

Mercer County Senior High



Student Handbook 2022-2023

Spencer Tatum
Brian Rowland
Terry Yeast
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Principal
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<http://www.mercer.kyschools.us/>

Mercer County Schools
<http://www.mercer.kyschools.us/>

School Email Addresses

first name.last name@mercer.kyschools.us.

Teacher email addresses can also be found on the school website

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Important Dates 2022-2023

1 st Day for Students	August 10
Labor Day (no school)	September 5
End of 1 st Nine Weeks	October 7
Fall Break	October 10-14
Professional Day (no school)	November 4
Thanksgiving Holiday (no school)	November 23-25
Winter Break (no school)	Dec 19 - Jan 2
End of 2 nd Nine Weeks	January 2
Planning Day (no school)	January 3
Martin L. King Day (no school)	January 16
President's Day (no school)	February 20
End of 3 rd Nine Weeks	March 10
Professional Day (no school)	March 17
Spring Break (no school)	April 3-7
Last Day for Students/End of 4 th 9wks	May 19

**Ending date is likely to change due to inclement weather. Snow days will be added to the calendar at the end of the school year.

About MCSH

Motivated Competitive Safe Honest

MISSION STATEMENT

Preparing every student to successfully compete in every endeavor, at every level, and in every stage of life.

#AlwaysCompete

SCHOOL FIGHT SONG

"Fight on Titans"

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

*We'll carry through
We'll die or do
To win this game for Titans true!
Keep trying for
The final score
Come on you Titans fight for more!*

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

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

MCSH Community Members

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

In Our Administrative Office

Principal	Spencer Tatum
Assistant Principal – Curriculum/BAC	Mike Floro
Assistant Principal -Discipline	Terry Yeast
Assistant Principal – Discipline	Brian Rowland
Guidance Counselor	Stacy Davis
Guidance Counselor	Kristal Irvin
Athletic Director	Donald Smith
Secretary/Receptionist	Scottie Alford
Secretary/Bookkeeper	Lisa Banks
Secretary/Counselors Office	Cretia Lewis
Secretary/Attendance Clerk	Judy King
School Nurse	Dana Warren

MCSH Site Based Decision Making Council

SBDM Chair/ Principal	Spencer Tatum
Teacher Representative	Andrew Ashford
Teacher Representative	Ekambaram Elumalai
Teacher Representative	Kendra Rowland
Parent Representative	John Huffman
Parent Representative	Patrick Branham

Student Support Offices

Youth Services Center Coordinator	Melody Pike
GEAR UP Coordinator	Brooke Coulter
Behavior Coach	Craig Yeast
District Instructional Coach	Jennifer Carter
District Instructional Coach	Kathi Lawrence

Media Center

Media Specialist	Kim Helton
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Safe Schools Policies and Procedures

***Providing a safe and secure learning environment is our number one priority!
The following policies and procedures have been established to help ensure our students safety!***

MERCER COUNTY SENIOR HIGH SCHOOL IS A PEANUT FREE CAMPUS

As a school, we take every precaution to protect our students. We educate students who have life-threatening allergic reactions to peanuts and peanut butter products (e.g. peanut oil, peanut flour, etc). For the protection of these students, please **DO NOT pack, send, or bring any foods with peanut products to school.**

If you have any questions, please call the school nurse, Dana Warren, at 859-733-7160.

OFF-LIMIT AREAS

The following areas are off-limits for students:

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

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

STAYING AFTER SCHOOL

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

LOCKERS, BACKPACKS AND PERSONAL POSSESSIONS

To ensure the safety and protection of students and their personal property, all students should use a lock to secure their locker. Lockers may be subject to random searches throughout the school year. Vehicles should be locked and personal property secured. **The school has the right to search a student's personal property anytime it is on school property (reasonable cause).** Illegal items can be held at school and not returned to the student. MCSH is not responsible for personal property stolen/ damaged from lockers or vehicles on school grounds. If lockers are needed for those students with classes at the sports complex they should be requested. The school is not responsible for items lost or stolen at the complex. **At the teacher's discretion, backpacks must be kept either in the locker or in the backpack zone in the classroom.**

VISITORS

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

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

- Written request from a parent or guardian in advance of the visit.
- Visitors are responsible for following all guidelines of the Mercer County Schools Code of Conduct.
- Except under special circumstances approved by the principal in advance, students will not be allowed to have another student shadow them during the school day.

MEDICATION POLICY

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

Students with medical conditions will be required to have signed parent/guardian consent to release medical information to the necessary school personnel.

- The nurse shall only administer medication to students during school hours or such other person as is authorized by the school principal.
- The medication permission form must be completed by their prescribing physician, which includes the doctor's order and doctor's signature.
- The parent or other legally appointed guardian must sign the permission form.
- Students are prohibited from having prescription and over-the-counter medicine in their possession. All medication must be delivered to the nurse by the parent/guardian in its original pharmacy labeled container.
- Over-the-counter medicines **MUST** be in the original container and will **ONLY** be given if parental consent is obtained. **Students should not possess or distribute over the counter medication. All over the counter medication should be submitted to the school nurse for dispersal.**
- Tylenol, Benadryl, Ibuprofen, Tums and Midol will be given **ONLY** if the necessary medical card is completed and permission is given by the parent/guardian.

ACCIDENTS

Accidents on campus that require first aid must be reported to the nurse. An accident report must be filed in the office within 24 hours of the incident. A student who is injured in a school activity either on or off school grounds should report the incident immediately to a supervising staff member.

SURVEILLANCE CAMERA & AUDIO RECORDING NOTICE

All Mercer County School Buildings and Grounds are monitored by surveillance cameras and audio recordings. Cameras inside the building are located in the hallways, the sports complex, gyms, cafeterias, offices, media center, auditorium, computer labs, conference room, ag shop and classroom 162.

OFF-CAMPUS VIOLENCE

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

FIRE/BUS/SEVERE WEATHER/DISASTER/LOCKDOWN DRILLS

Fire, bus evacuation, severe weather, earthquake, disaster and lockdown drills at regular intervals are required by law and are important safety precautions. Instructions for drills are posted in each classroom and throughout the school. Every teacher and student should be familiar with the drill procedures. It is essential that when the signal is given, everyone goes promptly to their designated area. Fire drills will be conducted monthly, intruder lockdowns, severe weather, and earthquake drills will be conducted once a semester or as needed.

Discipline consequences may be assigned to any student not adhering to school rules and policies concerning their safety or the safety of others.

Guidance on How to Respond to an Active Shooter for Students:

Information taken from www.fema.org. Guide for Developing High Quality School Emergency Plans (p56-67) with guidance and input from Kentucky Center for Safe Schools:

No single response fits all active shooter situations; however, making sure each individual knows his or her options for response and can react decisively will save valuable time. There is no single answer for what to do, but a survival mindset can increase the odds of surviving. During an active shooter situation, the natural human reaction, even if you are highly trained, is to be startled, feel fear and anxiety, and even experience initial disbelief and denial. You can expect to hear noise from alarms, gunfire and explosions, and people shouting and screaming. Shootings can occur in any location not just at a school. The skills listed below are skills that can be implemented regardless of location. When at school though, we have teachers and staff members who have also been given information on how to respond to an active shooter. Look to your teachers and school staff members for guidance. If you are not able to locate an adult, you need to evaluate the situation and consider whether you should run or hide. If you are currently in a safe location, hide. If your location is not safe, run to somewhere safe and hide. As the situation develops, it is possible that you will need to use more than one option. During an active shooter situation, staff will rarely have all of the information they need to make a fully informed decision about which option is best. Often they will have to rely on their own judgment to decide which option will best protect lives.

Run

If you and those in your care are not in a safe place and you can relocate safely, run far away until you are in a safe location.

- Leave personal belongings behind;
- Visualize possible escape routes, including physically accessible routes for students and staff with disabilities as well as persons with access and functional needs;
- Avoid escalators and elevators;
- Take others with you (if you are a student and other students won't go, do not stay behind if you are not safe);
- Call 911 when safe to do so; and
- Let a responsible adult know where you are.

Hide:

Hide in as safe a place as possible. The ideal location is where the walls are thick and have fewer windows. In addition:

- Classroom doors should always be kept locked; if they are opened: shut the door and make sure they are locked;
- If you cannot get in a classroom, you can hide in other areas throughout the building including the kitchen, locker rooms, bathrooms, etc.;
- Barricade the doors with heavy furniture;
- Close and lock windows and close blinds or cover windows;
- Turn off lights;
- Silence all electronic devices;
- Remain silent;
- Use strategies to silently communicate with first responders if possible; and
- Remain in place (as long as safe) and until given an all clear by identifiable law enforcement officers.

if you



SEE

something

SAY

something

- IF you see items or behaviors that are unsafe like a gun, knife, or other types of weapon
- IF you hear someone threatening to hurt people
- IF you find a written message or post on social media that threatens others

It is **YOUR** responsibility to help keep others safe by **Saying Something** to an adult.

IF you are at school:

- ❖ Tell a teacher or principal immediately.

IF you are at home:

- ❖ Either you or your parents can call 911 and then call the school principal.

IF the post is on social media:

- 1) Do not share the post.
- 2) Tell a teacher or principal.
- 3) If you are at home, call 911 and then school principal.



SCHOOL RELOCATION AND STUDENT/PARENT REUNIFICATION

The district will notify you as soon as possible, in the event your child is evacuated from his/her school. The district already has predetermined, school-specific sites in the event an evacuation because necessary. We will let you know when and where you may pick up your child once officials have deemed the situation resolved and safe.

In an effort to provide emergency responders, school officials, and law enforcement agencies total control of a threatening situation, the predetermined school-sites will not be disclosed.

The decision to evacuate and relocate will be made on a case-by-case basis depending upon the severity of the situation and evaluations by Law Officials, the Emergency Management Agency, and the Superintendent.

DISTRICT COMMUNICATION TO PARENTS:

IN THE EVENT OF EVACUATION AND RELOCATION

The district will utilize the OneCall Now messaging system and the Mercer County School webpage.

Harrodsburg Dispatch will communicate information using the Code Red messaging system.

PARENTS-WE NEED YOUR HELP!

Parents- The district understands that you will be concerned about the safety of your child in the event he/she is relocated from school. We have developed these procedures in an effort to provide a safe and secure environment for all students and staff if an evacuation of the school was deemed necessary.

Before an Emergency occurs:

Provide the school with your current phone number. If this number changes during the school year, provide the school with your updated information immediately.

Add additional numbers to the OneCall system by going to www.mercer.kyschools.us and to OneCall Now tab.

