



Student Handbook 2022 – 2023

Menifee County High School

119 Indian Road
Frenchburg, Kentucky 40322
Main Office: 606-768-8102
Main Fax: 606-768-8200

[Menifee County High School Website](#)

[Menifee County School District Website](#)

Revised: July 2022

Welcome to the 2022-23 School Year!

On behalf of the faculty and staff of Menifee County High School, we want to welcome our students, parents, and community to a new school year. We are excited to welcome the Class of 2026 to our school and are looking forward to seeing our returning students. We look forward to celebrating the accomplishments of the Class of 2023.

The education of students of Menifee County High School is a collaborative effort between our parents, school, district, and community. We believe that working together we can provide our students with the needed skills and tools to pursue their future goals. At MCHS, we are humbled to share this wonderful partnership with all the stakeholders of Menifee County. We are grateful for the support we have received and anticipate the continued growth of our partnership. We are MENIFEE!

The 2022-23 school year will be full of great learning experiences, fun memories, and exciting opportunities for our students.

Best Wishes,

Cody Wolf

Principal

Kim Halsey

Assistant Principal



Table of Contents

| | |
|--|--------------------|
| Welcome | Page 7 |
| General Information | Page 8 |
| MCHS Faculty & Staff | Page 9 |
| Belief Statement & Philosophy | Page 10 |
| MCHS Fight Song & School Mascot | Page 11 |
| Administration & SBDM Council | Page 12 |
| Admissions & Withdrawals | Pages 13-14 |
| Student Enrollment | Page 13 |
| Updated Immunization Requirements | Page 13 |
| Withdrawing a Student from School | Page 14 |
| Information Notices & FERPA | Pages 14-15 |
| School Safety | Pages 16-18 |
| Arriving to School | Page 16 |
| Transitioning to Classes | Page 16 |
| Bathrooms & Hallways | Page 16 |
| Hall Passes | Page 17 |
| End of Day Dismissal | Page 17 |
| Locker & Student Searches | Page 18 |
| Classroom Doors | Page 18 |
| Guests, Visitors & Volunteers | Pages 18-21 |
| Visitor(s) Protocol to Enter MCHS During School Hours | Page 19 |
| Adult Visitors | Page 20 |
| Parent/Guardian Code of Conduct at School Events | Pages 20-21 |
| Consequences for Violations of the Parent Code of Conduct | Page 21 |
| MCHS Counseling Department | Pages 22-26 |
| Graduation Requirements | Page 23 |
| Drop/Add Policy | Page 24 |
| Grading Periods | Page 25 |
| Credit Recovery Program | Page 26 |
| Repeating Classes | Page 26 |
| Student Support Services | Pages 27-30 |

| | |
|--|--------------------|
| Youth Services | Page 27 |
| School Resource Officer (SRO) | Page 27 |
| Menifee County Schools Anonymous E-mail Tipline | Page 28 |
| Pathways, Inc. Student Services | Page 28 |
| School Nurse | Page 29 |
| Prescription Medication | Page 29 |
| Announcements | Page 30 |
| Lost & Found Services | Page 30 |
| Library Media Center | Pages 31-32 |
| Check-Out Policy | Page 31 |
| Library Passes | Page 31 |
| Library Fees | Page 31 |
| Debts | Page 32 |
| Student Identification Cards | Page 32 |
| Cafeteria Procedures | Pages 32-33 |
| Cafeteria Program | Page 33 |
| Community Eligibility Provision (CEP) | Page 33 |
| Ala Carte | Page 33 |
| Bus Transportation | Pages 34-35 |
| Bus Pick Up/Drop Off | Page 34 |
| Bus Discipline Policy | Page 35 |
| Consequences for Bus Referral | Page 35 |
| School Sponsored Events & Student Privileges | Pages 36-42 |
| Conduct at School Events | Page 36 |
| Parking Privilege Rules | Pages 36-37 |
| Parking Eligibility | Page 37 |
| Violations of Parking/Driving Rules | Page 38 |
| Minor Parking Infractions Consequences | Page 38 |
| Major Parking Infractions Consequences | Page 38 |
| Student Driver's Licenses and Kentucky's "No Pass/No Drive" Law | Page 40 |
| Dances | Page 41 |
| Student Dance Eligibility Requirements | Pages 41-42 |
| Guests to MCHS Dances | Page 42 |
| Student Dress Code | Pages 43-44 |
| Dress Code (Appropriate Clothing) | Page 43 |
| Student Dress Code Policy | Pages 43-44 |

| | |
|--|--------------------|
| MCCHS Attendance Policy | Pages 45-52 |
| Arrival to School | Page 45 |
| Tardy to School | Page 45 |
| Tardy to Class | Page 45 |
| Emergency Excused Tardy to School | Page 46 |
| Hall Pass Use, Permission to Leave Class, and 10/10/ Rule | Page 46 |
| Departure from School | Page 46 |
| Excused Absences | Page 47 |
| Unexcused Absences | Page 47 |
| Habitual Truancy Law | Page 47 |
| Consequences for Unexcused Absences | Page 48 |
| Procedure to Request Reinstatement of Student Privileges (Attendance) | Page 48 |
| Attendance and Receiving Course Credits | Page 48 |
| Excessive Unexcused Absences | Page 49 |
| All Absent Notes | Page 49 |
| Parent or Guardian Notes | Page 49 |
| Sign Outs Due to Emergency | Page 50 |
| Sign Outs Due to Illness | Page 50 |
| Physicians Appointments | Page 51 |
| Educational Enhancement Opportunity (EEO) | Page 51 |
| College, Career and Military Visits | Page 51 |
| Make-up Work | Page 52 |
| Infinite Campus | Page 52 |
| Teacher Websites/Google Classroom | Page 52 |
| Student Fees & Extra Requirements | Pages 53-54 |
| General Fees | Page 53 |
| Care of School Property | Page 53 |
| Extra-Curricular Activities | Page 54 |
| School Lockers | Page 54 |
| Consequences for Misconduct | Pages 55-62 |
| Consequences Used for Student Misconducts | Page 55 |
| Time-Out | Page 55 |

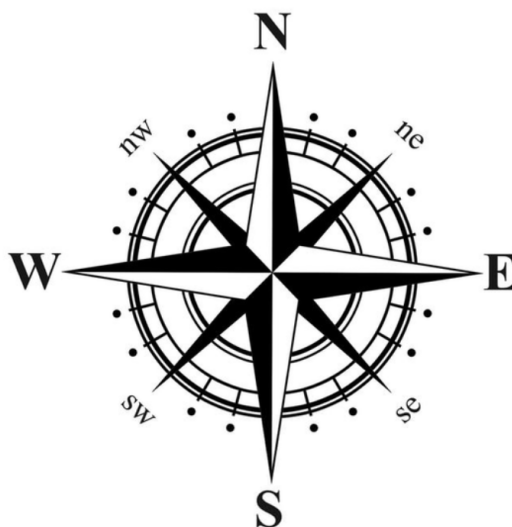
| | |
|---|--------------------|
| Time-Up & Sleeping | Page 55 |
| Lunch Detention | Page 56 |
| Suspension | Page 56 |
| Alternative Classroom Placement (ISS) | Page 56 |
| Alternative Setting (Alt Ed Program) | Page 57 |
| Expulsion | Page 57 |
| Levels of Misconduct | Page 57 |
| School Cancellations and Suspension | Page 57 |
| Consequences for Use or Possession of Alcohol or Drugs | Page 58 |
| Consequences for Academic Dishonesty | Page 58 |
| Consequences for Bullying and Harassment | Page 58 |
| House SB228” The Bully Bill”- Kentucky’s Bullying Law | Page 59 |
| Bullying Policy | Pages 59-61 |
| Violations & Reporting | Page 60 |
| Retaliation | Page 60 |
| Communication | Pages 60-61 |
| Consequences for Unauthorized Use of Cell Phones/Electronic Devices | Pages 61-62 |
| Consequences | Page 62 |
| Student Activities | Pages 62-64 |
| Participation in Extra-Curricular Activities | Page 62 |
| Academic Eligibility for Participation in all Extracurricular Activities | Page 63 |
| Medical Examinations | Page 63 |
| Club Meetings | Page 63 |
| Club Sponsor Responsibilities | Page 63 |
| Cancellation Due to Inclement Weather | Page 64 |
| Bell Schedules (Regular & Delays) | Pages 65-67 |
| Miscellaneous Information for Students & Parents | Pages 68-69 |
| Terroristic Threatening | Pages 70-71 |
| Facts for Teens: Teen Suicide | Pages 71-74 |
| Social Media Information | Pages 74-77 |

WELCOME TO MCHS!

The purpose of this Student Handbook is to familiarize you with the policies of Menifee County Schools. This handbook contains resources that you can use to help you get the most of your education. If you have any questions about how to find these resources, please ask any staff members for assistance. This handbook will provide you with information on our procedures and programs which help to make a positive school environment.

The staff and administration welcome you to Menifee County High School. In order to best serve the educational, social, and physical development of all students, a school must maintain an appropriate and safe learning atmosphere. Parents are encouraged to visit the school and be involved in their student's activities. You are always welcome at school and your input is valuable and appreciated. We continue to emphasize the need to respect the students and staff in our school. In our global culture, we need to be respectful of the differences and learn to celebrate these differences, even though they may differ from your own ideas.

Please keep this handbook and use it as a reference for this and future years. It provides an overview of the policies, procedures, and regulations about student rights and responsibilities. This handbook is periodically updated in response to changes in the law and other circumstances. If at any time you would like more information about a specific issue, contact the principal's office. To obtain the most current copy of the parent/student handbook, please feel free to download a copy from the Menifee County High School website.



General Information:



Menifee County High School
119 Indian Creek Road
Frenchburg, KY 40322
(606) 768-8102



Menifee Central
359 Wynn Flat Rd.
Wellington, KY 40322
(606) 768-4102



Menifee County Board of Education
202 Back Street
PO Box 110
Frenchburg, KY 40322
(606) 768-8001



MCHS Faculty and Staff 2022-23

Principal:
Cody Wolf

Assistant Principal:
Kim Halsey

Counselor:
Katie Moore

Athletic Director (AD):
Paul Alfrey

Behavior Specialist:
Frankie Spencer

Library/Media:
Paige Clark

Gifted and Talented:
Megan Ison

Office Secretary:
Mildred Campbell

Counseling Secretary:
Tammie Williams

YSC Director:
Melanie Golden

SRO:
Travis Birchwell

JAG:
Adam Adkins

Nurse:
Jahnna Lane

Instructional Aides:
Marcey Martin
Amanda Seabolt

Cafeteria Staff:
Tricia Stanislawski (Mgr)
Tammy Cox
Thelma Helton
LaDonna Lawson
Elaine Lawson

Custodians:
Denise Burton
Jarron Brown

Agriculture:
James Kash

Art Instructor:
**Leigh Wells

Band Director:
**Jim Bean

Business:
Paige Clark

Language Arts:
Kimberly Estenson
Megan Ison (C)
Logan McCord

Alternative Ed.:
Frankie Spencer

Health & PE:
Paul Alfrey

Health Science:
Bethany Manley

Mathematics:
Tracy Nickell
Mike Sexton
Nicole Wolford (C)

Science:
*Terry Hutchinson
Dan Relinski (C)
Lindsay Stamm

Social Studies:
*Terry Hutchinson
Wyatt Marcum
David McKinley

Special Education:
Lori Newton
Derrick Robinson
Kim Valerio

Technology Education:
Jaclyn Parsons

GEAR UP:
John Perkins
Chase Baker

Student Support:
Sarah Franklin

Curriculum Coach:
Liz Hagerman

Reading Specialist:
Tina Spencer

C) denotes Department Leads

* denotes $\frac{1}{2}$ time members of the department

**denotes teachers shared with another school



MCHS BELIEF STATEMENT

The faculty of MCHS believes our role as teachers is to act as positive models for our students through collaborating, inspiring and effectively communicating; such an environment will challenge all students to learn at high levels in order to achieve college and/or career readiness.



PHILOSOPHY

- We believe all students can learn, and most at high levels, when provided with a safe, orderly, caring, and nurturing learning environment.
- We believe in and take pride in providing a strong, rigorous academic curriculum that yields high student performance and growth as both are critical with regard to the success of our students and school community.
- We believe teaching and emphasizing quality attributes such as honesty, integrity, respect, and responsibility to our students is the duty of every school employee.
- We are committed to helping all students reach proficiency and graduate from high school ready to attend college or embark on a career as we endeavor to meet the needs of our changing economy and society.

