



# **METCALFE COUNTY HIGH SCHOOL**



## **2024-2025 STUDENT HANDBOOK**

Dear Students, Parents, Guardians:

I am excited to start this upcoming school year as principal of Metcalfe County High School. MCHS offers a challenging academic program, outstanding co-curricular and extracurricular programs, and exciting school-sponsored events throughout the school year. It is an honor to serve as the leader of MCHS and I look forward to working with the school community to provide exceptional learning experiences for our students.

Metcalfe County High School's extremely thorough curriculum is the foundation for our student's success. We offer a variety of options for our students to ensure they have all the tools they need to flourish while in school and after graduation. We will hold students to high standards while also working to provide for their needs as individuals.

Metcalfe County High School's staff has a passion for helping students grow and develop into respectful individuals with a desire for learning and love for this community. We focus on building relationships and providing support for all learners. The staff at MCHS works diligently to meet the needs of all students and provide an environment that is safe, engaging, and challenging academically.

In addition to academics, we offer extracurricular programs, including music, athletics, Ag, aviation, and theatrical arts. Getting involved with clubs or activities within MCHS is a great opportunity for students to hone their skills outside of the classroom as well as cultivate lifelong learning.

Metcalfe County High School provides timely feedback to parents and students utilizing the Infinite Campus Parent Portal, teacher email, and teacher websites. I would like students and parents to take advantage of these opportunities so that everyone is well informed regarding grades and attendance. We also make great efforts to share accomplishments and general information on school social media outlets. Please follow Metcalfe County High School on Facebook, Twitter, and Instagram to stay current on what is happening with our students!

In an effort to provide a safe learning environment, the administrators have assembled a Student Handbook. The rules and regulations contained in this booklet are in effect and govern the behavior of students while on school grounds during school hours, off campus during school hours, at school-sponsored functions, or while being transported to or from school activities. Please take some time to read this valuable information and familiarize yourself and your child with the information.

Keep hustling Hornets!

Sincerely,

Principal  
Joseph Eaton

# **METCALFE COUNTY FIGHT SONG**

*Metcalfe Hornets Ever  
We'll Win Tonight.*

*Every Man Is Loyal  
Ready For The Fight.*



*We'll Go Out To Win, Team  
Beat \_\_\_\_\_ High.*

*Fight, Fight For Metcalfe  
And Metcalfe High.*

**GO, FIGHT, WIN! GO, FIGHT, WIN!**

**GO, FIGHT, WIN!!**

**BOARD MEMBERS**

John Caffee - Chairman      Donnie Perry  
Robin McMurtrey   Tim Brown   Daniel Glass

**HIGH SCHOOL ADMINISTRATIVE STAFF**

Joseph Eaton.....Principal	
David Clemmons .....Assistant Principal	Donna Harris.....Guidance Secretary
Paige Crowe.....Assistant Principal	Mandy Deweese..... Receptionist/Attendance
Brandy Morgan.....Guidance counselor	Gail Harris..... Bookkeeper
Geneva Scroggy.....Dual Credit/Work Ready Advisor	Judy Thompson.....Family Resource

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**Student Handbook Addendum**

*COVID-19 Pandemic Plan General Guidelines*

- All learning models, including “In Person” and “At Home,” will involve the use of Canvas (the district’s online Learning Management System.)
- Teachers will lead instruction with the same curriculum under both models.
- Extracurricular activities are available to students under both models.
- Students/parents should be prepared to transition to all “At Home” learning at any given time.
- Food service will be available for all enrolled students.

**Social Distancing and Masks:**

- Students should adhere to the 3-feet social distancing rule as much as possible.
- Students (1st grade and above) and staff are expected to wear a mask
- A student can be exempt from wearing a mask by providing a medical waiver or doctor’s statement. Social distancing will apply.
- Students must wear masks on the school bus.