Keep your child's enrollment card up-to-date at the school.

Sign up for the Code Red Emergency messages from the Harrodsburg Dispatch at:

<https://public.coderedweb.com/CNE/en-US/BFB7CC4C6C0A>

During an Emergency:

If you are notified of an emergency at your child's school, please DO NOT attempt to go to your child's school or approach the campus as this will hinder emergency responders and emergency vehicles from getting to campus.

Do not call the school. This will tie up phone lines that will need to be utilized to call law officials, emergency management, and other official personnel.

Do not call your child. If students are hiding, a ringing or vibrating phone may make your child and others with them targets.

During Reunification:

Know that you will be able to pick up your child at the designated relocation site.

Bring your driver's licenses with you for identification.

Academic Policies

HOMEWORK

Late work can be subjected to a penalty based on circumstances and timelines established by the teacher.

TEXTBOOKS

It is the student's responsibility to care for all textbooks used by him/her and to return them in the best possible condition at the end of the course. If the student should lose or damage a textbook, he/she will be expected to pay for the loss or damage. In accordance with KRS 157.110, no student will be denied textbooks for the inability to pay.

SCHEDULE CHANGES

Each grade will be assigned a specific date and time to make changes if needed. The dates and times will be communicated through Campus Messenger and can also be found on the school website when they have been established. **No schedule changes will be made for teacher preference. All AP/ Dual Credit classes have a "drop class" deadline established by the universities. Schedule changes cannot be made after the 1st full week of school unless special circumstances apply.**

PLAGIARISM/CHEATING

Plagiarism/Cheating is considered academic "theft" and cannot be accepted by a school that values integrity. Any student submitting work which is not his/her own, that is, facts, data, images, or ideas from any published or verbal source, must carefully document the source. Any work presented by a student without appropriate acknowledgement or recognition of source will receive a zero for the assignment. If the student is caught a second time they will receive a zero and school issued consequence.

FIELD TRIPS

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

SCHOOL FEES

At this time there are no school fees. Students may not be allowed to participate in school activities such as prom and graduation until all fines and fees are paid.

GRADE REPORTING AND POLICIES

The school year is divided into four nine-week grading periods. **Report cards** will be issued each nine-weeks. A progress report will be available via Infinite Campus Parent Portal at the **mid-term** of each nine-week period for each student. Year-end report cards will also be available via Parent Portal. To determine a student's class rank and grade point average, a 4-point grading scale will be used. Advanced Placement/Dual Credit/Honors classes will have a 5-point weighted grading scale.

DEPARTMENT GRADING POLICY

Departments from the core subject areas (English, Math, Science, and Social Studies) will follow a 60/40 weighted grading scale. Summative assessments (tests and quizzes) will account for 60% of the course grade for the semester and formative assessments (homework, bellringers, classwork, exit slips, etc.) will account for 40% of the course grade for the semester.

VALEDICTORIAN AND SALUTATORIAN

The student with the highest weighted numerical grade point average will be the valedictorian and the student with the second highest weighted numerical grade point average will be the salutatorian. Both valedictorian and salutatorian will be recognized during high school graduation. The rank will be averaged to the nearest one hundredth of a point. Ties for the highest rank will be recognized as Co-Valedictorians.

To be honored as valedictorian or salutatorian at Mercer County Senior High School, at least 50% of the student's credits must have been earned at Mercer County Senior High School, including being enrolled during the entire senior year. Weighted grades for transfer students will be weighted in our GPA calculations only if the sending school and receiving school weights that grade. Any course taken outside of the normal school day (6 periods) will not be posted to transcript or used for GPA calculations. Any course taken through the approved online school platform must be taken during the school day (6 periods). AP and honors courses added to the curriculum later will be added to the list of weighted courses for the purpose of determining valedictorian and salutatorian.

GRADING SCALE

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

MINIMUM GRADUATION REQUIREMENTS for Class of 2023, 2024, 2025, 2026	
Language Arts (Eng I, II, and 2 additional Eng aligned to ILP)	4 Units
Mathematics (Algebra I, Geometry, and 2 additional math aligned to ILP)	4 Units <i>(one math course each year of HS)</i>
Science (Integrated Science, Biology, Chemistry or Physical Science or Physics)	3 Units
Social Studies (Survey of Social Studies, World Civ, U.S. History)	3 Units
Health & PE	1 Unit
Visual & Performing Arts	1 Unit
Minimum Additional Electives (6 units aligned to ILP)	8 Units
Total Credits Required for Graduation	24 Units
<i>Classified as 10th Grade</i>	<i>5 Units</i>
<i>Classified as 11th Grade</i>	<i>11 Units</i>
<i>Classified as 12th Grade</i>	<i>17 Units</i>

Kentucky Department of Education: Minimum Graduation Requirements For Students Entering High School in 2019-2020 and Thereafter

704 KAR 3:305, Kentucky's new minimum high school graduation requirements, became effective on April 5, 2019. However, Senate Bill 158 (2020) requires changes be made to state and local graduation requirements for students who entered high school in the 2019-2020 school year and thereafter. Please see the Senate Bill 158 Implications for Minimum High School Graduation Requirements document for specific changes.

	4 English Credits	4 Math Credits	3 Social Studies Credits	3 Science Credits	Other Credits
Foundational	English I English II	Algebra I Geometry	Social Studies Social Studies	Lab-based Science Lab-based Science	½ Health; ½ PE Visual/Performing Arts
Personalized	2 Additional English credits aligned with the ILP and covering the remaining <u>KAS for Reading & Writing</u> Additional course options aligned to the <u>KAS for Reading & Writing</u> could include, but are not limited to: English III, English IV, AP Language, AP Literature, dual credit English, etc.	2 Additional Math credits aligned with the ILP and covering the remaining <u>KAS for Mathematics</u> Additional course options aligned to the <u>KAS for Mathematics</u> could include, but are not limited to: Algebra II, Precalculus, College Algebra, AP Calculus, dual credit math, dual credit CTE math, etc.	Social Studies aligned with the ILP and covering the <u>KAS for Social Studies</u> Additional course options aligned to the <u>KAS for Social Studies</u> could include, but are not limited to: Social Studies 1, 2, 3, Geography/AP Human Geo, World History (or AP), US History (or AP), Economics, etc.	Science aligned with ILP and covering the <u>KAS for Science</u> Additional course options aligned to the <u>KAS for Science</u> could include, but are not limited to: Chemistry (or AP), Physics (or AP), Biology (or AP), CSI Forensics, dual credit science, etc.	6 credits aligned with ILP and covering the related content area KAS. Additional course options aligned to the <u>KAS for Visual and Performing Arts</u> could include, but are not limited to: Chorus 1, Orchestra 1, Visual Arts 1, Theatre 1, Band 1, etc.

All required courses must be aligned to the Kentucky Academic Standards. These are state minimum standards and additional requirements may vary by district.

Other Graduation Requirements:

- Pass state-mandated civics test
- (Beginning in 2020-2021) Successfully complete a course or program in financial literacy
- Receive instruction in essential workplace ethics
- Demonstrate competency in technology



Other Considerations:

- Development of Individual Learning Plan (grades 6-12)
- CPR Training in Health, PE or JROTC course

To view this image online for better clarity, please visit:

https://education.ky.gov/curriculum/hsgradreq/Documents/New_Graduation_Requirements.pdf

Minimum High School Graduation Requirements Freshmen Classes 2018-2019 Through 2020-2021

Year	Minimum Number of Credits	English/ Language Arts	Social Studies	Mathematics	Science	Other Credits	Grade 10 Exams	Other Requirements
Grade Nine Students Entering 2018-2019 School Year and Prior	22 credits	Four credits: English I, II, III, and IV; An English course or equivalent must be taken each year of high school.	Three credits aligned with the ILP and covering the <i>KAS for Social Studies</i>	Three credits: Algebra I, Geometry, and Algebra II; A mathematics course or equivalent must be taken each year of high school.	Three credits aligned with ILP and covering the <i>KAS for Science</i>	1/2 credit: Health 1/2 credit: Physical Education One credit: Visual/Performing Arts aligned with ILP and covering the <i>KAS for Visual and Performing Arts</i>	Counts only toward accountability spring of 2020	Civics test; demonstrated performance-based competency in technology; seven elective credits
Grade Nine Students Entering 2019-2020 School Year	22 credits	Four credits: English I, II, and two other personalized credits covering the remaining required <i>KAS for Reading and Writing</i>	Three credits aligned with the ILP and covering the <i>KAS for Social Studies</i>	Four credits: Algebra I, Geometry, and two other personalized credits covering the remaining required <i>KAS for Mathematics</i>	Three credits aligned with ILP and covering the <i>KAS for Science</i>	1/2 credit: Health 1/2 credit: Physical Education (one of which shall provide CPR training) One credit: Visual/Performing Arts aligned with ILP and covering the <i>KAS for Visual and Performing Arts</i>	No Assessment Benchmark is Required for Graduation	Civics test; demonstrated performance-based competency in technology; six elective credits
Grade Nine Students Entering 2020-2021 School Year	22 credits	Four credits: English I, II, and two other personalized credits covering the remaining required <i>KAS for Reading and Writing</i>	Three credits aligned with the ILP and covering the <i>KAS for Social Studies</i>	Four credits: Algebra I, Geometry, and two other personalized credits covering the remaining required <i>KAS for Mathematics</i>	Three credits aligned with ILP and covering the <i>KAS for Science</i>	1/2 credit: Health 1/2 credit: Physical Education (one of which shall provide CPR training) One credit: Visual/Performing Arts aligned with ILP and covering the <i>KAS for Visual and Performing Arts</i>	No Assessment Benchmark is Required for Graduation	Civics test; Financial literacy standards program or course; demonstrated performance-based competency in technology; six elective credits; Receive instruction in essential workplace ethics

All required courses must be aligned to the *Kentucky Academic Standards*. These are state minimum standards and additional requirements may vary by district.



Revised 8.3.2020

To view this image online for better clarity, please visit:

https://education.ky.gov/curriculum/hsgradreq/Documents/Graduation_Requirements_Freshman_Classes_2018-2019_Through_2020-2021.pdf

SUMMER SESSION

Students may have the opportunity to complete core requirements during the summer session. There is a \$25 fee per course (\$10 fee per course if free/reduced lunch).

AWARDS AND HONORS

Awards and honors are given to students in recognition of service to school and community or for achievement in academic areas and extra-curricular activities. These awards are presented to students during special programs throughout the year, Underclassmen Awards Program, or Senior Honors Day.