MCHS SCHOOL FIGHT SONG

Hey all you loyal students fall in line
We're going to win this game another time
For the old high school we love so well
For the old high school we'll yell and yell and yell
We're going to fight, fight, fight for every score.
We're going to win this game then win some more
We're going to put old (team your playing)
Off the floor, out the door
RAH RAH RAH
W I L D C A T S
Go Fight Win !!!

MCHS SCHOOL COLORS

Kelly Green & White

MCHS SCHOOL MASCOT

Wildcat

MCHS ADMINISTRATIVE TEAM

The mission of the Administrative Team is to meet school-related needs of our students and their parents/guardians and to provide support to our teachers and additional school and district personnel so we can ensure the best possible learning environment for the whole school community.

| | |
|--------------------------------------|-------------------------|
| Principal | Mr. Cody Wolf |
| Assistant Principal | Mrs. Kim Halsey |
| Guidance Counselor | Ms. Katie Moore |
| Guidance Secretary | Mrs. Tammie Williams |
| Athletic Director | Mr. Paul Alfrey |
| Receptionist & Attendance | Mrs. Mildred Campbell |
| School Resource Officer | Deputy Travis Birchwell |



MCHS SITE BASED DECISION MAKING (SBDM) COUNCIL

Meetings of the MCHS SBDM Council are held the 2nd Tuesday of each month. Additional meetings are scheduled as needed. An agenda will be posted at the school and on the website at least one day prior to any scheduled meeting. Elections are held in May and members serve one-year terms.

| | |
|-------------------------------|------------------------|
| Principal/ Chairperson | Mr. Cody Wolf |
| Parent Member | Mrs. Larissa Smallwood |
| Parent Member | Mr. Aaron Brown |
| Teacher Member | Mrs. Megan Ison |
| Teacher Member | Mrs. Bethany Manley |
| Teacher Member | Mr. Dan Relinski |

Admissions and Withdrawals:

Student Enrollment:

Students wishing to enroll in Menifee County High School must reside in the county; be under the age of 21; and must be accompanied by a parent or guardian. The following information is required for all student enrollment files:

- 1) an up-to-date immunization certificate (See update below)
- 2) proof of their identification (copy of birth certificate and Social Security Card);
- 3) proof of guardianship or custody, documentation that the student resides in Menifee County, may be requested if necessary;
- 4) information on the previous school that the student attended or provide the necessary records.

Only the Menifee County Board of Education is authorized to make exceptions to this policy and all requests should be directed to the superintendent or his/her designee. Any questions or concerns regarding our enrollment process should be directed to the Counseling Department.

By Kentucky State Law, all immunization certificates must be on file with the school nurse and updated as necessary before a student may enroll and/or attend school. Also, all students may be required to have lice screening at the start of every new school year and after all breaks; the school nurse will do this during the first week of school and throughout the year as necessary.

Updated Immunization Requirement:

An amendment to the Kentucky Administrative Regulation added **new immunization requirements** beginning with the 2018-2019 school year. Effective July 1, 2018, ALL students in kindergarten through 12th grade must show proof of having received two doses of Hepatitis A vaccine and students 16 or older must show proof of having received two doses of Meningococcal ACWY (MenACWY) to attend school. If the first dose of MenACWY was received at 16 or older, the second dose is not required for school entry. If children have received the age-appropriate vaccines for school entry, students will not be required to receive the vaccine(s) again.). For more information about immunizations, you should consult a physician, school nurse, local health department staff member, or visit www.cdc.gov



Withdrawing a Student from School:

Students withdrawing from school shall see the counselor before school starts on their last day of classes. Students wishing to drop out of school must be at least eighteen (18) years old. Students that plan to enroll in a Home School program must bring proof that they have purchased a program and are enrolled to begin classes. The DPP reserves the right to review all Home School curriculum documents and students' progress at any time. Students will not be allowed to complete the withdrawal process unless all textbooks/chromebooks are returned and debts are paid. A parent must come with the student and must sign for a student who is withdrawing from school if under the age of eighteen (18). If this is not possible, the parent shall send a signed note authorizing the withdrawal. Failure to follow proper procedures will result in two things: (1) student records may NOT be forwarded to the new school and (2) the student will not have a receipt showing that all obligations have been met. Any records for students under the age of eighteen will NOT be released without written parent/guardian consent. Please note: The current policy in the state of KY does not allow students that complete their high school education through a home school program to receive state scholarship funds (KEES).



Information Notices:

Student information shall be made available to the parent of a dependent student or eligible student on request. Eligible students include those 18 years of age or over or those duly enrolled in a post-secondary school program. Parents or eligible students shall be provided a copy of records on written request, including files maintained in electronic format. (Students 18 years of age or over must be a dependent for income tax purposes before the parent can access records.) - District Policy 9.14

Family Educational Rights and Privacy Act (FERPA):

Parents and eligible students have the opportunity to opt out of the directory information exception. Parents can request that some or all of the information considered directory by the school not be released. To make this request, you need to contact the guidance counselor.

FERPA Notice for Individual Learning Plan-ILP:

The Individual Learning Plan (ILP) is a web-based tool that the schools will use with students and their parents/legal guardians. It is a comprehensive tool that allows students to compile information about their education while exploring careers and planning for their future. The ILP will contain personal data information, educational information similar to transcripts, and other related student information. This will be created while the student is at school, although accessible off site. Under the Family Education and Privacy Rights Act, a school district requires permission from the parents (until the student is 18 at which point the right belongs to the student) to share an educational file. There are a few exceptions to this requirement; for example, the district is allowed to share the educational record with institutions, including postsecondary, where a student seeks to enroll.

The Individual Learning Plan will make it possible for a student to choose to share some or all of the information with others including educational institutions, even those where he or she may not be seeking to enroll, for a one time viewing of student selected information. While technically the ILP is not part of the educational record, it will contain the data also found in the educational record. If you do not wish to have your child share his or her ILP with others, as parents, (or an 18 year old student) you may opt out by notifying the guidance office.



School Safety:

Arriving at School:

All students must enter the building immediately upon arrival to school. This includes students who drive to school, walk to school, ride a bus to school, or are dropped off by parents. **Students are not allowed to loiter in the parking lot or sit in their cars and converse during the mornings before the start of school.** When students arrive at school, they must remain in the gym or in the cafeteria. Once students arrive and enter the building they must remain in the building. Students are not allowed to leave the building once they have entered in the morning unless they have permission from the principal or designee. Upon entry to the school each morning, all students must cooperate with participation in a dress code check.

Transitioning Classes:

During class changes students are expected to behave in an appropriate manner and proceed to their next class in a timely manner. Students are not allowed to loiter in the hallways or in the bathrooms during the movement period of all class changes. Students caught loitering in the bathrooms will be dealt with appropriately. Students will have five (5) minutes between classes. During those five (5) minutes, students should go to their lockers and the restroom if needed. Students are allowed to use their electronic devices until they enter the next class. All electronic devices must be put away and turned off. Students who are late to the next class will be dealt with according to the code of conduct. Students are not allowed to go into the parking lot for any reason (unless they have permission from an administrator).

Bathrooms and Hallways:

Teachers and the administration will frequently monitor bathrooms and hallways. Students are not allowed to loiter in the bathroom and there is **absolutely no smoking or use of any electronic smoking device (example- e-cigs, vapes, JUULS, etc..) allowed.** Furthermore, hallways will also be frequently monitored and only students who have been issued a hall pass will be allowed in the hallway during class time. Any student who is repeatedly caught in the hallway will have their hall pass privileges revoked by the administration.

Hall Passes:

All students have ample opportunities to go to the bathroom throughout the day. Teachers may limit hall passes if students are missing too much classtime. All students must sign-out of class in a Hall Pass Log and then sign-in in the same log when they return to class. Each teacher has an office issued hall pass that they must give to students before they will be allowed to leave class. Teachers and the administration will periodically check to make sure students have a hall pass and may record data that will help identify teachers issuing excessive numbers of hall passes as well as students who are abusing hall pass privileges. Disciplinary consequences may be administered for failure to follow this policy.

Note: Students who have medical reasons for frequent bathroom visits must provide medical documentation to the school nurse. The nurse will in turn notify teachers about the student's need for additional passes. Any other issues that may cause a student a problem to adhere with this policy should be discussed with the administration.

End of the Day Dismissal:

At the end of the school day, a few different bells will sound. The first bell will dismiss ONLY those students who ride the first run of buses, drive or are picked up. The second bell will dismiss those students who ride a second run of buses. When there are late buses, we will hold dismissal bells until all buses have arrived. Students who leave on the wrong bell will be reported to the principal or assistant principal immediately and those students will be dealt with according to the student code of conduct. Students need to make sure that during the transition time before 7th period, they visit their locker and get all the books/materials they will need to take home with them that evening. Students will not be allowed to leave class at the end of the day to go to their lockers unless there are extenuating circumstances. All students must exit the building to board the buses using the exit near the gymnasium.

The administration may grant sport teams, during their competitive season, the opportunity to be dismissed on first dismissal bell pending completion of required documentation from the coach (this is typically only for teams participating on site). If a student is an active participant of a sports team that has been allowed to leave class on first dismissal bell, the student must report directly to the location in which the team has assigned. Students cannot leave school grounds without permission of school administration.

Locker and Student Searches:

Student lockers are the property of Menifee County High School and are loaned to students to store items that are necessary for students to learn (paper, pencil, textbooks, gym clothing, etc.). Menifee County High School and its administration have the right to search any student as well as their locker for any reason at any time especially when the school has reasonable suspicion that a student is in possession of anything that is illegal or in violation of school rules. Your locker key or combination must be on file in the office before a lock is placed on it, otherwise, it will be cut off.



Classroom Doors:

Senate Bill 1 (New KY Safe School Law) requires all classroom doors to remain closed and locked during the instructional day. The Kentucky Center for School Safety recommends this practice for after school events also. **Students shall not open classroom doors to anyone.** This is the responsibility of the teacher.



Guests, Visitors and Volunteers:

Visitors are always welcome at MCHS during regular office hours and during all authorized campus events. Administrative office staff can assist you with any attendance and discipline concerns as well as documentation for records purposes. If there is a concern with a course assignment or your student's grades, please contact the teacher for assistance. If you have a concern with the transportation of your student,

please contact the district transportation office. Students, parents, or guardians desiring to set up an appointment with a principal/vice principal should contact the main office. The administrative office is open from 7:30 AM until 4:00 PM during the school year (August through June). The administrative office has limited availability and may not be fully staffed when school is not in session (i.e. Fall Break, Spring Break, Winter Break and Summer Vacation).

Visitor(s) Protocol to Enter MCHS During School Hours:

To ensure the safety of our students, staff, and stakeholders, all visitors wishing to enter MCHS during school hours must adhere to the following established protocol/guidelines. Visitors should only park in the designated handicap spaces with a valid permit. Visitor parking or standing is not permitted in the driveway or emergency vehicle parking area at any time.

Visitors, parents, and guardians, including those for student pick-up/drop-off, must enter through the main entrance (secured vestibule) door to be recognized and/or identified.

Any person entering the building must provide proof of their identity or they will not be permitted to enter. The school administration and/or school resource officer will be notified!

Prior to being permitted to enter the building, the visitor will need to submit a photo ID, sign the Log of Daily Visitors, and receive a visitor's badge. Administrative office staff will verify the visitor should be allowed in by notifying the staff that they have a visitor. Once the visitor is cleared to enter, the staff person will press the door release to allow entry into the main building. **No visitor is permitted to leave the Main Office Area and travel through the building and/or campus without both an official badge and an adult escort!** Once the visit is complete, the visitor must return the visitor's badge to the receptionist, sign-out on the Log of Daily Visitors, and exit the building.

Per Kentucky State Law, only persons identified and listed on file by the parent or guardian will be permitted to pick up a student. Student pick up and late arrival sign-in are conducted at the reception window within the secured main entrance vestibule and does not require entry into the building.

Adult Volunteers:

Kentucky State Law states that any person(s) who intends on being involved with students for field trips, observation, volunteering, or mentoring must complete and submit an annual criminal records background check prior to being permitted to interact with students. The approval process may take several days to complete; therefore, please allow for sufficient time for the results to be determined prior to your planned event.

Parent/Guardian Code of Conduct at School Events:

All parents are to conduct themselves in an appropriate manner at all school events as well. Parents are role models for their own children and others. Parents are expected to adhere to the following expectations when they are on the Menifee County High School Campus or attending an event as a representative of Menifee County:

All parents/guardians of the Menifee County School system shall...

