.

*Bullying* encompasses a continuum of behavior that involves the attempt to gain or assert power and dominance over another, with no legitimate purpose. Bullying involves repeated negative behavior, carried out over time with a purpose to harm another person physically or mentally, or to benefit oneself through behavior which causes harm to the other person. Bullying involves either taking advantage of a real or perceived imbalance of power, or is used to create an imbalance of power. Bullying may involve an attempt to cause fear. Examples of behaviors that fall into this category, but are not limited to: inappropriate and unwanted physical contact (including hitting, kicking, shoving, and pushing); intimidating and threatening comments (oral, written, or electronic); name calling or put-downs (selecting or using nickname which is intended to embarrass or humiliate); manipulation or coercion of another student to do something he/she does not want to do; setting someone up to be bullied or encouraging a student to engage in bullying; sharing or starting rumors or gossip; hurtful teasing or making fun of someone; hiding or destroying someone's belongings; or shunning or excluding someone from a group or activity in order to embarrass or humiliate the person.

*Cyber-bullying* involves the use of information and communication technologies such as e-mail, cell phones, text messages, personal websites, blogs, online games, and online personal polling Web sites to support deliberate, repeated, and hostile behavior by an individual or group, that is intended to harm others by communicating threats, by revealing private or embarrassing information, by conveying false information which can be reasonably anticipated to cause embarrassment, or to accomplish any of the purposes of bullying. This can include the use of any device which records audio, video, or still images of another person for no legitimate purpose, or the use of audio, video, or still images of another person for purposes prohibited by the Code of Acceptable Behavior and Discipline.

*Hazing* involves behavior used as a way of initiating new members into a group. It usually consists of some ritualistic test involving the new member being required to perform a task or series of tasks which are intended to be demeaning, degrading, harmful, or embarrassing to the new member or which require the new member to engage in conduct toward others which is demeaning, degrading, harmful, or embarrassing. Hazing can include the forced or coerced consumption of drugs or alcohol or the forced or coerced performance of lewd or suggestive acts.

*Menacing* involves actions, sometimes accompanied by words, used to intentionally place another person in reasonable apprehension or imminent physical injury. Menacing is exemplified by the raising and drawing back of a hand or fist in order to make the other individual believe he/she is about to be slapped, punched, or the swinging or jabbing of a hand toward someone to cause them to flinch, duck, or raise their hands in anticipation of being struck.

*Harassment* involves the intent to intimidate, harass, annoy, or alarm another person. This intent is accompanied by one or more of the following behaviors:

1. striking, shoving, kicking or other physical contact with another person;
2. the attempt to strike, shove, kick, or engage in other physical contact toward another person;
3. using an offensively coarse utterance, gesture, display toward another person;
4. addressing abusive language toward another person;
5. following a person in or about a public place or places;
6. engaging in a course of conduct or repeatedly committing acts which alarm or seriously annoy another person which serve no legitimate purpose; or
7. damaging or committing theft of property or another student; substantially disrupting the operation of the school; or creating a hostile school environment by means of any gestures, written communications, oral statements, or physical acts that a reasonable person under the circumstances should know would cause another student to suffer fear of physical harm, intimidation, humiliation, or embarrassment.

# BULLYING & HARASSMENT

*Harassing Communication* involves the intent to intimidate, harass, annoy, or alarm another person. This intent is accompanied by one or more of the following behaviors:

1. communicating with a person, anonymously or otherwise, by telephone, telegraph, mail or any other form of written communication in a manner which causes annoyance or alarm and serves no purpose of legitimate communication;
2. making a telephone call, whether or not conversation ensues, with no purpose of legitimate communications; or
3. communicating with or about another school student, anonymously or otherwise, by telephone, the Internet, telegraph, mail, or any other form of electronic or written communication in a manner which a reasonable person under the circumstances should know would cause the other student to suffer fear of physical harm, intimidation, humiliation, or embarrassment and which serves no purpose of legitimate communication.

*Stalking* involves intentional conduct which is directed at a specific person or persons; which seriously alarms, annoys, intimidates, or harasses the person or persons; which serves no legitimate purpose, and which would cause a reasonable person to suffer substantial mental distress. Stalking does not involve merely following another person or regularly observing another person's actions, but includes behavior which conveys a threat of harm to the other person or which can be reasonably anticipated to cause the other person to fear harm.

Conduct fitting the above definitions and other similar acts which injures, degrades, or disgraces the victim, disrupts the educational process, and/or interferes with other students' opportunities to obtain an education, will be subject to disciplinary action. Students should generally maintain a "hands-off" policy with regard to other persons' bodies and possessions, and no student should engage in behavior toward someone else which they would not want directed toward themselves (follow the "Golden Rule").

Students who witness these behaviors or who are subject to these behaviors are encouraged to report the behavior to a teacher or other staff member. Efforts will be made, if possible, to protect confidentiality of anyone making a report. Retaliation against a student who has made a report of bullying will be treated as a violation of this section as well. Any student subject to abuse, threats, harassment, etc will have guidance and resources available from MCHS administrators, mental health counselors, guidance counselors, and School Resource Officers.