PARENT/TEACHER CONFERENCES

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

INFINITE CAMPUS HOME ACCESS

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

STUDENT ACCEPTABLE USE PROCEDURES

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

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

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

DISCLAIMER TO STUDENTS

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

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

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

Note: Students violating their AUP lose computer privileges and are still responsible for completing an alternative classroom activity.

NOTIFICATION OF FERPA RIGHTS

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

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

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

Programs and Resources

CREDIT RECOVERY (New for 2022-23)

Credit Recovery is a computer-based program with lessons, quizzes, and tests, all based on core content. Mercer Senior High School through its Extended School Services program, offers **Credit Recovery** to students as a means for making up credits in English, math, science, social studies and required elective credits. **Credit Recovery** is not available for students to replace a failing grade, except through summer school, where the maximum grade earned will be a "D". The grade earned in a credit recovery class during the school year will be added to a student's transcript (it will not replace a student's failing grade).

STUDENT HOMEBOUND PROGRAM

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

TRAILBLAZER ACADEMY STUDENTS

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

CO-OP/INTERNSHIPS

Designed for students who want to combine their education with part-time work experience. Students enrolled in CO-OP/INTERNSHIPS and employed will earn 1 credit.

Rules for CO-OP/INTERNSHIPS

- Must have completed the correct courses in the following pathways: Agriculture, Business, Early Childhood Education
- Must have a job/placement the entire school year in order to leave early.
- Must work at least 10 hours a week.
- CO-OP/Intern must start at the beginning of the school year.
- Must sign and complete Work Verification form and rules
- Must submit a pay stub for CO-OP or evaluation for Internship for verification of employment either weekly or bi-weekly depending on pay schedule.
- Babysitting brothers or sisters will not serve as a workplace.
- Maintain passing grades, meet school attendance requirements, remain discipline free.

ADVISOR/ADVISEE

Students will earn .25 credits each year by successfully fulfilling the A/A requirements. Students work on career majors/cluster, ILP's, financial literacy, suicide information/prevention, community service and character development.

CLUBS

Students are encouraged to participate in clubs; however, they should monitor their commitments especially with clubs that meet on the same cycle. Some club meetings will be outside the school day. Any student can join a club if they meet the club requirements and have good attendance and academic standing in their classes.

ESS (Extended School Services)

After school tutoring will be offered two days a week in the core areas of language arts, math, science, and social studies. Transportation is provided by the district for students on these days.

FAMILY AND YOUTH RESOURCE CENTER

Students needing assistance for school supplies or other items necessary to ensure student success can see Mrs. Pike, our Resource Coordinator.

Athletics/ Extra Curricular Activities

SCHOOL-SPONSORED ACTIVITIES/ DANCES

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

- a. Only our high school students and their guest shall be permitted to attend dances and other restricted activities. No middle school students will be allowed to attend. No person over the age of 20 will be permitted to attend. Approval shall be made in advance through written permission with the principal.
- b. Students that leave will not be permitted to re-enter.
- c. All events must end by **12:00** midnight.
- d. No drugs, alcohol, or tobacco (alternative) permitted. Students or guests under the influence or in possession of alcohol/drugs will be reported to parents/guardians and law enforcement.
- e. Students must be at school the day of the event or have prior approval of school administration. If events are on Saturday and/or Sunday, the student must be in school on Friday.

ATHLETIC ELIGIBILITY

The same academic guidelines required by the KHSAA will be required of all sports at MCSHS. Currently under a 6 period day schedule, a student must be passing at least 4 of 6 classes. A middle school student participating on the high school team must be passing at least 2/3 of their respective classes. A grade check will be conducted at noon on each Friday. Any athlete not passing 2/3 of their classes will be ineligible for athletic competition from the next Monday through the next Sunday.

All athletes, cheerleaders, and participants must maintain a good attendance record and none shall be permitted to participate in any athletic contest or practice **unless they are in attendance on the day of the game (if the event is on Saturday or Sunday, the participant must be in attendance on the preceding Friday)**. Attendance means being counted present for at **least half of the day**. Appeals will be handled through the Principal.

Athletic Fee

Please refer to District Athletic policy for current athletic fees.

College Signing Ceremonies

Signing ceremonies will be offered and organized by the Mercer County Athletic Department for student-athletes accepting athletic scholarships to a college or university, or grants and aid to a Division III college. While the athletic department will organize the time and space, as well as coordinate with coaches and the media, it is the responsibility of the student-athlete to provide any extra fanfare (i.e. decorations, refreshments) for the event.

During-school ceremonies will be held on three days during the year: designated Fridays in November, February, and April. Additional ceremonies may be held immediately after school on non-designated signing days but are subject to the availability of school resources and athletic staff.

To schedule a college-signing ceremony, a request must be presented by the student-athlete a minimum of one week prior to the designated signing day.

Division I scholarship signings, on a case-by-case basis, will be given special consideration in scheduling and may warrant a ceremony on a non-designated day.

KHSAA District 46
Sportsmanship Expectations
“Remember: Be Loud, Be Proud, Be Positive”

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

According To KHSAA Bylaw 11.

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

KHSAA District 46 Spectators’ Code of Conduct:

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

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

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

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

Attendance Policies

Parents are allowed to write six (6) excuse notes per year for reasons they deem appropriate (illness, family emergency, college visit days, etc.). Any other days beyond the six must be official absences (doctor, dentist, legal, mental health, behavioral health). Students are limited to 10 medical notes (doctor, mental health, behavioral health, dentist). Absences beyond the six parent notes and official notes will be counted as unexcused.

All notes must be turned in to the office the date the student returns to school. Any notes turned in more than (5) days beyond the student's return to school will be counted as unexcused.

For absences and tardies without written documentation, a Parent Excuse will be used to excuse the absent/ tardy if these are available. If the limit of six (6) parent excuse absence/tardy have been reached, the absence/ tardy will be considered unexcused. (Please refer to District attendance policy)

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

Students with four (4) or more unexcused daily absences in a semester will not be eligible for club field trips, test exemptions, or other rewards/programs identified by the principal.

Students with **ten (10) or more unexcused daily absences (including suspension days)** will not be allowed to participate in the **Prom, Senior Graduation Ceremonies** and **Senior Trip**. Students with **eight (8) or more unexcused daily absences** will have their driving privileges revoked for the remainder of the school year. Students will be given a form to sign and a copy mailed home when in danger of losing these privileges.

Mercer County School Board Attendance Policy 09.123 (excerpt)

Any twelfth (12th) grade student who has accumulated ten (10) unexcused absences (absent days) will not be allowed to participate in high school graduation ceremonies. Any time period in which a student withdraws from school or has a late enrollment will also be considered as "an unexcused absence day" from the school year. Transfers from one (1) public high school to Mercer County High School will be granted an exception of three (3) school days for moving and travel. Senior attendance is based on a full year enrollment and official withdrawal from school cannot be used as an avenue to circumvent the ten (10) day unexcused event rule.

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

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

TRUANCY CHARGES:

Charges will be filed on the student and parent.

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

PARENT/DOCTOR NOTES:

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

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

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

CONSEQUENCES FOR ABSENCES

3 UNEXCUSED ABSENCES

- Parents will be notified by letter from school staff

4 UNEXCUSED ABSENCES

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

5 UNEXCUSED ABSENCES

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

6 UNEXCUSED ABSENCES

- Truancy Charges Filed

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

YEARLY PERFECT ATTENDANCE - NO ABSENCES, 1-Excused TARDY (60 minutes or less), and no unexcused tardies.

MAKING UP WORK FOLLOWING AN ABSENCE:

1. Any student who has been suspended from school will not be allowed to make up his/her work for the days he/she was suspended unless they are aware of the assignment in advance.
2. Make-up Work: When a student misses school, he/she can make up work under the following conditions:
 - a. The student is responsible for making arrangements with his/her teachers for all make-up work.
 - b. If a student misses more than 2 days, he/she will be given a day for each absence to make up the work. If 1 or 2 days are missed, the student will have 1 or 2 days accordingly to make up the work.
 - c. Work must be completed by the end of the grading period unless arrangements are made in advance with teacher and principal approval. Assignments not completed will be given a zero. IEP's and 504 plans will supersede.

Students should not be excused from classes to make up work

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

EHO (Enhanced Educational Opportunity)

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

STUDENTS CAN NOT LEAVE SCHOOL GROUNDS DURING SCHOOL DAY

Students are NOT allowed to leave school grounds during the school day, unless it is part of their scheduled day of instruction. **This is considered skipping and will result in disciplinary action.** Once a student arrives on school property, they are not allowed to leave without permission (this includes car riders, bus riders, and drivers).

SIGN IN and SIGN OUT

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

Students may leave the school only with a parent/guardian or approved individuals listed on the emergency white card in the office.

Student drivers must submit a written request from their parent/guardian in order to sign out and reasoning must be provided.

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

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

Students must be inside the door of their 1st period class to not be counted tardy.

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

STUDENTS EIGHTEEN (18) OR OLDER

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

STUDENT SICKNESS WHILE AT SCHOOL

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

WITHDRAWAL FROM SCHOOL

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

Student Driver Policies

DRIVING and RELATED POLICIES

Permission Required

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

Privilege May Be Revoked

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

CONDITIONS FOR MOTOR VEHICLE USE

1. Before a student may drive a motor vehicle onto school grounds, the student and the student's parents or guardian must sign a valid parking application. A valid proof of insurance card must be provided.
2. In order to be eligible to drive a motor vehicle onto school grounds, a student must be passing four out of six subjects at the end of each nine weeks. See Driver Verification Forms for more details.
3. The cost of a parking permit is \$25. Any student found to be parked without a proper permit may be fined \$25 or towed at the owner's expense. All student fees must be paid prior to being issued a parking permit.
4. All motor vehicles parked on school grounds must be registered with the school and must display a current parking permit. All students must present written parental permission, a valid driver license and proof of insurance coverage to receive a permit. This permit will be issued for one (1) school year.
5. Vehicles shall be parked in designated student parking areas on the school campus and are not to be visited or moved during the school day unless specific permission is given by the school principal. There will be no loitering in the parking lot. Students will not be allowed to leave campus for lunch.
6. Speeding, or any other form of reckless driving, will result in a loss or suspension of driving privileges on school grounds.
7. Student vehicles parked on school grounds are subject to search at any time if there is reasonable suspicion that illegal drugs, weapons, stolen property, or other illegal contraband may be present in the vehicle.
8. Student vehicles parked on school grounds are subject to search by drug dogs at any time.
9. Student drivers who transport other students off any school campus during the school hours may lose their parking privileges for the remainder of the school year.
10. The school system is not responsible for the automobile or its contents.