1. Be positive and encouraging of their child and others at all sporting events;
2. Remember that attending a school event is a “privilege” and not a “right”;
3. Show respect and full cooperation at all times to all school staff and officials;
4. Help their child enjoy sports by attending as many games as possible and being a respectable fan at all events they attend;
5. Respect the issue that playing time is determined by the coaches’ evaluations of a child’s awareness and ability to play a sport;
6. Show respect to all student athletes, coaches, other sports fans, and officials regardless of their race, sex, creed, or ability;
7. Show good sportsmanship and encourage their child to do the same;
8. Refrain from verbally abusing any coach, official, or student athlete;
9. Place the emotional and physical well-being of a child ahead of any personal desire to win;
10. Show support of all coaches and officials in order to encourage an enjoyable team experience for all who attend and compete in a sporting event;
11. Do their best to make sports fun for their child by trying to help relieve competitive pressure as opposed to increasing it;
12. Remember that the game is for the students – not the adults (it is not your team or game);
13. Refrain from starting or spreading gossip, rumors, or innuendos about coaches, officials, or players which could harm team moral or cohesiveness;
14. Give their child space and time after games, except to give encouragement;

15. Be careful of their body language (body language screams – it never whispers); and
16. Adhere to and support the 24-hour rule.

The 24 Hour Rule

Parents are not permitted to discuss athletic concerns, questions, or issues with a coach for at least 24 hours after an issue arises at a game or practice. Parents shall schedule an appointment with the head coach or his/her designee if an issue arises.

Consequences for Violations of the Parent Code of Conduct:

If a parent does not conduct themselves in an appropriate manner at a school event, the athletic director and/or administration will address the inappropriate conduct. If major infractions occur the parent will be suspended from attending all remaining sporting events for the school year. The following consequences will be used to address minor infractions:

| <u>Violation</u> | <u>Parent Consequences*</u> |
|-------------------------|--|
| First Violation | Parent/Athletic Director Meeting and Written Warning Issued |
| Second Violation | Parent/Athletic Director Meeting and a Three (3) Game Suspension |
| Third Violation | Parent/Athletic Director Meeting and a Ten (10) Game Suspension |
| Fourth Violation | Parent/Athletic Director Meeting and Suspension for the Rest of the Year |

*Parents who refuse to meet with the school about inappropriate behavior or fail to show up for a scheduled meeting shall be suspended from attending all sporting events for the remainder of the school year.



MCHS Counseling Department:

Guidance and vocational counseling is available to all students. Students should visit the counselor if they need to talk to someone about a problem or issue, are having trouble with another student or teacher, need help with filling out scholarship applications, need assistance completing financial aid information, interpreting test scores, and numerous other needs. Get to know your counselor – they can be a great help to you throughout your school career!

| | |
|------------------|----------------------|
| Counselor | Ms. Katie Moore |
| Secretary | Mrs. Tammie Williams |

Office hours are 7:30 AM until 3:30 PM during the school year with limited availability during non-school days. Counseling personnel are employed to assist any student in the following areas: educational, social, personal, and occupational. Students desiring to set up an appointment with their counselor should contact the counselor's office between 7:30 AM and 7:50 AM or between class changes. Students will meet individually with the counselor at least once a year.

If a copy of a transcript is needed, feel free to contact the counseling office with questions. Transcripts cannot be emailed. Requests will be processed within 2-3 business days.

Please email the following information to

- Name on Transcript (please include first, middle and last name)
- Date of Birth
- Year of Graduation
- Fax number or mailing address of where transcript is to be sent
- Employment agencies requesting transcripts will be charged a \$3.00 fee and must submit a signed release form

Please follow the link below to access the MCHS Guidance website for updated information on Testing Schedules, Financial Aid, College and Career Readiness Opportunities: [MCHS Guidance Services](#)

MCHS GRADUATION REQUIREMENTS

| | |
|----------------|-------------------|
| English | 4 credits |
| Math | 4 credits* |
| Science | 3 credits** |
| Social Studies | 3 credits |
| Health | ½ credit |
| P.E. | ½ credit |
| Humanities | 1 credit |
| Electives | 8 credits |
| FEE*** | Pass/Fail |
| Total = | 24 credits |

***All Kentucky students must have at least one math class each of their four years of high school regardless of whether the student has previously “doubled up” in math.**

****Three (3) science credits is a state requirement for graduation. Each student must take Integrated Science, Biology and one (1) additional science credits.**

*****MeniFEE is a required pass/fail Response to Intervention course. Students are assigned to FEE by grade level and/or career pathway and student activities are planned to meet the unique needs of individual students and the class as a whole.**

All required courses shall include content contained in the Kentucky Core Academic Standards and electives shall address academic and career interest based on the student’s Individual Learning Plan (ILP).

Students shall complete an ILP that focuses on career exploration and related postsecondary education and training needs.

Note on World Languages: MCHS does not currently require a world language class for graduation. However the Kentucky Pre-College Curriculum requires at least two (2) credits in the same language for admission.

HOW to GET The MOST out of your classes.

1. Take quality notes

- No mindless writing,
- put everything in your words
- print out ppt slides before class (if possible) and write on them
- read the textbook before class

2. Ask Questions

- it's your grade, ask your questions

3. Participate in class

- you remember things better when you say them out loud, because you actually think about what you're asking/answering

4. Don't be behind on readings/concepts

- Procrastination = your ENEMY

Grading Scale Points for Non-Weighted Classes:

- A = 4 quality points
- B = 3 quality points
- C = 2 quality points
- D = 1 quality point
- F = 0 quality points

Grading Scale Points for Weighted Classes (Dual Credit and AP Classes):

- A = 5 quality points
- B = 4 quality points
- C = 3 quality points
- D = 2 quality point
- F = 0 quality points

Drop/Add Policy:

Any changes the student wishes to make to their schedule must be requested on the Drop/Add form. Forms are available in the Counseling Suite. Students must make an appointment with the counselor to discuss the change request.

Students may request a schedule change in order to take a more challenging course such as Dual Credit or Advanced Placement when available. If approved, the parent or guardian and the student must sign a contract with the counseling office agreeing to follow the guidelines for successful completion of the approved course.

Once the counselor provides available options, the form must be signed by the student, a parent or guardian of the student, the course teachers, and counselor in order to be considered for approval of the Principal. The school administration reserves the right to approve or decline a change request.

After the second full day of school, Drop/Add forms will only be accepted during the next five (5) school days of a new school year. Advanced Placement (AP) and Dual Credit course contracts are strictly enforced. Also students will not be permitted to drop a course that would prevent them from completing a career pathway.

GRADING PERIODS FOR 2022 – 2023**1st Nine Weeks Grading Period**

Begins - August 11, 2022

Mid-Term Ends – September 6, 2022

Ends – October 13, 2022 – 45 Days

Progress Reports Go Home – October 21, 2022

2nd Nine Weeks Grading Period

Begins – October 18, 2022

Mid-Term Ends – November 14, 2022

Ends – December 16, 2022 – 43 Days

Progress Reports Go Home – January 6, 2023

3rd Nine Weeks Grading Period

Begins – January 3, 2023

Mid-Term Ends – February 1, 2023

Ends – March 3, 2023 – 45 Days
Progress Reports Go Home – March 10, 2023

4th Nine Weeks Grading Period

Begins – March 6, 2023
Mid-Term Ends – April 17, 2023
Ends – May 16, 2023 – 42 Days
Progress Reports Go Home – Mailed Home After May 19, 2023

*Schedule is tentative due to the possibility of school cancellations.

Credit Recovery Program:

In a perfect world, all students would be on grade level and pass all the courses in which they are enrolled. When students fail classes, they become at risk of dropping out of school. The more credits failed, the greater the chances of dropping out of school. For these reasons, Menifee County High School offers a credit recovery program using on-line curricula. Students who are behind on credits may request enrollment in Credit Recovery, if it is available in order to regain grade level status. Credit recovery may be offered during or after the regular school day. Students enrolled in Credit Recovery must have permission from the counselor and the principal. If a student enrolled in our credit recovery program recovers their lost credits before the end of the school year, but at a time that enrollment in another class is not possible, the student must begin work on an elective credit course or other instructional program approved by school administration.

Repeating Classes:

Students may not repeat a class previously passed to get additional credit unless the course description of that class specifically states that the course may be repeated for additional credit or if permission is granted by the school principal. Most of the courses that are offered at Menifee County High School **cannot** be repeated once the student has earned a credit in that course. This includes ALL math, science, social studies, English, and arts and humanities courses. There are some courses offered such as Journalism, Yearbook, and Band that can be repeated.



Student Support Services:

YOUTH SERVICES

| | |
|---------------------------------------|---------------------|
| Youth Services Center Director | Mrs. Melanie Golden |
| Pathways, Inc. | Ms. Kristin Yates |
| Behavior Specialist | Mr. Frankie Spencer |
| JAG | Mr. Adam Adkins |
| Student Advocate | Ms. Sara Franklin |

The Youth Service Center's (YSC) goal is to help every student succeed in school as a support system helping meet various challenges and problems through links to community agencies and organizations. The YSC serves to provide health and social services referrals, career exploration and development, summer and part-time job development, substance abuse education and counseling, and family crisis and mental health counseling.

School Resource Officer (SRO):

A Deputy of the Menifee County Sheriff's Office will serve as a liaison between the school system and state and local law enforcement. The main role of the Deputy is to be a law enforcement presence in the school system, by enforcing state and federal law along with local ordinances, while protecting the student and staff population. The Deputy may also be utilized as a counselor resource on law related topics. The deputy is not to be used as a school disciplinarian, but can assist faculty in any matter deemed necessary. The on-duty deputy may be contacted via the administration office.



Menifee County Schools Anonymous E-mail Tipline:



Menifee County Schools is proud to partner with the Kentucky Center for School Safety to provide an email tipline to all Menifee County Schools students, parents/guardians, and community stakeholders.

The **S**afety **T**ipline, **O**nline **P**revention or **S.T.O.P Tipline** is designed for use as an "online" reporting/prevention tool. If students, parents or community members know of an unsafe situation in school (bullying, weapons, drugs or alcohol, etc.), they can anonymously pass on that information to school personnel by using this basic email format.

How does it F?

Students or Parents

- Click logo on school's webpage
- Choose whether you want to submit a tip about 1) bullying, 2) violence or 3) other risky behaviors (i.e. alcohol, drugs, self-harm, sexual abuse or theft, etc...)
- Fill-in the check boxes and explain
- Click submit

Pathways, Inc. Student Services:

Pathways, Inc. School-Based Services provide therapeutic sessions, including individual and family therapy as well as group therapy to students during school hours. These services are provided with written permission from the student's guardian and are confidential. Examples of concerns which may warrant a referral include depression, suicidal thoughts/attempts, substance abuse, eating disorders, conduct disorders, disruptive behaviors, learning disorders and development disorders, among others.

School Nurse:

Menifee County High School has a school nurse that is available to service student's health-related needs. The nurse can administer first aid and issue medications. Students may make appointments to see the nurse during breaks, before school or after school. Students should be sent out of classes to the nurse only if an emergency is present. All students must have emergency contact information and appropriate consent forms on file with the nurse to receive treatment. The nurse's office is **NOT** a hang out place and should be thought of as a service provided to students when they are in need of medical attention. Students who have a medical reason for visiting the nurse frequently must have a medical statement on file with the office. Students who abuse the privilege of visiting the nurse will be reported to the administration by the nurse and the student will receive disciplinary consequences from the administration. Before a student can be dismissed to go to the nurse, the teacher must call the nurse's office and ask the nurse if the student can be seen. Visits to the nurse will be monitored by the nurse and students who are abusing this privilege will be reported to the principal or assistant principal. Students who are reported may lose their privilege to visit the nurse during class time.

Prescription Medication:

Students who need to take prescription medications or over-the-counter medications during the school day must deliver the medication in the original pharmaceutical container with a note to the nurse prior to the start of the school day (a note should be included authorizing the nurse to administer the medication). Medications are not to be brought to school in zip lock bags or any other containers. The school nurse will administer all medications at the appropriate times during the day. **No student shall be in possession of any medications including prescription drugs and over-the-counter drugs.** Students who are caught in possession of any drug (prescription or over-the-counter) will be disciplined accordingly! In the unlikely event that the nurse is unavailable, the student should bring their prescription to the office immediately!



Announcements:

Any announcements that need to be made to the entire school will be made either in the mornings or at the end of the school day. The intercom will have limited use during the school day. Teachers or students needing to have an announcement made should submit the announcement in writing to the office each morning before school starts.