**MASKS (when required by executive order or board of education)**

- **Masks must be worn at all times unless eating or drinking**
- **Masks must be worn on the bus**

# **ABSENCES AND ATTENDANCE**

Pupils are required to attend regularly and punctually the school in which they are enrolled. Recording of absences and tardies shall be made in compliance with the requirements of 702 KAR 007:125.<sup>1</sup>

## **TRUANCY DEFINED**

Any student who has attained the age of six (6), but has not reached his/her eighteenth (18th) birthday, who has been absent from school without valid excuse for three (3) days or more, or tardy without valid excuse on three (3) days or more, is a truant.

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

Any student who has been reported as a truant two (2) or more times is a habitual truant.

For the purposes of establishing a student's status as a truant, a student's attendance record is cumulative for an entire school year. When students transfer from one Kentucky district to another, attendance information from the previous district shall become part of their official attendance record for that school year.

## **EXCUSED ABSENCES**

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

1. Death in the pupil's immediate family - Immediate family shall mean mother, father, spouse, brother, sister, grandfather, grandmother, blood related aunts, uncles, nieces, nephews, or anyone living under the same household roof with the student, parent notes should be submitted to the attendance clerk within five (5) school days from the last day absent or the absence shall be deemed unexcused.
2. Illness of the pupil - The student shall submit a physician's statement, signed by the physician, indicating the student was under doctor's care and unable to attend school. The statement is to excuse only the absence of the student being treated by the doctor.
3. Court appearance - A note of verification shall be required.
4. Religious holidays and practices,
5. Doctor and dental appointments,
6. Family emergencies approved by the Principal,
7. Documented military leave
8. One (1) day prior to departure of parent/guardian called to active military duty,
9. One (1) day upon the return of parent/guardian from active military duty,
10. Visitation for up to ten (10) days with the student's parent, de facto custodian, or person with legal custody who, while on active military duty stationed outside of the country, is granted rest and recuperation leave
11. Other valid reasons being pre approved by the principal including trips qualifying as educational enhancement opportunities.

Students shall be granted an excused absence for up to ten (10) school days to pursue an educational enhancement opportunity determined by the Principal to be of significant educational value. This opportunity may include, but not be limited to, participation in an educational foreign exchange program or an intensive instructional, experiential, or performance program in one (1) of the core curriculum subjects of English, science, mathematics, social studies, foreign language, and the arts.

Unless the Principal determines that extenuating circumstances exist, requests for date(s) falling within State or District testing periods shall not be granted.

The Principal's determination may be appealed to the Superintendent/designee whose decision may then be appealed to the Board under its grievance policy and procedures.

The Principal may accept 6 parent notes per school year (3 per semester) for excused absences turned in within 5 days of absence. One parent note may cover up to 3 consecutive days missed. If the days are not missed consecutively, the note may only count for one day. The Principal shall have the discretion to accept or decline the parent note as written.

## **PERFECT ATTENDANCE - means PERFECT attendance. NO tardies and NO absences (that includes excused and unexcused absences)**

## **UNEXCUSED ABSENCES**

After a student has accumulated six (6) unexcused absences, the DPP will notify the parent/guardian, by home visit or mail, that the student is a habitual truant. After the student has accumulated seven (7) unexcused absences, for students between the ages of thirteen (13) to seventeen (17), the DPP will file a Juvenile Complaint with the Court Designated Worker (CDW) for habitual truancy. For students from six (6) to twelve (12) years of age, the DPP will file a report of educational neglect on the parent/guardian with the County Attorney.

## **ATTENDANCE EXEMPTIONS**

1. Religious holidays and practices,
2. **College visitation for seniors/juniors limited to one PREAPPROVED BY THE PRINCIPAL (1) day, Juniors and seniors get 1 day each with verification from college or tech. school and completed college day form.**
3. One (1) day for attendance at the Kentucky State Fair,

## **MAKE-UP WORK**

Students receiving an absence under these two (2) sections shall have the opportunity to make up school work missed and shall not have their class grades adversely affected for lack of class attendance or class participation due to the absence.