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

No Pass/No Drive and Driver Verification Forms

Before taking the driving permit test, students must have a completed Driver Verification Form proving that they are currently in school, have passed at least 66% of coursework the previous semester, and

have no more than eight unexcused absences the previous semester. Students should see the school secretary at least **24 Hours before** they need the form. This verification form is good for 60 days

Senior Information

ELIGIBILITY FOR GRADUATION

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

1. Complete all course work and finals prior to commencement.
2. Attend the required graduation practice on the last day of school. Must arrive on time and stay till the end of practice. Work Study and Co-op students must arrange to stay until practice is complete.
3. Seniors must complete their ILP's and verify 10 hours of community service with their advisors prior to graduation practice.
4. Seniors must not be disruptive during practice or they will forfeit their privilege of going through graduation ceremonies and senior activities.
5. Males must wear pants that cover their legs. Females must wear pants or dresses/skirts. All students must wear proper footwear (no flip flops/ crocs). There will be no objects attached to and no writing on caps or gowns.

GRADUATES WITH HONORS

Any student earning a weighted GPA of 4.0 or higher will be recognized with a stole to wear during the graduation ceremony.

ANNOUNCEMENTS, INVITATIONS, CAPS AND GOWNS

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

TRANSCRIPT REQUESTS

Former students who request transcripts will be charged a fee of \$1.00 if they will be picking the transcript up in person and they will be charged \$3.00 if the official transcript needs to be sent to another party by mail. Current students will not be charged a fee for transcript services. Current seniors should request transcripts for college admission through Parchment.com. Transcripts for scholarships should be requested 24 hours in advance from the guidance secretary. No transcript request can be made by phone.

SENIOR CLASS TRIP

The senior class may participate in a class trip if it is requested and approved by the SBDM Council and Board of Education. Each individual senior will be responsible for the cost of the trip. No school-wide fundraisers will be planned for this trip. The advisors for the senior class may conduct fundraisers with the approval of the principal.

SENIOR EXPENSES

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

GRADUATION LIST AND PRACTICE

Seniors will sign the graduation list verifying the name to be shown on the diploma. Students should check the name carefully for accuracy.

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

MCSH Expectations for Behavior

TITAN EXPECTATIONS

Motivated
Competitive
Safe
Honest

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

SCHOOL WIDE EXPECTATIONS	ALL SETTINGS	Hallways	Cafeteria	Restrooms
<p>Motivated Characterized by having a reason for completing an activity</p>	<ul style="list-style-type: none"> - Engaging in learning - Eager to participate - Use Time Efficiently 	<ul style="list-style-type: none"> -Have personal belongings and moving to expected location -Keep student traffic flowing -Walk on the right side of the hallway 	<ul style="list-style-type: none"> -Be on time -Strive to use appropriate lunchroom procedure -Move effectively through the lunch line 	<ul style="list-style-type: none"> -Use restroom in between classes -Use restroom quickly and exit restroom
<p>Competitive Characterized by making an exaggerated effort to be the best student in their class</p>	<ul style="list-style-type: none"> -Be 1st to have appropriate materials -Be 1st to be where you're supposed to be -Always doing what you're supposed to be doing 	<ul style="list-style-type: none"> -Move through the hallway -Be the best behaved student in the hallway -Keep traffic flowing -Keep to the Right Side 	<ul style="list-style-type: none"> -Keeping the cleanest area in the cafeteria -Throw away lunch -Always place tray in return area -Stay in appropriate line 	<ul style="list-style-type: none"> -Move in and out of restroom promptly -Clean up personal messes made -Flush Toilet -Wash Hands
<p>Safe Characterized by being polite to everyone and causing no harm</p>	<ul style="list-style-type: none"> -Be respectful -Be polite -Use Manners -No horseplay -Harassment/BullyFree 	<ul style="list-style-type: none"> - Walk, No Running - Maintain traffic flow - Keep hands and feet to self 	<ul style="list-style-type: none"> -Stay in cafeteria -Make sure to eat something to keep yourself healthy and safe -Keep hands and feet to self -Make sure everyone has someone to eat with 	<ul style="list-style-type: none"> -Respect property, do not destroy things that belong to school -Be sanitary, flush the toilet, place feminine products in appropriate bins, WASH HANDS -One person in stalls at a time -Keep bathrooms free from pollutants including vapes and e-cigarettes
<p>Honest Characterized by showing trustworthiness to do the right thing, when nobody is paying attention</p>	<ul style="list-style-type: none"> -Be accountable -Be a good citizen -Tell the truth 	<ul style="list-style-type: none"> -Listen to teachers as they correct issues -Be truthful about any and all situations that are questioned by teachers and staff -Get to where you are supposed to be within the proper time frame -Stand up for what is right if students are being disrespected 	<ul style="list-style-type: none"> -If you need to leave, go where you said you were going. -Take only what you ordered -Keep area where eating clean -If asked, tell the truth about what you know you're being asked about -Remain in the cafeteria until dismissed 	<ul style="list-style-type: none"> -If you're aware of a mess, let a teacher or administrator know promptly -Admit any wrongdoings if a teacher or staff member asks questions about students' behavior -Have integrity to follow rules and proper procedures in the restroom

SCHOOL WIDE EXPECTATIONS	Arrival / Dismissal	Assembly	Buses	Library/Media Center
<p>Motivated Characterized by having a reason for completing an activity</p>	<ul style="list-style-type: none"> -Arrive promptly -Go to designated areas -Leave promptly 	<ul style="list-style-type: none"> -Go promptly to designated area -Show respect to presenter -Show school spirit if appropriate -Listen attentively 	<ul style="list-style-type: none"> -Be on time for pickup or drop off -Listen to the bus driver -Be attentive and respectful to those around you 	<ul style="list-style-type: none"> -Report directly to the location requested -Have a reason to be in the Media Center -Move through without disrupting others
<p>Competitive Characterized by making an exaggerated effort to be the best student in their class</p>	<ul style="list-style-type: none"> -Arrive 10 minutes early time to school -Dismiss at proper bell -Follow state and parking lot driving rules 	<ul style="list-style-type: none"> -SLANT - Sit up, lean forward, ask questions, nod your head and track the speaker 	<ul style="list-style-type: none"> -Follow All Rules 	<ul style="list-style-type: none"> -Pay fines -Return Materials
<p>Safe Characterized by being polite to everyone and causing no harm</p>	<ul style="list-style-type: none"> -Follow parking lot and state traffic laws and procedures -Keep hands and feet to self -Remind friends to be on time 	<ul style="list-style-type: none"> -Sit with grade level classes -Stay seated -Stay quiet, unless otherwise asked by presenter -Keep personal devices out of sight 	<ul style="list-style-type: none"> -Sit in seat assigned by bus driver -Stay in seat -Adhere to the rules of the bus driver -Respect property with care 	<ul style="list-style-type: none"> -Keep hands and feet to self -Use resources appropriately -Be courteous with peers and staff -Return resources to their appropriate place
<p>Honest Characterized by showing trustworthiness to do the right thing, when nobody is paying attention</p>	<ul style="list-style-type: none"> -Go directly to designated areas -Respect others' property -Be where you're supposed to be when arriving or departing from school 	<ul style="list-style-type: none"> -Sit where you're assigned to sit -Keep an opened mind about assembly topic -Turn in belongings found in bleachers/floor surrounding areas 	<ul style="list-style-type: none"> -Sit in your seat -Admit if the bus driver has found you to be in the wrong seat -If a confrontation occurs, state true observations and actions -Follow the rules of the bus driver 	<ul style="list-style-type: none"> -Remind others to follow rules/guidelines -Materials shown respect and treated with care

Media Center

Books - Students who are in good standing with the Media Center (no overdue books or fines) may check out up to **five** items at a time. Books are checked out for a two week period. Students may renew a book without having it with them. A fine of \$0.10 per school day will be placed on each overdue book. Once a student is placed on the overdue list, they may not check out other books or resources until the item is returned. Overdue notices will be distributed every two weeks in first period. Parents will be notified by email. Students unable to pay their fines may work off their fines in the Media Center if approved by the Media Specialist.

Makerspace Area – This section of the Media Center is a DIY space where students can gather to create, invent, and learn.

Code of Acceptable Behavior

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

Consequences for Inappropriate Behavior

MCSHS COMMUNITY SERVICE

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

DETENTION HALL

Detention hall is used as a disciplinary measure for students who exhibit inappropriate school behavior. Detention can be held before and after school. School administration has the authority to assign detention. Administrative detention halls will be assigned based on the referral. Detention will be held after school two days a week from 3:30 – 4:30 p.m. Students who work have the responsibility of informing their employers when having detention. Failure to serve will result in assignment of Friday school.

FRIDAY SCHOOL

Friday school serves as a consequence for student behavior. As per the District Code of Conduct "Disciplinary Options," upon receipt of a disciplinary referral administrators may assign this for the next available date. Friday school is a 1 - 3 hour supervised time period on selected days. Students should report to the office and will be monitored by a school administrator or designee. Students are expected to cooperate with the supervisor and complete requested assignments or do community service. Parents will be notified of Friday School assignments; students are responsible for making arrangements for transportation. Students who work have the responsibility of informing their employers when having Friday school. If a student fails to attend, the student will receive further disciplinary action, which may include multiple ISAP days or suspension for repeated non-compliance.

IN SCHOOL ALTERNATIVE PROGRAM (ISAP)

The ISAP program is designed as a discipline measure to remove the student from the regular school day but keep them in school. It is a restrictive environment in which the student does class work assigned to them through Google Classroom and does not have the privilege to be involved in the regular school day. It is the students' responsibility to check their Google Classroom accounts for any assignments issued by their teachers. Students are assigned ISAP through the office. Students refusing to complete work in ISAP may face further consequences.

SUSPENSION AND EXPULSION

These are **the most severe measures that a student can receive**. There are Board guidelines to follow anytime a student is suspended or expelled. Suspension can range from **1 to 10 days**. A suspended or expelled student is not allowed on school property and cannot participate in school activities. Assignments missed during suspension will be subject to teacher discretion in regards to credit given. Parent conference will be held upon suspension.