During announcements, students shall be quiet and listen. Students who fail to listen to announcements shall be subject to disciplinary consequences. Most of the communication with the school will be done through the daily announcements and all staff shall use this as the main mode for communication with students.

Lost and Found Service:

If you find something that doesn't belong to you, please bring it to the office. If you lose something, please check with the office to see if it has been found. Any item found that is not picked up by the end of each grading quarter will be thrown away. The school is in no way liable or responsible for items that are brought to school and are lost, misplaced, stolen, or damaged. Students are advised to only bring the classroom materials and supplies that they need – leaving any other item(s) at home or in the locker.



Library Media Center:

| | |
|--------------------------|------------------|
| Library Media Specialist | Mrs. Paige Clark |
|--------------------------|------------------|

Check Out Policy:

Students must have their student ID with you to check out a book from the library. You may check out up to two books at a time from our library, as long as you are a patron in good standing. You have a loan period of two weeks to enjoy the book; the due date will be stamped in the back of your book. If you do not return or renew the book by the due date, a late fee of \$.05 per school day will be applied to your account. (Students have a grace period of ten (10) school days beyond the due date to return or renew the book before the late charge is applied.) If a book is lost or damaged, the person who checked the book out will be responsible for the cost of the book. Do not check books out for friends or classmates.

Library Passes:

You need a Library Pass from a teacher to come to the library unless you are with a class. Library Passes are available to teachers and cafeteria supervisors for this purpose. You must sign-in and sign-out at the Circulation Desk when you come to the library.

LIBRARY FEES

| | |
|----------------------|-----------------------|
| Late Book Fine | \$0.05 Per School Day |
| Lost or Damaged Book | Price Will Vary |

Debts:

1. A student who loses or damages free textbooks is not entitled to additional free textbooks until the debt is cleared. Parents are also subject to a fine of \$100 to \$500. KRS 157.140 and 157.990 (a).
2. A student who fails to return material loaned to him/her (e.g. library books, chromebooks) and fails to make restitution is subject to a misdemeanor charge in juvenile court. KRS 154.070 and 208.020.
3. A student who fails to make good a bad check may be charged with theft by Deception (KRS 514.040).
4. A student who fails to pay a debt (e.g. lunch charges, library fines, lost lock, etc.) is subject to suit in civil court.
5. All seniors must pay all past due fees before participating in graduation.
6. Any student who has a school debt can have privileges revoked, such as parking privileges, prom, etc.

Student Identification Cards:

Each student will be issued a student identification card upon enrollment and at the start of each year thereafter that they are a student at Menifee County High School. Students should keep their identification card in their possession during school and at all school-sponsored events. The barcode on the identification card will be scanned when students check out materials from the library media center. Student identification cards may also be required in order for students to be eligible for student rates of admission to extracurricular and school-sponsored activities.



Cafeteria Procedures:

Students should be prepared to submit their student identification number when entering a cafeteria line. Students must be courteous and respectful at all times to Food Services' Staff.

No student will be permitted to leave the cafeteria during the first three (3) minutes of a lunch module or the last three (3) minutes of a lunch module. Students must ask permission to leave the cafeteria in order to obtain a hall pass or Library pass.

Cafeteria Program:

Menifee County High School provides our students and the staff a breakfast and lunch program each school day in the cafeteria. While students are in the cafeteria they must follow the rules listed below:

1. Students should show good manners and courtesy.
2. Students are to stay in the cafeteria until their lunch period is over.
3. Students can only go to the bathroom during lunch with permission.
4. Students are to keep tables clean by returning trays and clearing tables of trash.
5. Textbooks or backpacks should not be taken through the serving lines.
6. A fee will be charged for additional servings or extra items offered.



Community Eligibility Provision (CEP):

Due to Board Approval of the Community Eligibility Provision (CEP), all schools in the District will provide breakfast and lunch at no cost to students.

Ala Carte:

Students will not be allowed to charge ala carte or make purchases if their account reflects a negative balance. Ala carte purchases will not be allowed until the account is in good standing.



Bus Transportation:

Bus Pick Up/Drop Off:

School bus transportation is provided to all students living in the Meniffee County School District. To provide maximum safety to all transported students; you are to maintain a code of conduct when loading, unloading and riding the bus. Students must enter the school immediately upon arrival by bus. Also, in the afternoon students are required to remain seated in the classroom until the correct bell releasing you to board your bus is sounded. Any student leaving on the wrong bell will be reported by their teacher and will be punished accordingly.

Students are not allowed to get off the buses on the way to or from school unless a note is presented from a parent/guardian, and is signed by the principal or his/her designee. All notes for students to ride a different bus or get off at a different location must be signed by a parent and include a telephone number, turned in to the front office, and then picked up after the afternoon. All notes will be verified by the principal or his/her designee and signed. This note must be shown to the driver when boarding the bus. Riding a school bus is not a right, but a privilege! Students who do not follow the rules for riding on the bus will be suspended from riding the bus. Because a student's actions on a school bus may endanger the lives of other students and the driver, misconducts on school buses will be dealt with more harshly than similar actions at school.



Bus Discipline Policy:

Bus drivers will issue warnings to students as appropriate (unless the infraction is deemed a safety issue or would appear to warrant immediate notification of the principal or designee) and may follow up with a call to the parents (that night if at all possible). If the parents have no telephone, the driver will make a copy of the offense and the transportation office will mail the warning to the parent.

All offenses will be recorded in their log with the date, time, and conversation. Drivers may not write an offense warning for every infraction; however they may talk with a student and may record the conversation in their log.

Any written bus referral will go to the building Principal or Assistant Principal for appropriate follow-up.

For more information regarding bus routes and bus rules and regulations follow this link [Menifee County Schools Transportation Web Site.](#)

Consequences for Bus Referral:

The school administration reserves the right to suspend student riding privileges on an incident by incident basis. The school administration reserves the right to suspend riding privileges for extended periods of times and or for the entire school year. See District Student Code of Conduct for consequences.



School Sponsored Events and Student Privileges:

Conduct at School Events:

All students, faculty, and staff are to conduct themselves in an appropriate manner at all school events and should be especially careful not to create disturbances that might negatively reflect on the good name of the school or the reputation of the student body. Students are to remember that, regardless of where they are, in the public eye they are representatives of Menifee County High School. Students should accept this responsibility with pride and conduct themselves as worthy representatives of the school. All school policies and disciplinary actions will apply to students at school-sponsored events, both home and away.

Parking Privilege Rules:

Students who meet the criteria that follows for parking and who wish to apply for parking privileges must provide the office with a valid Kentucky driver's license, proof of insurance, registration and information about the vehicle to be driven (license plate number of the vehicle to be driven). Eligible students must complete all required forms, providing all information requested, and return them to the office prior to a parking permit being issued. Failure to do so will result in removal of the student from consideration for a parking permit. Students who are approved for parking permits must pay \$15.00 for the year.

Students who drive to school without a parking permit will be towed at owner's expense without warning. Attendance rules and policies governing parking permits will be enforced. Students who drive to school must obey the following rules:

- ☐ I will drive in a safe and courteous manner; obeying all rules and laws of the road.
- ☐ I will park only in assigned/designated areas.
- ☐ Upon arrival, I will immediately report to the building (no sitting in cars or hanging out in the parking lot).
- ☐ Upon dismissal, I will cautiously exit the parking lot in a manner that is safe and courteous to others. (Heavy automobile and pedestrian traffic with the dismissal MCHS)
- ☐ I will yield right-of-way to all school buses that are entering or exiting the MCHS campus grounds.

- ☐ I will report to school on time (**3 tardies will result in suspension of privileges**).
- ☐ I will not smoke, chew, or consume any nicotine or other tobacco related products; drugs; or alcohol on campus property.
- ☐ I will obtain my parking pass from the Administration prior to driving.
- ☐ I will properly display my parking pass.
- ☐ I will promptly pay all fines associated with parking/driving violations or lose privileges.
- ☐ I will immediately report any safety issues and/or accidents that occur on campus to staff.
- ☐ I will not enter my vehicle during evacuation drills.
- ☐ I will not be permitted to go to my vehicle for any reason during the instructional day unless escorted by a staff member.
- ☐ I will not leave my vehicle parked on campus overnight without permission.
- ☐ I will not hold Menifee County Schools or any of its employees responsible for any damages to or thefts from my automobile while on the campus.

NOTE: *Students driving a different vehicle than the one registered in the office must notify the office upon arrival to school to prevent towing. Failure to do so by the student may result in a towed vehicle.

Parking Eligibility:

Menifee County High School provides a student parking area at the rear of the main building beside the gymnasium. Students may request parking privileges at any time during the year. To be eligible to receive a parking permit, students must pay \$15.00 and meet all of the following criteria:

1. be an MCHS Student in good standing;
2. maintain a 2.0 cumulative GPA; and
3. keep satisfactory attendance* in the current school year.

* Any student who is referred to the DPP for attendance issues shall be declared as having unsatisfactory attendance and shall have their parking privileges revoked. No refund of any money shall be given.

Violations of Parking/Driving Rules:

Students who fail to obey the rules for driving and parking on the Meniffee County High School premises as outlined on the previous page under “Parking Rules” will be subject to fines and/or consequences. If a vehicle is towed from school property, it is done so at owner’s expense.

Minor Parking Infractions Consequences:

Minor parking offenses include the following: failure to display a parking tag, parking in a wrong area, failure to stop at a stop sign, loud stereo, sitting in vehicle after arriving on campus, smoking in a vehicle while on campus, and going to vehicle during the school day without permission.

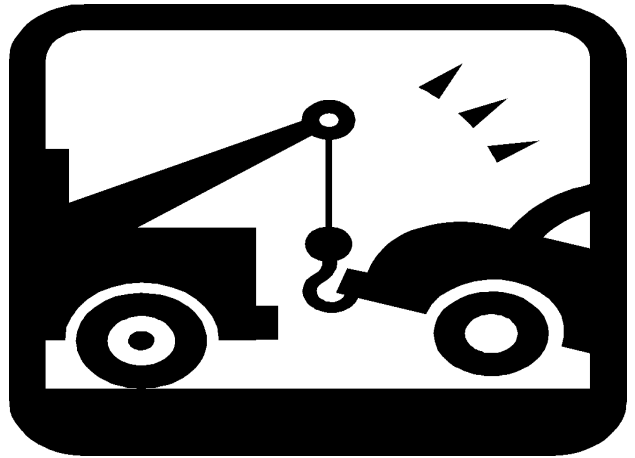
| | |
|---------------------|---|
| First Offense | \$10 Parking Fine or One Week Parking Suspension (5 School Days) |
| Second Offense | \$20 Parking Fine or Two Week Parking Suspension (10 School Days) |
| Subsequent Offenses | \$40 Parking Fine or One Month Parking Suspension (20 School Days) |

Major Parking Infractions Consequences:

Major parking offenses include the following: speeding, reckless driving, illegal take-off (squealing tires), excessively loud stereo, loud gunning/revving of engine, use of vehicle and driving privileges to skip school, parking on campus during a parking suspension, and assisting another student in skipping school using a vehicle parked on school premises.

| | |
|--------------------|---|
| First Offense | \$20 Parking Fine or Two Week Parking Suspension (10 School Days) |
| Second Offense | \$40 Parking Fine or One Month Parking Suspension (20 School Days) |
| Subsequent Offense | Loss of Parking Privileges for the Rest of the School Year |

When a student's parking privileges have been suspended, the student must give their parking permit to the principal or assistant principal. During parking suspensions, students are not allowed to drive or park on campus during the suspension time. This includes all Menifee County Schools property at Menifee Central School, the Bus Garage, and the Menifee County Board of Education. Students who park on the Menifee County School property during a suspension will be towed immediately without warning and at the owner's expense and receive harsher consequences as outlined above.



Students should be mindful that **driving to school is a privilege** of which a student can be deprived of if abuse of the privilege becomes apparent. Parking permits are required for any student who will be driving a vehicle to school and parking on school property. The cost of the permit is \$15.00 and may be purchased through the administration office. The cost of a lost parking permit is \$5.00. Any student who knowingly allows another student to misuse his/her parking permit in any way will be subject to disciplinary action plus the possibility of losing his/her driving privileges for the remainder of the year.