DUE PROCESS FOR KRS 158.150

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

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

HARASSMENT/DISCRIMINATION

KRS 525.070 HARASSMENT reads as follows: A person is guilty of harassment when, with intent to intimidate, harass, annoy, or alarm another person, he or she:

- * Strikes, shoves, kicks, or otherwise subjects him to physical contact
- * Attempts or threatens to strike, shove, kick, or otherwise subject the person to physical contact
- * In a public place, makes an offensively coarse utterance, gesture, or display, or addresses abusive language to any person present
- * Follows a person in or about a public place or places
- * Engages in a course of conduct or repeatedly commits acts which alarm or seriously annoy such other person and which serve no legitimate purpose

Being enrolled as a student in a local school district, and while on school premises, on school-sponsored transportation, or at a school-sponsored event:

- * Damages or commits a theft of the property of another student
- * Substantially disrupts the operation of the school
- * Creates a hostile environment by means of any gestures, written communications, oral statements, or physical acts that a reasonable person under the circumstances should know would cause another student to suffer fear of physical harm, intimidation, humiliation, or embarrassment.

PROHIBITION

Harassment/Discrimination due to an individual's race, color, national origin, age, religion, marital status, political beliefs, sex, or disability is prohibited at all times on and off school property during school sponsored activities. This prohibition also applies to visitors to the school who may come into contact with employees and students. District staff shall provide for a prompt and equitable resolution of complaints concerning harassment or discrimination.

DISCIPLINARY ACTION

Students who engage in harassment/discrimination of an employee or another student on the basis of race, color, national origin, religion, marital status, political beliefs, sex, or disability shall be subject to disciplinary action, including, but not limited to suspension and expulsion. Students with repetitive harassment issues may receive an affidavit to court. **See Harassment/Bullying Consequences**

PROCEDURES

Students who believe they have been a victim of an act of harassment/discrimination or who have observed other students being victimized shall, as soon as reasonably practicable, inform their teacher, guidance counselor, or Principal of the incident. Alleged sexual harassment will be reported to the District's Title IX Coordinator. Acts deemed to be harassment must be reported to the Principal in writing within 48 hours.

NON-DISCRIMINATION

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

BULLYING/HAZING

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

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

HARASSMENT/BULLYING CONSEQUENCES

1st Offense – Policy is reviewed with student, student signs off on harassment acknowledgement form and parent is contacted.

2nd Offense – Policy is reviewed again with student, student is assigned detention, and parent is contacted, possible charges filed with CDW based on severity of incident.

3rd Offense - Policy is reviewed again with student, student is assigned afternoon school or ISAP, and parent is contacted, possible charges filed with CDW based on severity of incident.

4th offense - Policy is reviewed again with student, student is assigned afternoon school, ISAP or suspension, parent is contacted, charges filed with CDW.

***Depending on the severity of the harassment/bullying 1st and 2nd offense consequences may be skipped.**

Bully Information Sheet

Is it bullying?

What is it?



<p>TEASING</p> <ul style="list-style-type: none">• Everyone is having fun• No one is getting hurt• Everyone is participating equally	<p>CONFLICT</p> <ul style="list-style-type: none">• No one is having fun• There is a possible solution to disagreement• Equal balance of power
<p>MEAN MOMENT</p> <ul style="list-style-type: none">• Someone is being hurt on purpose• Reaction to a strong feeling or emotion• As isolated event (does not happen regularly)	<p>BULLYING</p> <ul style="list-style-type: none">• Attacked physically, socially, and/or emotionally• Unequal balance of power• Happens more than once over a period of time• Someone is being hurt on purpose

[Found on mssepp.blogspot.com](http://mssepp.blogspot.com)


What is the difference between Bullying and Harassment?

Bullying and Harassment sometimes overlap, but not all bullying is harassment and not harassment is bullying.

Bullying	Harassment
<p>To be considered bullying, aggressive behavior must include:</p> <ul style="list-style-type: none"> • A real or perceived imbalance of power: physical strength, access to embarrassing information, or popularity used to control others • Repetition-bullying behaviors have happened more than once or have the potential to happen more than once. <p>Types of Bullying:</p> <ul style="list-style-type: none"> • Physical-hurting someone (hitting, kicking, pinching, tripping, pushing, mean or rude hand gestures) • Verbal-saying or writing mean things (teasing, name calling, inappropriate sexual comments, threatening to cause harm, cyber bullying) • Social or Relational-hurting someone's reputation or relationship (leaving someone out, telling others not to be friends with, spreading rumors, embarrassing someone in public) • Damage to property-taking or breaking someone's things (can also include cyberbullying) 	<p>Harassment is <u>unlawful</u> behavior toward a protected class. Harassment is covered by federal civil rights laws when the behavior is based on race, national origin, sex, disability, or religion.</p> <p>BULLYING BECOMES HARASSMENT WHEN:</p> <ul style="list-style-type: none"> • Bullying behaviors are severe, pervasive, persistent (the behaviors don't stop after the offender has been told to stop) • Bullying behavior creates a hostile environment at school: <ul style="list-style-type: none"> o Interferes or limits a student's ability to benefit by services, opportunities offered by the school <p>NOTE: Schools are REQUIRED to report harassing behaviors (including Harassing communications) to local law enforcement, The Kentucky State Police, or the County Attorney within 48 hours of the original report.</p>

I AM OR SOMEONE I KNOW IS BEING BULLIED.

Who do I tell and when?

<p>You should report any instance of bullying immediately to:</p> <ul style="list-style-type: none"> • Teachers, principals, counselors, bus drivers or others adults at school • Your parents 	<p>You can also report anonymously at</p>  <p>Logon to www.mercer.kyschools.us to access.</p> <p>Note: This "tipline" is NOT for immediate response. If you need immediate assistance, dial 911.</p>
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1. Administrators at your school are required to document an investigation and submit a report on the findings of the investigation.
2. Administrators will make every effort to eliminate a hostile environment.
3. School and District employees involved in the investigation of complaints shall respect, as much as possible, the privacy and anonymity of both victims and persons accused.
4. Administrators will contact parents of both the victims and persons accused when bullying is reported and at the conclusion of the investigation.
5. Administrators will take measures needed to protect students from retaliation for reporting or assisting in an investigation.

What is going to happen after I report bullying? What if the bullying continues?

1. Report any additional bullying to school administrators.
2. You can report to the District Level Safe Schools Coordinator and/or the Superintendent.
3. You can also notify law enforcement if bullying persists and/or the bullying behavior escalates.

Disruption of Classroom and School Day

TEACHER DISCRETION

When dealing with classroom disruption it is the discretion of the teacher to issue appropriate consequences for inappropriate behavior. When a teacher deems it necessary for administrative support, consequences such as: Verbal Warning, Lunch Detention, ISAP, or Suspension may be issued.

INSUBORDINATION/DISRESPECTFUL BEHAVIOR

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

USE OF PROFANITY

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

KRS 161.190 ABUSE OF A TEACHER

Whenever a teacher or school administrator is functioning in his capacity as an employee of a board of education of a public school system, it shall be unlawful for any person to direct speech or conduct toward the teacher or school administrator when such person knows or should know that the speech or conduct will disrupt or interfere with normal school activities or will nullify or undermine the good order and discipline of the school. Effective: July 13, 1990. School consequences and court charges could be issued for any incidents involving the verbal or physical abuse of any school employee.

APATHY/SLEEPING IN CLASSROOMS

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

HORSEPLAY

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

MISCELLANEOUS EXPECTATIONS

In an effort to inform students of the rules and regulations of the school, we have provided this handbook as a reference. It is difficult to include all situations and rules that affect our school. Also, teachers have the right to set classroom expectations that complement school and district policies.

- a. No advertisements on campus including posted or handed out material without prior approval of the principal.
- b. No selling of items such as candy, cookies, or soft drinks during the school day by students for personal gain.
- c. Students are responsible to clean up their messes in the hall, cafeteria, locker, and classroom.
- d. Students are to show respect to all staff members, including custodial staff, cafeteria staff, and secretaries.
- e. **No outside food from a restaurant will be allowed in the building.** Drinks and peanut free snacks will only be allowed in the classroom at the teacher's discretion. Exceptions will be made only for medical conditions on file in the nurse's office. **OFF LIMIT AREAS FOR FOOD AND DRINKS: Computer labs and computers in the classroom, media center, auditorium and gym.**

Other Policies to Ensure Quality Instruction/School Day

TARDY POLICY

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

Disciplinary action for unexcused tardies is:

- 1st Unexcused Tardy** - Minor Infraction form completed
- 2nd Unexcused Tardy** – Minor Infraction form completed
- 3rd Unexcused Tardy** – One Period ISAP
- 4th Unexcused Tardy** – One Period ISAP
- 5th Unexcused Tardy** – One hour detention
- 6th Unexcused tardy** – One hour detention
- 7th Unexcused tardy** – Friday School and loss of driving privileges for two (2) weeks.
- 8th Unexcused tardy** – ISAP and loss of driving privileges for an additional two (2) weeks.
- 9th Unexcused tardy** – Friday School and loss of driving privileges for an additional four (4) weeks.
- 10th Unexcused tardy** – Two full days of ISAP and no driving to school the remainder of the year.

CELL PHONES AND ELECTRONIC DEVICES

Students will be allowed to use electronic devices before/ after school, during their lunch time and in between classes as long as they do not disrupt the school day. The use of electronic devices in the classroom or in any academic setting is at the discretion of the classroom teacher. Electronic devices will be confiscated and disciplinary action taken if these conditions are not met or the device is deemed a distraction to learning. SIM cards and batteries must remain in the phone when confiscated. Filming/video recording with a cell phone of any school activity that includes fighting or violence to be viewed by others and posted on social media sites or venues is a violation. Students will face consequences and phones will be confiscated and turned over to the police. **Cell phone usage time may increase or decrease at administrator's discretion.** The discipline actions for electronic devices are:

- 1st Offense** –Device is confiscated for the remainder of the school day and will be returned to the student at the end of the school day.
- 2nd Offense** –Device is confiscated for the remainder of the school day and is returned only to a parent or guardian no later than 4:00 pm. If the parent or guardian has not picked up the device after 3 days it will be given to the student. Students will also be issued an after school detention for the consequence.
- 3rd Offense** –Same as 2nd offense, except 1 Day of ISAP will be assigned instead of detention.
- 4th Offense** –Same as 2nd offense, except 1 Day of Friday School will be assigned.

Students refusing to give up their electronic device will receive further consequences from administration, which may include detention, Friday School, ISAP or suspension from school.

MCSHS will not be responsible for electronic items in the event of theft, damage, or other such incidents. Students are encouraged not to bring electronic devices to school.

MCSHS Dress Code Policy

In the interest of promoting a safe, united, and orderly learning environment, students are to adhere to the following as it pertains to their daily appearance. All students are expected to adhere to common practices of modesty, cleanliness, and neatness and to dress in such a manner as to contribute to the academic atmosphere. The responsibility for these actions rests primarily with the student and his or her parents or guardians.