Reckless driving, disregarding a crosswalk or pedestrian(s), speeding, spinning of tires, excessively loud vehicles, and other traffic violations will not be tolerated and will result in the loss of the student's driving privilege and a possible traffic citation issued by the Menifee County Sheriff's Office or Kentucky State Police. Any sign, flag, language, or display on vehicles deemed offensive to individuals or groups is prohibited and may warrant disciplinary action. Students are to park only in the student parking lot or risk being ticketed and/or towed at driver's expense.

Other offenses which may result in the student losing their parking/driving privilege is tardiness to school, leaving school without permission, possession of a weapon, possession of alcohol, possession of drugs, possession of any illegal substance, illegal contraband, or possession of any simulated substance which may be construed as an illegal drug or substance, or weapon on any school property. Self-transported students

who accumulate more than **five (5) unexcused absences and/or excessive tardies** may face driving privileges being suspended for the remainder of the school year.

The administration, SRO and the Menifee County Sheriff's Department reserve the right to search any vehicle entering the parking area of Menifee County High School. Such a search may be conducted for any reasonable purpose without a warrant being obtained. If there is reasonable suspicion that any contraband (items prohibited at school) may be contained within said vehicle, the search will include all compartments and components thereof. These items include, but are not limited to alcoholic beverages, illegal drugs, illegal substances, or weapons. Students are also made aware that K-9 Searches of school property and vehicles parked on school property are periodically conducted, with a possibility of random drug testing of student drivers. Once a search begins, the person in control of the vehicle will not be permitted to remove it from the premises during the reasonable duration of the search.

Note: MCHS is not responsible for student vehicles or their contents.

Student Driver's Licenses and Kentucky's "No Pass/No Drive" Law:

The "No Pass/ No Drive" statute (KRS 159.051 results in the denial of the **School Compliance Verification Form** or the revocation of a student's driver's license for **(1) academic deficiency (2) dropping out of school (3) missing 9 or more unexcused absences in one semester**. **Academic deficiency** is defined as a student who does not have passing grades in at least six (6) or eight (8) courses **in the preceding semester**. **A sixteen (16) or seventeen (17) year old student is deemed to have dropped out of school when he/she has voluntarily withdrawn or has nine (9) or more unexcused absences in the preceding semester**. Any absence due to suspension shall be unexcused absences.

Any 16 or 17 year-old student applying for a driver's license permit (Instruction Permit) is required to have a completed **School Compliance Verification Form** per KRS 159.051 with a stamped embossed seal from the school. This form verifies that the student is compliant with the components of the statute. This form should be used for the initial application for an instruction permit only. **Students who are noncompliant will not be issued a school compliance verification form.**

It is imperative that students turn in excuses to the attendance office within three (3) school days upon returning to school from an absence to avoid error in reporting. Once the report has been made at the end of each semester, it will not

be reversed until the student has been deemed compliant at the end of the following semester.

Dances:

Menifee County High School will hold at least two (2) dances each year (Homecoming and the Junior/Senior Prom). All dances are sponsored by the classes. All advisors for the sponsoring classes are responsible for advertising the dance, organizing the dance, decorating the gym for the dance, and cleaning up after the dance. The cost to attend the Homecoming Dance is \$15.00 single and \$25 for couples. The cost to attend prom is \$50 for juniors and \$75 each for outsiders.



Student Dance Eligibility Requirements:

Only Menifee County High School students and their guests will be eligible to attend the dances. All **eligible** students 9-12 can attend the Homecoming and other school sponsored dances. Only eligible juniors and seniors can attend Prom. Middle school students, students attending an alternative school, and the children (including babies) of MCHS students or their guests will not be allowed to attend prom.

The Prom sponsor will work with the administration and/or counselors to check the eligibility for all students at Menifee County High School and compile an “Ineligibility List”. The “Ineligibility List” will be used to ensure that only students eligible for Prom can purchase a ticket. Also, any person that is attending the Prom that does not attend Menifee County High School must acquire permission from the administration.

Students will follow expectations set by the administration. Guests are only permitted to attend Homecoming and the Senior Prom. **Students that would like to bring a guest to either dance must complete a Guest to Dance form and have it approved by the MCHS administration prior to the dance.** The **visitor must not be over age twenty (20), must be in Grade 9 or above**, and meet all other requirements of being a guest in order to attend. Visitors must follow the dance policy guidelines and all other rules of the school.

During a dance, chaperones will monitor student behavior/warn students that are dancing inappropriately (inappropriate dances include, but are not limited to, sexually suggestive dances). The students will stop any inappropriate dancing when asked to do so. Chaperones will report uncooperative/offending students to school personnel. The school administration reserves the right to determine what is appropriate regarding student behavior and/or dancing during a school dance.

The school administration will also determine if the dance will end due to the behavior of the students. Students violating the guidelines may be asked to leave and parents will be notified. Students violating the guidelines may be banned from future dances.

Students who leave a school-sponsored dance early will not be able to return to the dance unless prior permission is obtained from the administration.

Guests to MCHS Dances:

An application request to attend MCHS dances (Outsider Form) must be completed by the MCHS student or their guest and the request must be submitted to the dance sponsor for approval by the administration. Guests eighteen (18) years old or older may be asked to submit to a criminal background check. Guests that are students at other high schools will be asked to grant permission for the school to receive their attendance and discipline records or contact their school administration to make decisions about approval. Home school students under the age of 18 are eligible to attend dances as a guest of an MCHS student. Guests that are students at other high schools must meet the criteria outlined above for Menifee County High School students. Guests over the age of 20 years old are prohibited from attending school dances.



Student Dress Code:

Dress Code (Appropriate Clothing):

It must be understood that when dealing with dress code every student's unique size and shape is a factor in determining the appropriateness of the attire. For example, a shirt worn by one girl may not be appropriate on another or a pair of shorts may meet the length requirement for one boy but not another. Please understand that the enforcement of student dress code is not for the purpose of hurting or controlling our students. It is for the purpose of eliminating potential issues that could affect the learning environment of our school. This includes bullying and inappropriate comments.

Recommendations: Students should wear shorts underneath dresses so that their underwear is not seen as they walk up stairs.

Excessive Cleavage can be anything over three inches exposed when a student takes their chin to the neck.

****ALL teachers will be responsible for monitoring student dress from Homeroom through 7th Period.**

Student Dress Code Policy:

In order to maintain an appropriate learning environment for Menifee County High School, a standard dress code policy has been established for students. Students are expected to dress in clothing appropriate for the season and school setting in which they represent. Students violating the policy will be required to obtain suitable clothing and may be subject to disciplinary action. **The administration reserves the right to disallow any clothing it deems unsuitable and that disrupts the learning process.**

All policies pertain to both male and female students.

Any student wearing clothing that is deemed inappropriate, or is disruptive to the learning environment, will be asked to change. Parents will be called to provide appropriate clothing to the student or he/she will be sent home to change. If neither of the above is possible, the Youth Service Center may be notified to provide a temporary change of clothing if available.

- Caps, hats, bandanas, head coverings are at the discretion of the teacher.
- Sunglasses are not to be worn in the building.
- No clothing or accessories (i.e. bracelets, backpacks, notebooks, belts, and/or buckles) are to be worn that state, imply, or promote obscene language, tobacco,

drug and/or alcohol use, sexually suggestive slogans and or depictions, racial, violent, gang-related, or socially offensive images or language.

- Accessories that may be used as a weapon or piercings that are deemed a safety hazard are not permitted.
- Clothing that is excessively revealing, extremely tight-fitting, or that attracts undue attention may not be worn.
- Clothing that exposes the underwear or the body, including, but not limited to, cleavage and the midriff, lowrider pants, tops with spaghetti straps, strapless tops, halter tops, bralettes, open back shirts or dresses, muscle shirts, tank tops, or basketball jerseys (tops must be at least two inches wide across both shoulders may not be worn. Clothing must also cover the body when arms are raised.
- No shirts with sleeves cut out or side vents
- See-through or mesh shirts, tops, dresses, slacks, or shorts may not be worn unless they are worn over clothing that meets the dress code standards.
- Pants or shorts that contain holes or slits above the 5-inch/mid-thigh inseam measurement that exposes bare skin are not to be worn.
- **Spandex pants, leggings, yoga pants, and tights may not be worn without an appropriate dress, sweater, or top that covers them down to at least the 5-inch/mid-thigh inseam measurement.**
- Shorts, dresses, and skirts that are shorter in length than the 5-inch/mid-thigh inseam measurement are not permitted.
- Shoes must be worn at all times.
- Shirts must be buttoned unless a school appropriate shirt is worn underneath.

Blankets are not allowed.

***Note: Administration discretion will apply to dress code policy and the administration/designee reserves the right to make the final decision on all clothing.**

Students with tattoos, body art, or other accessories that violate the provisions described for clothing must be covered at all times of the school day. **Students with hickeys on their neck or body may be asked to cover them up with a bandage or an article of clothing.**

- **1st offense**—Warning by staff and mandatory change of clothes.
- **2nd offense**—Change of clothes and parent contact
- **3rd offense and beyond**—Administrative referral—1 day of ISS



MCHS Attendance Policy:

Arrival to School:

All students are to report to a supervised area upon arrival at school. Once a student arrives on school property, he or she is not to leave without permission from the administrative office until the end of the school day. Students are also not permitted to return to their automobiles without prior authorization from the Principal or Principal Designee. Students must obtain and display an Office hall pass when traveling to and from the parking lot.

Students will be permitted to enter school at 7:35 AM and must report to the cafeteria or gymnasium. After 7:35 AM all student drivers and passengers **MUST** exit all vehicles and go inside of the building. Students will be offloaded from buses beginning at 7:35 AM and released from the gymnasium and cafeteria at 7:50 AM. Entrance and Exit from MCHS will take place only at the main entrance to our school by the secured double vestibule.

Tardy to School:

Any student who enters the building after 8:00 AM **OR** is not present in their Homeroom classroom is considered tardy to school and must report to the administrative office to sign-in and receive a note to enter class.

Tardy to Class:

Any student in the building that is not in their scheduled class or assigned seat at the time of a tardy bell for any class is considered tardy to class. Classroom teachers will record the tardy in Infinite Campus and on the Behavior Tracker. The student will sign the classroom sign-in log to keep an accurate record of student tardiness to class. Teachers will administer consequences as dictated by school policy.

Emergency Excused Tardy to School:

Students will be permitted five (5) emergency tardies to school per year. A parent or guardian note must be submitted for each emergency tardy used. After emergency tardies are exhausted, any further tardies will be unexcused. These notes do not count against the five (5) parent/guardian notes for absences during the year. Parent notes must be submitted within three (3) days of the event or they will not be accepted.

Hall Pass Use, Permission to Leave Class, and 10/10/ Rule:

No students are permitted to leave class without teacher permission. A hall pass will be issued when students sign out providing pertinent information (student name, date, time in/ time out, and destination). Teachers must maintain a sign in/out form at all times. No student should be allowed to leave the classroom or cafeteria without first signing out and obtaining a hall pass.

MCHS teachers and staff will observe the **10/10 Rule** to protect instructional time. Students may not be excused from the class during the first ten (10) minutes or the last ten (10) minutes of any class unless in the event of an emergency.

Note: Students traveling to and from the Health Unit or Media Center/ Library must have the appropriate *One-Way Hall Pass*, with date, time, and appropriate signature, in their possession during transit.

Departure from School:

Students are not to leave the school grounds while school is in session. Permission may be granted by submitting a parent or guardian's note to the administration office. No student shall leave school, regardless of age, unless contact is made with a parent or guardian by phone or in person.

Excused Absences:

An excused absence is one for which work may be made up, such as: illness, participation in school-related activities as approved by the Principal or Assistant Principal, court appearances (verification from the court shall be required for that portion of the day missed), driver's license permit or tests (verification from the examiner shall be required for that portion of the day missed), an approved pre-arranged absence, an Educational Enhancement Opportunity (EEO), or other valid reasons as determined by the Principal or Assistant Principal. The administration will not grant excuses for any absence event(s) more than three (3) days after the absence(s) has occurred. Educational Enhancement Opportunity (EEO) forms must be submitted for approval at least five (5) days before the planned absence. There will be no retroactive approvals for EEO's.

Unexcused Absences:

Out-of-School Suspensions, skipping class on or off of school grounds, and any absence without proper documentation on file are all considered unexcused absences. Students may be given scores of zeroes (0's) for assignments missed due to unexcused absence(s).

Habitual Truancy (HB 72 and KRS 159.150):

By law, any student who has been absent from school for three days, or who has been tardy to school on three days without a valid excuse, is **truant**. Any student who is reported as truant more than two times is a **habitual truant**. Habitual truant students and their parents are legally liable under KRS 159.150 and HB 72 and shall be referred to the courts by school personnel for noncompliance. Students who have accumulated more than six (6) unexcused absences shall be referred to the DPP for court referral. Any parent, guardian, custodian, or student of age eighteen or older who intentionally fails to comply with KRS 159.150 shall be fined one hundred dollars (\$100) for the first offense, two-hundred fifty dollars (\$250) for the second offense, and each subsequent offense shall be classified as a Class B misdemeanor and adjudicated in the courts.

Consequences for Unexcused Absences:

After nine (9) unexcused absences, parking privileges may be revoked for the remainder of the school year. The student's parking permit must be turned in at the attendance office. The parent and student shall be warned that a referral to court for habitual truancy is imminent. Any MCHS student who exceeds nine (9) unexcused absences will not be permitted to attend prom. This includes ALL grades 9 – 12. Any MCHS student who accumulates more than nine (9) unexcused absences may lose any or all extra-curricular privileges. Extra-curricular privileges are defined as any involvement in activities that go beyond the normal school day such as athletics, field trips, competitions, club participation, dances, etc., and are not an extension of a student's regular scheduled class. Any MCHS senior who exceeds nine (9) unexcused absences will not be permitted to participate in the MCHS graduation ceremony.

Procedure to Request Reinstatement of Student Privileges (Attendance):

Any student that has had their student privileges removed due to truancy can request in writing for the reinstatement of their privileges. The school administration will establish the provisions that the student must adhere to in order to regain their privileges. The student and parent must sign and uphold an Attendance Contract/Behavior Contract for Reinstatement of Student Privileges before student privileges can be reinstated.

Attendance and Receiving Course Credits:

Student attendance is directly related to student achievement and future success. A trait that is embedded in all successful people is punctuality and good attendance. Menifee County High School wants each of our graduates to learn the traits of good attendance, hard work, and being punctual. Menifee County High School follows all laws and Kentucky Revised Statutes related to maintaining satisfactory student attendance. Questions on the minimum attendance requirements for receiving credits should be directed towards the principal or assistant principal.





Excessive Unexcused Absences:

(Refer to Menifee County Schools District Code of Conduct)

Any student who accumulates nine (9) unexcused absences will be referred to the Court System as being a habitual truant as defined by KRS 600.020, paragraph 22 of the Unified Juvenile Code. A file will be kept on each student enrolled in MCHS for documentation of his/her absences. Signing in to school late or signing out of school early can also add to the total absences, depending on the amount of time a student misses from a block or blocks of classes. Phone calls from parents or guardians are not acceptable for absences or tardies. Notes from parents or guardians must state the valid reason for the absence, date of absence, and include signature of the parent or guardian.

All Absent Notes:

Any and All Excused Absence Notes turned into the office must have the following information on them: (1) Student's first and last name, (2) Student's grade (3) Absence type as described below (4) Absence's date(s) and time for which the excuse is being requested (5) Parent or guardian's signature (6) A contact phone number where a parent or guardian can be reached for verification. Altered excuses will not be accepted.

Parent or Guardian Notes:

There will be a limit of five (5) excused absence parent or guardian notes per school year. Each parent or guardian note will only excuse one day of absence. Any time a parent note is used, it counts as a full day. Parent or guardian notes must be presented within three (3) days of return to school and will be accepted for the following:

1. Illness of the student
2. Death or severe illness in the student's immediate family
3. Religious Holidays
4. Other valid reasons as determined by the Principal or Principal Designee



Sign Outs Due to Emergency:

We discourage phone calls from parents or guardians to dismiss students during the school day. In cases of serious emergency, the Attendance Designee, as defined by the principal, may authorize the sign-out based on proper identification of the caller. The absence will be unexcused until a parent or guardian note is presented upon the student's return to school. If a parent/guardian note is used for this excuse, it does count toward the total of five (5) allowed parent/guardian notes. Any time a parent note is used it counts as a full day.

Sign Outs Due to Illness:

Students who become ill at school are to ask the teacher for permission to see the school nurse. If the nurse deems it necessary, the nurse will call the parent or guardian and make arrangements to have the student go home and the absence will be excused for the current date only. If a parent or guardian cannot be reached, the student will have to remain at school. No student is to leave the school grounds because of illness without first being granted permission by the nurse and without signing out in the main office. An obvious exception would exist in the case of an emergency where the personal welfare of the student would be the primary concern. In this case, the student shall be in the direct care of a faculty member or nurse.

Physicians Appointments:

Medical and/or Dental appointments that cannot be made after school shall be excused for only that portion of the day actually requiring the student to be absent from school. Such appointments shall be verified by a physician or dentist statement confirming date and time. The absence will not be excused until a physician note is presented upon the student's return to school. Any student who exceeds three (3) unexcused absences may be required by the principal to present a doctor's statement for any further absences. **Doctor's excuses must be submitted within three (3) days of the student's return to school or they will not be accepted.**

Educational Enhancement Opportunity (EEO):

Educational Enhancement Opportunity (EEO) requests must be pre-approved or they will be considered unexcused absences. The request form must be received at least five (5) days prior to the absence in order to be processed through the main office and reviewed by the Principal or Assistant Principal. Any student requesting this type of absence must have less than nine (9) unexcused absences and be in good standing with their coursework so that the absence will not adversely affect their grades. No request will be granted for this type of absence during mandatory standardized testing and students may not utilize more than ten (10) EEO's per academic year. The form is available in the main office or online.

College, Career and Military Visits:

College and/or vocational visits must be pre-approved in advance or they will be considered unexcused visits. Students may be allowed up to two (2) visits to a prospective college and/or vocational campus. An EEO form, available in the main office, must be completed. Visits must be pre-approved by the main office and students requesting the visit must have less than nine (9) unexcused absences. Students trying to enter military service are authorized two (2) visits to the Military Entrance Processing Stations (MEPS) for processing into military service. Upon return to school, the student should provide written verification from MEPS or the recruiter that they have been to the MEPS station. Any additional visit to MEPS will require verification from the station or the recruiter making the visit stating the reason the additional visit is required (medical, administrative, etc.). Prior approval must be completed for the absence to be excused. No requests will be granted for this type of absence during mandatory standardized testing.

Make-Up Work:

Students who have excused absences shall make arrangements for makeup work with the teacher the first day back to school after an absence. Students are provided the same number of school days absent plus one (1) school day for make-up work to be turned in to the teacher.



Infinite Campus:

Via Infinite Campus, there is a campus portal to allow parents access to accurate, current, and confidential information about their child's/children's school attendance, grades, class assignments, and more. The instruction sheets and username and password are available in the main office.



Teacher Websites/Google Classroom:

Teachers will maintain their coursework content on their teacher webpage and/or Google Classroom. This content will include a syllabus and necessary assignments, as well as contact information and other pertinent information. When a student is absent, he or she should utilize teacher websites and/or Google Classroom to obtain makeup work for the class.



Student Fees and Extra Requirements:

School districts, with approval of the local board of education, may charge parents incidental fees associated with the instruction of their children. Parents are entitled to be informed as to what the fee money will be used for. Fees are to be charged only for “necessary school supplies”.

GENERAL FEES

| | |
|------------------------------|------------------|
| High School Breakfast | No Cost |
| High School Lunch | No Cost |
| Lost Chromebook | \$250.00 |
| Lost Chromebook Power Supply | \$25.00 |
| Damaged Chromebook | See Policy |
| Lost Textbooks | Varies by Course |
| Replacement Student ID | \$5.00 |
| Student Parking Pass | \$15.00 |
| Replacement Parking Pass | \$5.00 |

Care of School Property:

Students should be careful not to deface school furniture, walls, floors or equipment. No one is to tamper with water lines, fire alarms, fire extinguishers, or other electrical systems. Willful destruction of any school property or creation of hazardous conditions for other students will result in disciplinary measures such as ISS, Out-of-School Suspension and/or referral of the guilty party to proper authorities.

Extra-Curricular Activities:

Some classes require that students participate in activities after regular school hours (night performances, Saturday competitions, etc.). Failure to attend these activities could result in a lower grade. Please consult the sponsor of the activity if you have any questions regarding attendance at those events. **Classes that may require attendance at events outside of the regular day are: Band, CTE, Journalism, and Yearbook**

Any student participating in extracurricular activities must be on time and present for the entire day of a scheduled event and the entire day following a scheduled event. Failure to do so shall result in being suspended from participating in the next scheduled event. Exemptions can be determined on an individual basis by the principal. (Extra-Curricular Activities are defined as any and all activities that take place beyond the length of a regular school day).

School Lockers:

Student lockers will be provided at no expense to students. Students are required to utilize their assigned lockers and should keep them locked when not in use. Lockers should be kept in order without permitting papers or other objects to hang from the doors. Security of personal property is the responsibility of the student. The school is not responsible for lost, misplaced, or stolen items. Combinations or keys for locks must be given to the office or the lock will be cut off.

Lockers are the property of the school and the administration. The Menifee County School District reserves the right to search any student's locker if there is reasonable suspicion that illegal drugs, illegal substance, illegal contraband, weapons, or stolen property are stored there. No objects prohibited in school should ever be stored or kept in lockers. K-9 searches of lockers and school property are periodically conducted.



Consequences for Misconduct:

Consequences Used for Student Misconducts:

The rules that have been established by Menifee County High School are set to ensure that our school is successful in preparing all our students for the future. When students do not follow the rules set by the school, certain consequences will be administered to the students by the administration. These consequences are meant to deter students from doing things that prevent other students from making the most of the educational opportunities that our school is providing to them. Some of the consequences may include: time-out, time-up, Lunch Detention, Alternative Classroom Placement (ISS), Work Detail, Extra-Curricular Ineligibility, Out-of-School Suspension, assignment to Alternative Setting, and Expulsion.

Time-Out:

When a student is causing problems in a class and immediate removal from class is necessary to ensure that a positive learning environment is supported; the student will be placed in isolation with the principal, assistant principal, ISS instructor or Behavior Specialist. A time-out area will be set up in an administrator's office and in the ISS room. Time-out is only a temporary solution to the immediate problem and further consequences will be given.

Time-Up:

When a student is sent to the office for certain actions on the part of the student, the student may be assigned to stand in a corner for a period of time ranging from one-half (1/2) hour to two (2) hours. Time-Up is also used in the classroom for students who are caught sleeping, need to be removed from a group work setting or are struggling with other behaviors in the classroom.

Sleeping in Class:

Students are expected to be actively engaged in all activities in a classroom and attentive during all discussions. Under no circumstances are students allowed to sleep in class. Students who are caught sleeping in class will be assigned time-up in the classroom by the teacher (the time up will not exceed ten minutes and will either be in a corner or in the back/front of the classroom). After the student returns to their seat, if they are caught sleeping again, the teacher will assign the student one (1) day of Lunch Detention for each occurrence in that class. Teachers will report students who habitually sleep in class to the counselor for investigation of the student's home life and will also report the student to the principal/assistant principal for consequences.

Lunch Detention:

Students, who commit minor misbehaviors at school and especially in the classroom, will be assigned Lunch Detention by the teacher or administration. Teachers may assign Lunch Detentions to a student for not bringing paper or pencil to class, failure to bring their textbook, talking in class, making negative statements in class, failure to complete assigned homework, and other similar behaviors. Also, teachers may assign Lunch Detentions to students who sleep in class, are tardy to class, have a cell phone out in class, or have a cell phone ring in class. When a lunch detention is assigned, students are to report to the cafeteria. A student assigned Lunch Detention will eat their lunch in an isolated area away from the general population.

Suspension:

When students violate certain school rules, they will be assigned out-of-school suspension. When a student is suspended they are not allowed to attend school for an assigned number of days. Suspended students are responsible to make arrangement to complete make up work during the time of their suspension. Any student who is suspended is ineligible to attend or participate in any extra-curricular activities – this includes practices, meetings, games, or competitions of any form. Students who are suspended from school are not allowed on school property (day or night) during the suspension. Students who are caught, observed, or reported by school officials to be on school property during a suspension will receive extended suspension time. Students who are suspended from school are not allowed to participate in or attend any school functions or contests and are not allowed on school property for the entire duration of their suspension (this includes weekends).

Alternative Classroom Placement (ISS):

When a student is reprimanded for certain misconduct, they may be assigned by the administration to the Alternative Classroom Placement Program (ISS). The ISS Program is an alternative to out-of-school suspension because of inappropriate actions taken by students. Students assigned to ISS must report each day they are assigned and remain there all day. **Students assigned to ISS are ineligible to participate in any games or contents related to extra-curricular activities on the days and evenings they are assigned to ISS however, ISS students CAN PRACTICE ON THE DAYS THEY ARE PLACED IN ISS.** Students assigned to ISS are eligible for weekend activities or contests. ISS students can complete the work assigned in their classes for full credit, but it must be completed by the end of that school day.