Accepted Clothing

- * Clothing must have fabric in the front, back and on the sides and must cover the midriff completely.
- * Clothing must cover undergarments including waistbands and bras.
- * Clothing must cover all private parts and NOT be seen through.
- * Clothing must be suitable for all scheduled classroom activities including physical education, science labs, AG Shop and other activities where unique hazards exist.

Non-allowable Dress / Accessories

- * Clothing/Other Items may not depict, advertise, or advocate the use of tobacco, alcohol, marijuana, or other controlled substances.
- * Clothing/Other Items may not depict pornography, nudity, or sexual acts.
- * Clothing/Other Items may not depict guns/weapons, etc.
- * Clothing/Other Items may not use or depict hate speech targeting groups based on race, ethnicity, gender, sexual orientation, gender identity, religious affiliation, or any other protected groups.
- * Clothing/Other Items, including gang identifiers, must not threaten the health and safety of any other student or staff.

Specific Prohibited Items

- * Facial piercings, jewelry, or other accessories that may be used as weapons including but not limited to: fish hooks, dog collar-like or spiked necklaces, wallet chains
- * Any clothing/other items/hairstyle/grooming that disrupts the school day
- * Hats are not permitted. All hats need to be out of sight (in a locker or backpack) while students are in the school building and are not allowed to be carried around the school between 7:45 am and 3:10 pm.
- * Hoods may not be worn at all while students are in the school building.
- * Bandanas and sunglasses
- * House shoes, blankets, pillows
- * Trench coats, oversized jackets

Enforcement

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

Consequences

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

1st offense: Correct the infraction

2nd offense: Correct the infraction; notify parent/guardian

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

4th offense: Correct the infraction; notify parent/guardian and assignment to Friday School

5th offense: Correct the infraction; notify parent/guardian and assignment to ISAP

After the fifth offense, it will be treated as open defiance and handled accordingly. This may include losing privileges such as parking on campus, field trips, school dances or suspension.

PUBLIC DISPLAY OF AFFECTION

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

1st offense – ISAP (one period), 2nd offense – Detention, 3rd offense – Friday School, 4th offense – 2 Days Friday School School

TOBACCO POLICY

Mercer County Senior High is a designated smoke-free facility by the local Board of Education and the SBDM Council. **Use or possession of tobacco products on school grounds, including the parking lot, by students is prohibited according to KRS 438.050 of the Kentucky State Law.** Tobacco products will be confiscated. **E-CIGARETTES/JUULS shall be considered a tobacco product and will be confiscated.**

Fines may be assessed by the courts. **Students caught spitting tobacco dip onto or into school property will be required to clean up their mess and will be issued an additional consequence of after school community service. (Cleaning building or grounds from 3:10-4:10)**

	POSSESSION/UNDER THE INFLUENCE/TRANSFER
1 st Offense	1 Afterschool Detention and Tobacco Cessation Class
2 nd Offense	1 ISAP and Tobacco Cessation
3 rd Offense	1 Friday School and/or 2 Detention Days and Tobacco Cessation and Refer to law enforcement

After the second offense, it will be treated as open defiance and handled accordingly. This may include losing privileges such as parking on campus, field trips, and school dances. Students may be subject to random possession of tobacco checks.

WEAPONS/DANGEROUS INSTRUMENTS

Students that have in possession and/or use a weapon at school, on school grounds, or at a school-sponsored activity will be in violation of school policy, state and federal law. KRS 525.100 states UNLAWFUL POSSESSION OF A WEAPON ON SCHOOL PROPERTY IN KENTUCKY IS A FELONY PUNISHABLE BY A MAXIMUM OF FIVE YEARS IN PRISON AND A TEN THOUSAND-DOLLAR (\$10,000) FINE. Our school is committed to providing a safe educational environment for our students and this law will be carried out. Any student found in violation of this law will have consequences based on the chart below. **This is a serious issue and MCSH is firmly committed to enforcing this policy. A pocket-knife of any size or for any purpose is not allowed on school grounds. Students with a pocket-knife may be suspended, knife confiscated, parent conference held, and possible court referral made.**

KNIVES /DANGEROUS INSTRUMENT/ LOOK ALIKES/ DEADLY WEAPONS (Board Policy: 05.48)

- Including Pocket Knives or Dangerous Instrument

For the purpose of the Mercer County School District Code of Acceptable Behavior and Discipline, the term weapon includes any knife/dangerous instrument. A knife/dangerous instrument is considered a weapon, including pocket knives, and is **NOT** to be brought to school. (KRS158.154 Duty to Report to Local Law Enforcement Agency) *This includes items that are deemed a look-alike.

POSSESSION/EXHIBITING/THREATENING/USE/ASSAULT with a deadly weapon –Notification of law enforcement

	POSSESSION	POSSESSION/ Exhibiting Knife or Dangerous Instrument	POSSESSION/ THREATENING with Knife or Dangerous Instrument	POSSESSION/ USE & Assault w/ Knife or Dangerous Instrument
1 st Offense	MINIMUM 1 Day In-School Suspension (Minimum Elementary Student Half-Day to 1 day- In School Suspension) Shall report to law enforcement May Recommend Discipline Committee/ Expulsion	MINIMUM 1-2 Day Suspension (Minimum for Elementary Student Half to 1 day- In- School Suspension ISAP) Shall report to law enforcement May Recommend Discipline Committee/ Expulsion	MINIMUM 5-10 Days Suspension (Minimum Elementary Student 1-5 days - In-School Suspension) Shall report to law enforcement Shall Recommend Discipline Committee/ Expulsion	MINIMUM 7-10 Days Suspension (Minimum Elementary Student 1-3 -days Suspension) Shall report to law enforcement Shall Recommend Discipline Committee/ Expulsion
2 nd Offense	MINIMUM 1-3 Day Suspension Shall report to law enforcement May Recommend Discipline Committee/ Expulsion	MINIMUM 3-5 Day Suspension (Minimum Elementary Half -1 Day of ISAP) Shall report to law enforcement May Recommend Discipline Committee/ Expulsion	MINIMUM 7-10 Day Suspension (Minimum Elementary 1-5 Days In-School Suspension) Shall report to law enforcement Shall-Recommend Discipline Committee/ Expulsion	MINIMUM 10 Day Suspension (Minimum Elementary 3-5 days Suspension) Shall report to law enforcement Shall-Recommend Discipline Committee/ Expulsion

1st, 2nd, 3rd, and subsequent offense time calculations may be based upon the current school calendar year.

For purposes of Mercer County School District Code of Acceptable Behavior and Discipline, the term “weapon” shall include knives, including pocket knives & hunting knives, box cutters, or other dangerous instruments that can cause injury or death. DEADLY WEAPON- (Board policy 05.48) Consequence becomes much more severe if it is determined to be a DEADLY WEAPON and the nature of the incident.

DISABLED STUDENTS- For purpose of this Code of Acceptable Behavior and Discipline and Board Policy, the status of the student as an individual with a disability will be considered as to the appropriate disciplinary consequences including the length of the suspension and whether or not to recommend for expulsion or file court charges

DRUG AND ALCOHOL POLICIES

The Mercer County Board of Education in its efforts to prohibit the use, possession, or trafficking of drugs on school grounds initiate the following: **drugs are defined as alcohol, narcotics, illicit drugs, counterfeit or controlled substances, look-alikes, drug paraphernalia, vape pens, cartridges, or any substance used as a mind-altering substance including organic or synthetic substances.**

Any student who is determined to be under the influence, have possession or trafficking in drugs on school grounds, school buses, or at school sponsored activities and does not have a valid physician’s order for the use thereof, will be investigated as to the violation of **KRS 158.150** and the Mercer County Code of Conduct pertaining to drug and alcohol abuse. A student suspected of violating the drug policy will be provided due process and is subject to a search of their person, locker, vehicle, or any other item in their possession that is on school grounds. Charges will be filed pending results of the school investigation.

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

When a student is in violation of the drug policy, the following disciplinary actions will be taken:

Any student found in violation of this law will be immediately suspended from school and administration will refer to the District Code of Acceptable Behavior and Discipline for further consequences including possible expulsion, and involvement of law enforcement. (see chart below)

REVISED PROCEDURE

ALCOHOL, DRUGS, LOOK-ALIKES, SYNTHETIC, AND OTHER PROHIBITED SUBSTANCES (POTENTIALLY INCLUDING VAPOR PRODUCTS)

	POSSESSION/UNDER THE INFLUENCE	POSSESSION/TRANSFER
1 st Offense	MINIMUM 5 Days Suspension (Minimum-Elementary Student 1 Day Suspension) Shall notify Law Enforcement MAY Recommend Discipline Committee/ Expulsion	MINIMUM 10 Days Suspension Shall notify Law Enforcement Shall Recommend Discipline Committee/ Expulsion
2 nd Offense	MINIMUM 7 Days Suspension Shall notify Law Enforcement MAY Recommend Discipline Committee/ Expulsion	MINIMUM 10 Days Suspension Shall notify Law Enforcement Shall Recommend Discipline Committee/ Expulsion
3 rd Offense	MINIMUM 10 Days Suspension Shall notify Law Enforcement SHALL Recommend Discipline Committee/ Expulsion	MINIMUM 10 Days Suspension Shall notify Law Enforcement Shall Recommend Discipline Committee/ Expulsion

1st, 2nd, 3rd, and subsequent offense time calculations may be based upon the current school calendar year.

DISABLED STUDENTS- For purpose of this Code of Acceptable Behavior and Discipline and Board Policy, the status of the student as an individual with a disability will be considered as to the appropriate disciplinary consequences including the length of suspension and whether or not to recommend for expulsion or file court charges.

RANDOM DRUG TESTING AND DRUG SAFETY PROGRAM

(Excerpt from Mercer County Schools Board Policy 09.423)

In this day and time alcohol and other forms of drug use/abuse have grown to major proportions in our society. The middle and high-school settings are not exempt from this phenomenon. Therefore, it is critical that educators and parents continually look for ways to institute programs that encourage a drug-free lifestyle for their students/children. It is to that end that this program is created to provide the appropriate action plan to address and foster a drug-free environment for the entire Mercer County Middle and High School community.

The program consists of two components:

1. Education and Prevention Plan
2. Drug Testing Policy

Implementation, Review, and Evaluation

All student participants and their parents/guardians must sign the “Student and Parent/Guardian Consent to Perform Urinalysis for Drug Testing” form before the student shall be permitted to try out for any athletic team, become a member of an extracurricular activity at the middle and high-school levels, or be authorized to drive or park on school property.