Alternative Setting (Alternative Education Program):

When a student is consistently experiencing problems at Meniffee County High School and the learning environment of the school is being impaired, the student may be removed and placed on Alternative Setting. Also, special education students who violate school rules and are subject to suspension may be placed on short term alternative setting at the principal's discretion and if it is written in the student's I.E.P. Students placed on alternative setting will be served by a teacher at the student's home during the day or after school at the high school (services will be provided for one hour twice a week or if it is a special education student they will be served as outlined in the student's I.E.P.). Students on Alternative Setting are not allowed in or around Meniffee County High School at any time unless the principal grants permission. Students placed on Alternative Setting for an entire school year are not eligible to attend prom, senior activities, senior honors night, or graduation.

Expulsion:

Students who commit major violations of school rules can be expelled from school. Expulsions are recommended by the principal and must be brought before the Meniffee County Board of Education in order to be official. When a student is expelled they are no longer allowed to attend school in Meniffee County!

Levels of Misconduct:

When a student misbehaves, the seriousness of the misconduct can vary. For this reason, Meniffee County High School recognizes four (4) different levels of misconduct. Level I Misconducts are considered to be minor misbehaviors and Level IV Misconducts pose a direct threat to the others in the school. The administration has the sole right to determine the level and type of misconduct for all misbehaviors.

School Cancellations and Suspension:

When a student is suspended from school and school is canceled for any reason (including weather related closures), the canceled dates do not count as suspension dates. When a student is suspended they are ineligible to attend school for the number of days assigned by the administration as a consequence for misconduct.

Consequences for Use or Possession of Alcohol or Drugs:

No student shall purchase, possess, attempt to possess, use, be under the influence of, sell, or transfer alcoholic beverages, illegal drugs, prescription drugs, drug paraphernalia, and or “look alike” or imitation banned substances on or about school property, at any school-sponsored activity, or in route to or from a school-sponsored activity.

Possession and/or Use

- Refer to the Menifee County Public Schools Student Code of Acceptable Behavior and Discipline for consequences.

Transmittal/Distribution

- Refer to the Menifee County Public Schools Student Code of Acceptable Behavior and Discipline for consequences.

Consequences for Academic Dishonesty:

Academic dishonesty includes, but is not limited to, cheating, copying from another student, or plagiarism (taking ideas or writings of others and presenting them as your own).

- **1st Offense** – Student will receive a zero for the assignment and may not be permitted to make up the assignment, parent or guardian will be contacted, and detention or ISS may be assigned.
- **2nd and Subsequent Offenses** - Student will receive a zero for the assignment and may not be permitted to make up the assignment, parent or guardian will be contacted, and detention or ISS or Out of School Suspension will be assigned.

Consequences for Bullying and Harassment:

At MCHS, we take these laws very seriously. Be advised that the following is a state law and has consequences beyond school level.

House SB228” The Bully Bill”- Kentucky’s Bullying Law:

House Bill 91 was signed into effect by Governor Matt Bevin in April 2016. This law provides a definition to bullying; requires the school board's code of acceptable behavior to prohibit bullying; require the code to include procedures for investigating and responding to reports of bullying; and a method to protect a person reporting a bullying incident.

Definition-any unwanted verbal, physical, or social behavior among students that involves a real or perceived power imbalance and is repeated or has the potential to be repeated:

1.) That occurs on school premises, on school-sponsored transportation, or at a school-sponsored event; or 2.) That disrupts the education process.

Note: This definition shall not be interpreted to prohibit civil exchange of opinions or debate or cultural practices protected under the state or federal Constitution where the opinion expressed does not otherwise materially or substantially disrupt the education process.

Bullying Policy:

In order to prevent the disruption of the educational process and the ability of all students to take advantage of the educational opportunities offered at MCHS the following student behaviors as defined by law will not be tolerated:

- Hazing
- Bullying
- Taunting
- Menacing
- Intimidating
- Threatening behavior
- Verbal or physical abuse of others
- Use lewd, profane, or vulgar language

This policy extends to any/all student language or behavior including, but not limited to, the use of electronic or online methods. These provisions should not be interpreted to prohibit civil exchange of opinions or debate protected under the state or federal constitutions where the opinion expressed does not otherwise materially or substantially disrupt the education process or intrude upon the rights of others.

VIOLATIONS AND REPORTING:

Students who violate this policy will be subject to appropriate disciplinary action as outlined in the District Code. Students wishing to report a violation or who believe they are victims may report it to any staff member of Menifee County High School who will take appropriate action as defined by the Code. Staff will refer the report to the principal (or designee) for further action when the report involves an offense that may warrant suspension or expulsion of a student, any felony offense, or a report that may be required by law, including reports to law enforcement. When a complaint is received that does not appear to be covered by this policy, the administrators will review other policies that may govern the allegations and take appropriate action.

RETALIATION:

Other students and employees shall not retaliate against a student because he/she reports violation of the code or assists or participates in any investigation, proceedings, or hearing regarding the violation. The Superintendent (or designee) shall take measures needed to protect students from such retaliation. As provided in the Code, students who believe they are victims of these behaviors will be provided with a process to enable them to report such incidents to personnel for appropriate action.

COMMUNICATION:

By the end of the first week of school, the Menifee County Schools Code of Acceptable Behavior and Discipline will be posted at the school, referenced in our school handbook, and provided to all school employees, parents, and legal guardians, or other persons exercising custodial control or supervision of students including those students who enroll during the school year. Before the beginning of each school year, the principal (or designee) will work with the district to develop a process to train employees when necessary in the use of the Code and/or to provide updated information to the staff, students, and parents concerning this Code.

For Additional Information Regarding the District Bullying Code please refer to the Menifee County Schools Code of Acceptable Behavior.

Bullying is defined as “any unwanted verbal, physical, or social behavior among students that involves a real perceived power imbalance and is repeated or has the potential to be repeated. Examples of bullying include, but are not limited to unwanted physical contact, threatening comments, name calling, starting and/or sharing rumors or gossip, manipulation, etc. This also includes “Cyber Bullying,” which is the use of information and communication technologies including, but not limited to, email, text

messaging, photography, video, social media, Internet sites and/or blogs to support deliberate, repeated, and hostile behavior by an individual or group that is intended to cause harm to others.

Harassment involves the intent to intimidate, annoy, or alarm another person in a way that causes them fear for their personal safety. Harassment includes one or more of the following behaviors: physical contact or attempted contact, offensive language or gestures, stalking, menacing, destruction of private property, or theft. Sexual Harassment is also included.

- **All Offenses** - Refer to the Menifee County Public Schools Student Code of Acceptable Behavior and Discipline for consequences.

Note: Items mentioned in this section may rise to the level of law violation.

Consequences for Unauthorized Use of Cell Phones/Electronic Devices:

Telecommunication Devices (District Policy 09.4261)

MCHS recognizes that student access to cell phones, mp3 players, iPads, iPods, laptop computers, and other electronic devices is commonplace in 21st Century society.

However, it is imperative that students and parents alike understand there are appropriate and inappropriate times for the use of such devices. **Cell phones and electronic devices may be used by students before school, during class changes, and in the cafeteria during breakfast or lunch. Cell phones and said devices may be used during class at the teacher's direction only for instructional purposes (i.e. researching on the Internet, Edmodo, Kahoot, Poll Everywhere, Remind101, etc.).** Failure to adhere to this policy will result in the consequences outlined below. Failure of a student to relinquish a device that is to be confiscated by a staff member is a more serious violation of school policy (defiance) and will result in more severe consequences.

- **1st Offense** – Device is confiscated, tagged/ labeled, and turned into the Administrative Office. Device will be returned to student at end of school day.
- **2nd Offense** – Device is confiscated and parent or guardian notified to pick up device at the end of school day.

- **3rd Offense** – Device is confiscated, parent or guardian notified to pick up device, and privilege is suspended for the remainder of the school year.
- **4th Offense** + – Device is confiscated, parent or guardian notified to pick up device, and 2 days of ISS.

Consequences for Public Displays of Affection (PDA):

PDA is not tolerated in any form or fashion at Menifee County High School. Students are expected to maintain proper distance from each other and refrain from kissing, groping, full body contact, or other similar actions. Students who are caught committing PDA will be disciplined according to the consequences outlined by the MCHS Student Discipline Code. Side to side hugging is allowed, but front to front hugging is considered full body contact and will be punishable with up to a day of ISS. Kissing is not allowed.



STUDENT ACTIVITIES:

Participation in Extracurricular Activities:

Students must be on time and present for the entire day of a scheduled event unless the absence is excused. Extra-Curricular Activities are defined as any and all activities that take place beyond the length of a regular school day. Any student that accumulates more than **nine (9) unexcused absences** may lose any or all extracurricular privileges. Extra-curricular privileges are defined as any involvement in activities that go beyond the normal school day such as athletics, field trips, competitions, club participation, dances, etc., and are not an extension of a student's regular scheduled class. A student must have at least a seventy percent (70%) average to be eligible to participate in field trips.

Academic Eligibility for Participation in all Extracurricular Activities:

1. The KHSAA Academic Guidelines will be followed with regard to student academic eligibility for all athletic and extracurricular activities. Grades will be checked on a weekly basis by the athletic department (Mondays or otherwise the first day of the school week at approximately 3:00pm).
2. Any student with more than two (2) failing grades will be ineligible until the next Monday grade check. The student-athlete may not participate in any practices or contests while deemed ineligible.
3. The Athletic Director or Assistant Athletic Director will notify the head coach, and the head coach will notify the student athlete and the parent.

Medical Examination:

A medical examination is required by a PHYSICIAN before a student may participate in interscholastic athletics. These must be turned in to the Athletic Director and remain on file for one year. An examination by a chiropractor is not acceptable for this requirement.

Club Meetings:

Club meetings will be held on Fridays during 4th Period or the last day of the week as scheduled. Club meetings may be held before or after school outside of the instructional day.

Club Sponsor Responsibilities:

- Notify Administrative Office by the day prior to club day if you are meeting and where. Also, notify if meetings are canceled after being on the schedule.
- Keep an accurate roster of all current members.
- Update the rosters in the Google Drive folder for the current year.



Cancellation Due to Inclement Weather:

When inclement weather or any other incidence causes school to be closed, a One-Call will go out to all students/parents about the closing. Information regarding the closing or delay will also be posted on the District Facebook page. Also, announcements regarding the close of school will be made over the following stations:

WKYT – Lexington (Channel 27), WLEX – Lexington (Channel 18), and
WTVQ – Lexington (Channel 36).

An announcement may be made that school is in session on a one- or two- hour delay. When school is in session on a one- or two-hour delay, school will be dismissed at the regular time and the morning class schedule will be modified (see the One-Hour Delay and Two-Hour Delay Bell Schedules below). When school is canceled all other school activities are also canceled, unless students and staff are otherwise notified.