Please see District Code of Behavior for more information about the Mercer County Schools Random Drug Testing Policy, its implementation and actions carried out if a violation of the policy occurs.

BUS CONSEQUENCE CHART

1. Verbal Warning/Writings
2. Assign Seat (Detention, ISAP, or suspension possible depending on severity of offense)
3. Bus Suspension (3 days)
4. Bus Suspension (5-10 days)
5. Off Bus

In accordance with KRS 158.150, student’s bus privileges shall be suspended IMMEDIATELY (Number of days at the discretion of the administration) for:

- Willful disobedience of defiance of authority
- Assault or abuse of school personnel

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

Acceptable Use Procedures

One to One Chromebook Initiative

This procedure has been developed for students and families attending Mercer County Schools who participate in the One to One Chromebook Initiative. This is part of the Mercer County School Board's goal to initiate e-learning in the Mercer County School District. This e-learning initiative will allow access to textbooks and related materials through the use of technology. The District will loan a Chromebook and assigned accessories to each student for the duration of the school year per the Chromebook policy. The student is expected to maintain the device and use it as required by the Mercer County Board of Education and the teachers to improve learning opportunities and experiences. The following pages outline the District's expectations for safe and effective use of the Chromebooks through this initiative. ***Students and parents/guardians are responsible for reading and implementing all the components outlined in this policy.***

Chromebook Checklist

1. All students K-12 will pay a non-refundable ten dollar (\$10.00) fee to use a Chromebook from Mercer County Schools (MCS).
2. Chromebooks are the property of MCS and are to be used ***ONLY*** for school related work. School related work refers to any assignments made by the students' teachers including but not limited to homework, research, projects, docs, slides, etc.
3. Chromebooks are loaned to each student upon the completion of the attached contract being signed and returned. Contract will need to be signed every year.
4. Students are to comply with all rules, policies, and expectations at all times to retain eligibility to borrow a Chromebook for school use and work.
5. The student **DOES NOT** have permission to access ***games, movies, music, television, or shopping sites*** on the loaned Chromebook because these are not school work activities. The loaned Chromebook is subject to monitoring of use and the search of contents at any time, thus there can be no expectation of privacy.
6. As stated in the MCS Board Policies, compliance with the Acceptable Use Policy (AUP) is required of all students.
7. Students/parents/guardians assume and accept full responsibility for the safety, security, use, and care of the borrowed Chromebook, charger, and assigned case.
8. Lost, stolen, and/or broken Chromebooks, and/or chargers must be reported to school personnel within twenty-four (24) hours. The student is financially responsible for the cost of replacing the borrowed Chromebook and accessories in a timely manner.
9. A user's right to use and possess the borrowed Chromebook terminates no later than the last day of the stated school year unless terminated earlier by MCS for non-compliance of rules or withdrawal from actively attending MCS.
10. Students must return Chromebooks prior to withdrawing from MCS. Failure to do so may result in legal action.

Acceptable Use Procedures

One to One Chromebook Initiative

CHROMEBOOK CHECKLIST (CONTINUED)

11. Students are **REQUIRED** to bring the Chromebook to school each day with a fully charged battery. It is the student's responsibility to charge the Chromebook each night. Failure to charge the Chromebook will result in the student being unable to participate fully in all daily educational opportunities.
12. Users must respect the intellectual property rights of others by crediting sources and following all copyright laws.
13. Students are to treat this equipment with as much care as if you had purchased it with your own money.
14. The Chromebook is borrowed/loaned and must not be changed in any way including the outside case appearance as well as the operating systems. No personalization is allowed.
15. If a student is on an athletic team or involved in a club, the student must contact the coach or the sponsor for the proper place to store the Chromebook while practicing or attending club activities.
16. No one but the assigned student is allowed to use the Chromebook. The Chromebook is on loan to a specific student for school work only. The Chromebook and assigned accessories must remain in the possession of the assigned student at all times.
17. Identifying tags including the serial number tag and MCS asset tags must remain undisturbed on the Chromebook. MCS schools will keep records and inventory all Chromebooks and accessories each year.
18. Each student is responsible for the specific items loaned to him or her.
19. If a student's Chromebook is confiscated for inappropriate use, students will be given the opportunity to keep up with their work. Teachers will work with the students to provide accommodations to assist students in not falling behind in their assignments. This may consist of paper copies or instructions to use a personal device at home or whatever other methods the teacher and student agree to use.
20. Students are **required** to use the assigned provided case to transport assigned Chromebook if they have been assigned to their grade level. A backpack that has a laptop sleeve is **NOT** to be used to transport the Chromebook due to the number of breaks that have occurred. It is the student's responsibility to always use the assigned case provided by MCS.
21. Students are responsible for the cost of any Chromebook that is lost, damaged, or stolen. This includes the actual Chromebook, Chromebook screen, Chromebook keyboard, charger, and charger cord. Charges for any losses, damages, or thefts will be determined on an individual basis.

Acceptable Use Procedures

One to One Chromebook Initiative

CHROMEBOOK CARE AND USE

General Handling

The Chromebook is a computer and must be handled with care. There are things you can do to make the Chromebook last longer and offer you a trouble-free and rewarding learning experience.

Care

One of the best features of the Chromebook is the fact that it is portable. It enables you to take your homework and information wherever you go. When transporting the Chromebook, there are a few simple things you can do to protect it.

- Do not throw the Chromebook.
- Keep the Chromebook in its case at all times when not in use. Do not place it in a backpack laptop sleeve.
- Keep the Chromebook dry and protect it from rain, snow, and any liquid.
- Do not eat or drink near the Chromebook.
- Close the lid of the Chromebook before carrying it from one location to another. This ensures all mechanical and moving parts are not damaged during transit.
- Close the Chromebook carefully—from the center of the screen. Do not slam it shut.
- Do not use the Chromebook as a folder to store papers.
- Do not insert things, especially metal objects, into the openings of the Chromebook.
- At the end of each day, the Chromebook must be plugged in so that the battery is fully charged for the next day.

Cleaning

- Wipe surfaces lightly with a clean, soft cloth.
- To keep the screen clean, do not touch the screen with your fingers.
- If using a touchscreen device, make sure hands are clean.

Power Cable

- Power Cable should be lined up straight with the connector when inserting and removing.
- Be careful not to jerk, pull, or twist your Chromebook around when the cables are attached.

Wireless Internet

- Your Chromebook is a wireless only device.
- A wireless network is required to use the device
- There are free wireless “Hot Spots” in Mercer County including the public library. Please take advantage of these locations if needed.

Acceptable Use Procedures

One to One Chromebook Initiative

****COMPLETE PERSONAL INFO, SIGN, DETACH, AND RETURN TO MCSHS**

MERCER COUNTY SCHOOLS CHROMEBOOK AGREEMENT

Please Print:

Student Last Name: _____

Student First Name: _____

Student Grade Level: _____ **Date of Birth:** _____

Student ID: _____

Parent/Guardian Name:

Address: _____

Home Phone #: _____ **Cell#:** _____

Parent/Guardian Email Address: _____

Mercer County School Asset Tag#: _____

Upon our signing of this agreement, the student acknowledges receipt and possession of a working Chromebook computer, case, and power cord. We have read and understand the Mercer County Schools One to One Chromebook policy and understand our responsibility. This policy is incorporated by reference into this agreement. We promise to abide by this policy and understand that receipt of a valid school's Chromebook is a privilege that may be forfeited by noncompliance with the policy. We understand that we will be financially responsible for any costs due to damage, loss, or theft of the Chromebook issued, and that if we fail to return the Chromebook, legal action may be taken.

Date **Student Signature**

Signature **Parent/Guardian**
Date

This form must be completed before a DEVICE will be provided to your student. Please return a signed form to school in order to pick up your Chromebook.

Appendix

MCSHS Bell Schedule 2021-22	
Regular	
8:00 - 8:57	1st Period
9:01 - 9:58	2nd Period
10:02 - 10:59	3rd Period
11:03 - 1:07	4th Period
<i>11:03 - 11:27</i>	<i>1st Lunch</i>
<i>11:28 - 11:52</i>	<i>2nd Lunch</i>
<i>11:53 - 12:17</i>	<i>3rd Lunch</i>
<i>12:18 - 12:42</i>	<i>4th Lunch</i>
<i>12:43 - 1:07</i>	<i>Titan Time</i>
1:11 - 2:06	5th Period
2:10 - 3:05	6th Period

MERCER COUNTY SENIOR HIGH SCHOOL STUDENT DRIVER APPLICATION FORM

NAME _____ GRADE _____ AGE _____
 LAST FIRST MIDDLE

DRIVER'S LICENSE NUMBER _____

25\$ Parking Fee Paid _____ All other school fees paid: _____ Proof of Insurance: _____

LIST ALL CARS THAT YOU MAY DRIVE DURING THE SCHOOL YEAR.

YEAR	MAKE	COLOR	LICENSE PLATE NUMBER

~Vehicles listed above may be driven to school by this student if they have their parking tag displayed on the mirror/windshield and they are approved by the principal. No vehicles that take up more than one parking space may be listed above or driven to school.

PARENT/GUARDIAN NAME _____

ADDRESS _____

TELEPHONE NUMBERS

(HOME) _____ (WORK) _____ CELL _____

LIST ANYONE WHO HAS PERMISSION TO BE RIDING WITH STUDENT

I accept the responsibility of a student driver and agree to follow the rules and regulations as set forth by Mercer County Senior High School. I understand that any violation of these rules or misconduct may lead to the

suspension of my right to drive any type of motor vehicle on campus during school hours. If my tag is lost or revoked an additional charge of \$10.00 must be paid for a replacement.

Signatures are required on the reverse side of this form.