Regular Bell Schedule

| | |
|------------------------------------|---|
| Building Opens for Students | 7:35 – 7:50 (Students in cafeteria or gymnasium) |
| Homeroom | 8:00 – 8:10 (10 min) (Instructional Day Begins) |
| Passing | 8:10 – 8:15 (5 min) |
| 1st Period | 8:15 – 9:05 (50 min) |
| Passing | 9:05 – 9:10 (5 min) |
| 2nd Period | 9:10 – 10:00 (50 min) |
| Passing | 10:00 – 10:05 (5 min) |
| 3rd Period | 10:05 – 10:55 (50 min) |
| Passing | 10:55 – 11:00 (5 min) |
| 4th Period | 11:00 – 12:15 |
| | 1st Lunch = 11:00 – 11:25 (25 min) Class time = 11:30 – 12:15 (45 min) |
| | Class time = 11:00 – 11:45 (45 min) 2nd Lunch = 11:50 – 12:15 (25 min) |
| Passing | 12:15 – 12:20 (5 min) |
| 5th Period | 12:20 – 1:10 (50 min) |
| Passing | 1:10 – 1:15 (5 min) |
| 6th Period | 1:15 – 2:05 (50 min) |
| Passing | 2:05 – 2:10 (5 min) |
| 7th Period | 2:10 – 3:00 (50 min) (Instructional Day Ends) |
| Announcements/Dismissal | 3:00 – 3:05 (5 min) |



1 Hour Delay Bell Schedule

| | |
|----------------------|---|
| Teacher Duty | 8:25 – 8:50 |
| Homeroom | 9:00 – 9:10 (10 min) |
| Passing | 9:10 – 9:15 (5 min) |
| 2nd Period | 9:15– 10:05 (50 min) |
| Passing | 10:05 – 10:10 (5 min) |
| 3rd Period | 10:10 – 11:00 (50 min) |
| Passing | 11:00 – 11:05 (5 min) |
| 4th Period | 11:05 – 12:15 |
| | 1st Lunch = 11:05 – 11:30 (25 min) |
| | Class time = 11:35 – 12:15 (40 min) |
| | Class time = 11:05 – 11:45 (40 min) 2nd Lunch = 11:50 – 12:15 (25 min) |
| Passing | 12:15 – 12:20 (5 min) |
| 5th Period | 12:20 – 1:10 (50 min) |
| Passing | 1:10 – 1:15 (5 min) |
| 6th Period | 1:15 – 2:05 (50 min) |
| Passing | 2:05 – 2:10 (5 min) |
| 7th Period | 2:10 – 3:00 (50 min) |
| Announcements | 3:00 – 3:05 (5 min) |



2 Hour Delay Bell Schedule

| | |
|--|---|
| Teacher Duty | 9:25 – 9:50 |
| Homeroom | 10:00 – 10:10 (10 min) |
| 1st Period = Day 1 2nd Period = Day 2 3rd Period = Day 3 | 10:15 – 11:05 (50 min) |
| Passing | 11:05 – 11:10 (5 min) |
| 4th Period | 11:10 – 12:15 |
| | 1st Lunch = 11:10 – 11:25 (25 min) Class time = 11:30 – 12:15 (45 min) |
| | Class time = 11:10 – 11:55 (45 min) 2nd Lunch = 11:55 – 12:20 (25 min) |
| | |
| Passing | 12:20– 12:25 (5 min) |
| 5th Period | 12:25 – 1:15 (50 min) |
| Passing | 1:15 – 1:20 (5 min) |
| 6th Period | 1:20– 2:10 (50 min) |
| Passing | 2:10 – 2:15 (5 min) |
| 7th Period | 2:15 – 3:00 (45 min) |
| Announcements | 3:00 – 3:05 (5 min) |



Miscellaneous Information for Students and Parents:

The following pages provide miscellaneous information that we would like to make our parents/guardians and students aware of as we enter the beginning of a new school year. If at any time you would have questions or need additional information regarding any information in this handbook, please feel free to contact the MCHS school administration.

Dear Student, Parent, and/or Guardian,

Our most important function in the Meniffee County Schools 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 being made by students with intent to do harm to either other students or school staff members. In many of those cases, school officials and law enforcement officials were forced to close schools to investigate the threats that have 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 the state law (KRS 508.078)

- (1) A person is guilty of terroristic threatening in the second degree when, other as provided in KRS 508.075, he or she intentionally,**
- (2) Makes false statements by any means, including by electronic communications, for the purpose of:**
 - 1. Causing evacuations 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, parent, or school personnel (for the complete text for KRS 508.078 please see next page)**

Such threats to our students and school staff are totally unacceptable and will not be tolerated. As result, the purpose of this letter is to notify all students, parents, and/or guardians that school district official (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.

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 child 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 child 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. We appreciate your partnership in keeping our school the safest place for our students to learn and grow.

If you have any questions or concerns, please contact me at your convenience.

Sincerely,

Menifee County Schools



Regarding Kentucky State Law Provisions of Terroristic Threatening and Potential Penalties (KRS 508.078)

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 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.



**Menifee County High School
Youth Services Center
606-768-8102**

Facts for Teens: Teen Suicide

Introduction

Teen suicide is a serious problem in the United States. It is the third leading cause of death among teenagers — almost 2,000 teens kill themselves each year.

Many more teens attempt suicide. A recent survey of high-school students found that:

- Almost 1 in 5 had seriously considered attempting suicide;
- More than 1 in 6 had made plans to attempt suicide; and

- More than 1 in 12 had made a suicide attempt in the past year.

If you look around a class of 25 students, at least five are likely to have seriously considered suicide, and at least two are likely to have tried to kill themselves in the past year.

Female teens are much more likely to attempt suicide than males, but male teens are four times more likely to actually kill themselves.

Over sixty-percent of teens who kill themselves use guns.

Who Is At Risk?

Some teens, because of their biochemical makeup or life experiences, are at greater risk for suicide.

Risk factors for suicide include:

- **Previous suicide attempts** - Teens that have attempted suicide in the past are much more likely than other teens to attempt suicide again in the future. Approximately a third of teen suicide victims have made a previous suicide attempt.

- **Depression and/or alcohol or substance abuse** - Over 90% of teen suicide victims have a mental disorder, such as depression, and/or a history of alcohol or drug abuse.

- **Family history of mental disorders, substance abuse, or suicide** - Teens who kill themselves have often had a close family member who attempted or committed suicide. Many of the mental illnesses, such as depression, that contribute to suicide risk appear to have a genetic component.

- **Stressful situation or loss** - Teens who kill themselves almost always have serious problems, such as depression or substance abuse. When they experience losses or certain stressful situations, it can trigger a suicide attempt. Such stressful situations include: getting into

trouble at school or with the police; fighting or breaking up with a boyfriend or a girlfriend;
and fighting with friends.

- **Easy access to guns** - Teens are much more likely to kill themselves when they have access to guns. When teens shoot themselves, they most often do so in their own homes. Teens are at a far greater risk for suicide when there are loaded and accessible guns in their homes.
- **Exposure to other teenagers who have committed suicide** - Teens are more likely to kill themselves if they have recently read, seen, or heard about other suicide attempts.¹³ Other risk factors include a history of physical and/or sexual abuse, poor communication with parents, incarceration, and lack of access or an unwillingness to seek mental health treatment.

What You Can Do

If you are worried about a friend...

Ask directly if he or she is considering suicide. Ask whether he or she has made a specific plan and has done anything to carry it out. Listen openly to your friend, tell your friend that you care deeply, and that no matter how overwhelming his or her problems seem, help is available.

Then, help your friend to find someone trained to help, such as a doctor, community health center, counselor, psychologist, social worker, youth worker, or minister. Numbers for suicide hotlines and crisis centers should be available in your local phone book or call 1-800-SUICIDE.

If your friend has a detailed plan or appears acutely suicidal and will not talk, he or she could be in immediate danger and it is important to get help right away. Do not leave your friend alone, and seek help immediately, taking your friend to a hospital emergency room if necessary.

Even if it will anger your friend, talk with an adult you trust about your friend's situation so that you aren't carrying the burden by yourself. Do not try to "rescue" your friend or be a hero and try to handle the situation on your own. You can be the most help by referring your friend to someone with the professional skills to provide the help that he or she needs, while you continue to offer support.

If you are thinking about suicide...

Talk with a trusted adult or call your local crisis intervention center immediately. You may be feeling tired, alone, depressed, scared, angry, hopeless, or unloved, and it may seem that things will never get better. However, no matter how overwhelming your problems seem, confidential help is available. Trained, caring adults can help you to find alternatives you may not have considered and solutions to problems or situations that may seem hopeless. If you are depressed, effective treatments are available that will help to relieve your sadness, anger, and pain.

If danger is imminent, call 911 or take your child to the nearest emergency room

Pathways, Inc. 1.800.562.8909

National Suicide Prevention Lifeline

1-800-273-8255

www.suicidepreventionlifeline.org

Teen Suicide Prevention and Awareness

www.teensuicideprevention.org

Preventing Suicide

www.kentuckysuicideprevention.org



Menifee County High School Youth Services Center

606.768.8102

Social Media Information

Are you familiar with Snapchat, Kik, Whisper, Instagram, Twitter and Tumblr. High School teens are living their lives online. They are checking their friends' status updates and posting their own, watching their favorite shows, uploading photos and videos, playing games and accessing all different types of information.

Tumblr: Tumblr is unique because of the variety of content that users can post from phones. They can text and post photos, they can offer up quotes, links, music, voice messages and videos. Key concerns are privacy and inappropriate content in which users do not have to use their real names.

GroupMe: GroupMe is an app that does not charge fees or have limits for direct and group messages. User also can send photos, videos and calendar links.

Snapchat: Snapchat is popular with teens because it allows users to rapidly send their friends images and video which disappear after a certain amount of time set by the user (1-10 seconds). What parents need to know about this app is that it is currently the most popular “sexting” app available. Some teens use the app to send explicit photos, believing that they can’t be retrieved after the app makes them disappear. Forensic experts have shown that the images can actually be retrieved from the phone after disappearing from the app.

Kik Messenger: Kik Messenger is an app that lets teen’s text for free. It is fast and has no messages limits, character limits or fees if you only use basic features. Because it is an app, the texts will not show up on your kid’s phone’s messaging service, and you are not charged for them.

WhatsApp: WhatsApp lets users send text messages, audio messages, videos, and photos to one or many people with no message limits or fees. It was designed for those 16 and over and is often pushy as it automatically connects you to all the people in your address book.

Discord: Discord started as a place for gamers to chat while playing video games but has become a bigger platform where users can use text, voice-chat, and video-chat to discuss a wide variety of topics.

Tik Tok: Tik Tok is a video sharing social network that mostly features teens lip-synching to famous songs but also includes some original songwriting and singing. They can build up a following among friends or share posts publicly.

Houseparty – Group Video Chat: It is a way for groups of teens to connect via live video. Two to eight people can be in a chat together at the same time. If someone who is not a direct friend joins a chat, teens get an alert in case they want to leave the chat.

Live.me- Live Video Streaming: Allows kids to watch others and broadcast themselves live, earn money from fans and interact live with users without any control over who views their streams.

YouNow: Broadcast, Chat and Watch Live Video is an app that lets kids stream and watch live broadcasts. The ultimate goal is to get lots of viewers, start trending, and grow your fan base.

Whisper: Whisper is also a messaging app, but with a twist. Users post messages anonymously in the form of text superimposed over a picture. Whisper has become popular with users as a way to make anonymous confessions. Among the concerns that have arisen regarding Whisper is the app's use in cyberbullying, wherein teens are posting pictures of other teens with derogatory text over the image. The app also allows users to communicate with other who are nearby using a GPS function.

Ask.fm: One of the hottest social networking apps among young people, Ask.fm is a Q&A platform that allows users to ask each other a question anonymously. Twitter and Facebook integration has made it even more popular, with an estimated 25% of teenager having accessed it within the last 30 days. However, this app has become popular for cyberbullying, with FOUR documented bullying-related suicides being linked to it.

MeetMe: Chat and Meet New People. It was not marketed as a dating app MeetMe does have a "Match" feature whereby users can "secretly admire" others, and its large user base means fast paced communication and guaranteed attention.

Omegle: Omegle is a chat site that puts two strangers together in their choice of a text chat or a video chat. This can be very attractive to teens and provides a no-fuss way to make connections.

Yubo: Formerly Yellow-Make New Friends is an app that is other called the "Tinder for teens" because users swipe right or left to accept or reject the profiles of other users. If both swipe right on each other, they can chat and hook up via Snapchat or Instagram.

Twitter: Twitter is a microblogging tool that allows users to post brief, 140 character messages—called "tweets"- and follow other users' activities. It is not only for adults; teens like using it to share tidbits and keep up with news and celebrities.

Instagram: Instagram lets users snap, edit, and share photos and 15-second videos, either publicly or within a private network of followers. It unites the most popular features of social media sites: sharing, seeing and commenting on photos. It also lets you apply fun filters and effects to your photos, making them look high quality and artistic.

While awareness of these apps is a good start, it is just the beginning. It is crucial for parents to monitor their child's smartphone, tablet and computer use.

Most of all, communicate with your children. Talk with them about the importance of on-line safety, and the importance of making good decisions while on-line.

Here are a few statistics concerning online activity.

71% of teens have established online profiles on social networking sites.

Nearly half (47%) have public profiles viewable by anyone. Teens with public profiles are more likely to receive messages from strangers and be harassed by peers.

54% of teens report that if parents knew what actually happened on social media, they'd be a lot more worried about it.

1 in 5 teens report they check notifications while driving at least sometimes, 44% say they "never" do.

At least one in four are receiving sexually explicit texts and emails, and at least one in seven are sending sexts. More than one in 10 teens are forwarding these sexts without consent. Roughly one in 12 teens have had sexts they sent shared without their permission.

Information source: Internetsafety101.org, enough.org and Commonsensemedia.org