DRIVING REGULATIONS

1. All students driving to school must apply for a parking tag and return this application form to receive a parking tag. There is a \$25.00 fee per parking tag that is issued. This tag is the property of Mercer County Senior High School and may be revoked at any time without refund of the fee. Students who lose or destroy their parking tags must pay a \$10.00 replacement fee.
2. Failure to display tag on mirror/windshield so that the number can be seen may result in loss of driving privilege, detention hall or further action including a parking violation fee. Students who drive an unregistered car will be subject to disciplinary action.
3. In order to maintain a safe parking lot and maintain driving privileges on campus, the following rules must be maintained:
 - a. Must have a valid Kentucky operator's license.
 - b. Park in an assigned parking space that matches tag.
 - c. Agree to drive in a proper manner, not reckless.
 - d. Agree not to have any profane, sexual or other suggestive material visible on/in the vehicle while on campus.
 - e. Agree to attend school on time regularly. **Four or more unexcused absences and seven or more unexcused tardies will result in two to four week driving suspension or revoking driving privileges. SEE HANDBOOK. STUDENTS WHO VIOLATE DISCIPLINARY PROCEDURES MAY ALSO HAVE PARKING PRIVILEGES REVOKED.**
 - f. Abide by the Kentucky Revised Statute of the Uniformed Traffic Code.
 - g. Agree not to allow anyone to ever use your assigned permit. This would result in automatic revocation of parking privileges.
 - h. Agree to leave the car upon arrival on campus. I will not return to my vehicle unless I am checking out or escorted by an administrator.
 - i. **Agree not to bring illegal substances, tobacco, alcohol, weapons or any other items that would be cause for revocation of permit and other disciplinary actions.**
 - j. Agree to show respect for the parking lot security personnel and school officials in matters regarding parking privileges.
 - k. The driver is responsible for the conduct of passengers in the vehicle.
 - l. Delinquent fees, loans or textbooks may result in having parking privileges revoked.
 - m. Drivers must show proof of insurance.
 - n. Student drivers who transport other students off any school campus during the school hours may lose their parking privileges for the remainder of the school year.
 - o. **Student drivers with more than five major infractions are subject to losing their parking privilege.**
 - p. A \$25 parking violation fee may be imposed for the following: parking in a handicapped spot, parked in reserved/visitor spot, no parking tag visible, tag/space # do not match, inappropriate items on/in cars, and reckless driving practices.

Drug Testing Consent

09.423 AP.21

We have read and understand the **Mercer County School Board Policy 09.423** dealing with *Use of Alcohol, Drugs, and Other Controlled Substances for athletes/ drivers*. I desire that _____ should be permitted to drive to school and use school parking facilities and I hereby voluntarily agree, individually and on behalf of _____, that my student is subject to the terms of the Board policy 09.423 for as long as s/he exercises driving privileges. On behalf of _____ and as a parent, I consent to the means and methods used to test under the policy and I waive any rights to nondisclosure of test records/information to the extent of disclosure is required under the program and policy. I understand by signing this consent form I agree to be bound by the terms and conditions contained in the **Mercer County Board Policy 09.423**.

We have read the above and agree to abide by these rules, regulations and consent to random drug testing. I understand that failure to do so will result in the loss of my driving privileges on campus, either temporarily or permanently.

_____ PRINT STUDENT NAME	_____ STUDENT SIGNATURE	_____ DATE
_____ PRINT PARENT NAME	_____ PARENT SIGNATURE	_____ DATE



MERCER COUNTY SCHOOLS

"Great Kids Achieving Great Things"

Dear Parent/Guardian,

Our most important function in the Mercer County School District is to provide the safest learning environment possible for all of our students and school staff members.

Unfortunately, in recent years, Kentucky's P-12 schools have experienced an escalation of terroristic threats made by students with intent to do harm to either other students or school staff members. Plainly stated, these are threats being made to shoot people or detonate bombs with lethal intent. In fact, between January 23 and April 30th of 2018, Kentucky schools experienced (294) terroristic threats that caused widespread fear throughout the school's community and resulted in total disruption to the educational process. In many of those cases, school officials and law enforcement officials were forced to close schools to investigate the threats that had been made. In other cases, school attendance plummeted for days after the threat was made. Many school leaders have said that the emotional, instructional, and financial impacts of these acts are incalculable.

Terroristic Threatening in the second degree is defined in state law (KRS 508.078)

(1) A person is guilty of terroristic threatening in the second degree when, other than as provided in KRS 508.075, he or she intentionally:

- b) Makes false statements by any means, including by electronic communication, for the purpose of:**
- 1. Causing evacuation of a school building, school property, or school-sanctioned activity;**
 - 2. Causing cancellation of school classes or school-sanctioned activity; or**
 - 3. Creating fear of serious bodily harm among students, parents, or school personnel**

Such threats to our students and school staff are totally unacceptable and will not be tolerated. As a result, the purpose of this letter is to notify all parents and guardians that school district officials (in coordination with responding law enforcement agencies) will **pursue immediate legal charges for felony terroristic threatening in the second degree, to the absolute fullest extent of the law, against anyone who makes such threats, including students.** Moreover, we will advocate to our highest ability that the prosecution of these individuals be swift and their punishment be severe.

Our approach to eliminating terroristic threatening in our school and district is strong and unwavering, and as a result, it is imperative that you discuss this critically important matter with your student as soon as possible. School and law enforcement officials are determined to put a halt to these willful acts of terrorism being made toward our students. Please do your part to ensure that your student never becomes a party to such an offense by educating him/her on the seriousness of its consequences.

Together we can prevent this unnecessary, dangerous, and disruptive crime from victimizing our schools. I appreciate your partnership in keeping our school the safest place for your student to learn and grow.

If you have any questions or concerns, please contact me at your convenience 859-733-7160

Sincerely,
Spencer Tatum, Principal

MERCER COUNTY SCHOOLS

“Great Kids Achieving Great Things”

Definitions of Terroristic Threatening:

508.078 Terroristic threatening in the second degree.

(1) A person is guilty of terroristic threatening in the second degree when, other than as provided in KRS 508.075, he or she intentionally:

(a) With respect to any scheduled, publicly advertised event open to the public, any place of worship, or any school function, threatens to commit any act likely to result in death or serious physical injury to any person at a scheduled, publicly advertised event open to the public, any person at a place of worship, or any student group, teacher, volunteer worker, or employee of a public or private elementary or secondary school, vocational school, or institution of postsecondary education, or to any other person reasonably expected to lawfully be on school property or at a school-sanctioned activity, if the threat is related to their employment by a school, or work or attendance at school, or a school function. A threat directed at a person or persons at a scheduled, publicly advertised event open to the public, place of worship, or school does not need to identify a specific person or persons or school in order for a violation of this section to occur;

(b) Makes false statements by any means, including by electronic communication, for the purpose of:

1. Causing evacuation of a school building, school property, or school-sanctioned activity;
2. Causing cancellation of school classes or school-sanctioned activity; or
3. Creating fear of serious bodily harm among students, parents, or school personnel;

(c) Makes false statements that he or she has placed a weapon of mass destruction at any location other than one specified in KRS 508.075; or

(d) Without lawful authority places a counterfeit weapon of mass destruction at any location other than one specified in KRS 508.075.

(2) A counterfeit weapon of mass destruction is placed with lawful authority if it is placed as part of an official training exercise by a public servant, as defined in KRS 522.010.

(3) A person is not guilty of commission of an offense under this section if he or she, innocently and believing the information to be true, communicates a threat made by another person to school personnel, a peace officer, a law enforcement agency, a public agency involved in emergency response, or a public safety answering point and identifies the person from whom the threat was communicated, if known.

(4) Except as provided in subsection (5) of this section, terroristic threatening in the second degree is a Class D felony.

(5) Terroristic threatening in the second degree is a Class C felony when, in addition to violating subsection (1) of this section, the person intentionally engages in substantial conduct required to prepare for or carry out the threatened act, including but not limited to gathering weapons, ammunition, body armor, vehicles, or materials required to manufacture a weapon of mass destruction.

Penalties

Violating a Class D felony (adult) 1-5 years imprisonment (KRS 532.020) and/or \$1,000-\$10,000 fine (KRS 532.020).

Violating a Class C felony (adult), 5-10 years imprisonment (KRS 532.020) and/or \$1,000-\$10,000 fine (KRS 532.020).

Violating a felony (juvenile) fine not to exceed \$500 (KRS 635.085), with fine assessed at the court's discretion in lieu of commitment to the Department of Juvenile Justice.

Dear Parents/Guardians:

We are so excited to share a new supplemental health service for All Mercer County Students!

Our district nurse practitioner is able to provide optional health services to students whose parents/guardians give consent for these services.

Purpose: Our school-based health clinic's purpose is to provide preventative and acute care, as well as health education for our students.

Supplemental services available at your child's school may include:

- Comprehensive physical examinations for school and sports.
- Diagnosis and treatment of acute injury and illness.
- Screenings for health problems
- Diagnostic testing (rapid strep, influenza swab, COVID swab, etc.)
- Prescription and dispensing of medication for the treatment of acute illness.
- Parent and child health education
- Referrals for services not provided at the school clinic
- Vaccines for Children Program (coming soon)

STUDENT 09.22 AP .22

Procedure

1. Students must have a signed parental or legal guardian registration and consent form on file before receiving services. If a parent wishes to utilize the services of the school clinic beyond routine nursing care (nurse practitioner) and a registration/consent form is not on file, then one must be completed before the visit (exception with an emergency).
2. If a student presents to the school nurse with any symptoms/ complaints that require further evaluation beyond the school nurse's scope of practice, including school exclusion due to possible communicable diseases then a parent/guardian will be contacted.
3. At that time, the parent will be given the option to have their child seen at school by the nurse practitioner (pending schedule availability) or to pick up the student.
4. If they choose for them to be seen at school then the school nurse will schedule an appointment and notify the nurse practitioner. If sick, the child will remain in the designated sick room until the completion of the visit.
5. After the provider sees the student, the child will be sent back to class, or the parent/guardian will be contacted with details of the visit and requested to pick them up from school.
The parent/guardian may be present at any visit if they request to be. However, during the COVID-19 pandemic, they will have their temperature checked upon arrival and be expected to follow healthy at school guidelines to be allowed in the building.
6. If a child is kept home from school and the parent would like the child to be seen in the clinic then they can schedule an appointment on the appointment link and bring their child to their building at the scheduled time.
7. If a student does not have a primary health care provider then the family will be assisted and encouraged to obtain one.
8. If a child is seen in the clinic and they already have a primary care provider (PCP) then the information will be shared with the provider.

9. The clinic will operate during the academic year and provide services during regular school hours. When necessary, an appointment can be scheduled before or after those hours and during the summer to accommodate the needs of a student. Scheduled appointments are available for acute visits, physicals, health screenings, and follow-up.

Handbook Awareness Statement

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

Advisory Teacher _____ **Grade** _____

Student's Name (Print)

Student's Signature

Date

The Mercer County Senior High School student handbook is available online on the school web page. <http://www.mercer.kyschools.us/MCSH.aspx>

If you do not have access to the MCSHS web page, or are unable to access these documents, please request a copy from your child's school.

Parent/Guardian's Signature

Date

Would you like a hard copy of the handbook? Yes _____ **No** _____