**Metcalf County High School students will have 5 days from the date he/she returns from an absence to make up any missed schoolwork. It is the student's responsibility to collect the work and return it to the teacher within that 5-day period. Any work turned in after those 5 school days will be counted as a zero (0).**

## **SUSPENSION**

Projects or homework assigned prior to suspension shall be accepted for credit. Students shall be responsible for submitting assignments due during the time of the suspension. Long-term projects assigned during the suspension and due at a later date shall be accepted. Work assigned and due during suspension shall be accepted 5 days after return to school.

### **REFERENCES:**

<sup>1</sup>702 KAR 007:125, KRS 36.396, KRS 38.470, KRS 40.366, KRS 158.070, KRS 158.183, KRS 158.293, KRS 158.294, KRS 159.035, KRS 159.140, KRS 159.150, KRS 159.180, OAG 76-566, OAG 79-68, OAG 79-539, OAG 91-79, OAG 96-28

### **RELATED POLICIES:**

09.111, 09.122, 09.428109.126 (re requirements/exceptions for students from military families) Adopted/Amended: 05/17/2010

## **PROCEDURES ON RETURNING TO SCHOOL AFTER AN ABSENCE**

1. Students who are absent the entire day must bring a note to the main office. **They have 5 days to bring a note.** After 5 days, the absence is considered unexcused. NOTE should state the date(s) absent and the reason(s) for the absence(s).
2. Students must bring the note to the office early enough so they can be in the classroom by the time the Tardy bell rings. **Students who are late to their first period assignment will receive an unexcused tardy.**
3. Students who do not bring a written excuse to the office will be given an unexcused absence / tardy, regardless of the reason for the absence(s). The absence(s) will then be properly classified according to the policy. It is the student's responsibility to show the corrected absence slip to each teacher.

## **ASBESTOS**

The Metcalfe County board of Education has adopted an Asbestos Management Plan for all school buildings. This is in accordance with (AHERA) Asbestos Hazard Emergency Response Act of 1987-40 CFR-763-subpart E. A copy of this plan is maintained at the Metcalfe county school bus transportation office by the district's AHERA designated person Herby Bunch. Office is open Monday through Friday. Phone 270-432-4634.

## **ASSAULT POLICY**

Any student found to be guilty of assault in school, on campus or at any school function will be suspended, and the proper authorities will be notified. After the investigation, the principal will recommend the student return to school or be recommended to the superintendent for expulsion from school. Assault is defined as physically hitting another student or person without cause or provocation.

Students making verbal or written threats or any action deemed to mean harm toward any student or staff may be immediately suspended from school. This student, depending on the case, may be recommended for expulsion.

This includes, but is not limited to, remarks referencing "killing", "shooting", or "capping" another individual. The remarks will not be considered as jokes and will be dealt with in a swift and severe manner. Students are encouraged to report any information to school officials, parents, or law enforcement officials concerning anything they have heard or witnessed which may cause harm or cause an unsafe environment at school.

## **ATHLETIC POLICY**

### **Athletic Rules and Regulations**

- 1) Students must be passing at least 66% of their classes and maintain a 2.0 GPA.
- 2) Progress reports are checked each Monday. Students with two failing grades when grades are turned into the Athletic Director are ineligible for one week, including practices. Students will not be permitted to play or practice until they are passing. Students are permitted to play with one failing grade, however coaches are encouraged to discuss the situation with their athlete and arrange for tutoring or study hall sessions to help the athlete with their academics. IF after school tutoring is offered, athletes with failing grades should attend these sessions until the grade is raised.
- 3) Report cards of student athletes with failing grades will be given to the principal or athletic director.
- 4) While coaches are to keep up with student/athlete grades, the Athletic Director will notify coaches and athletes of failing grades and their eligibility status

- 5) Any student who participates in any extra-curricular activity who is absent from school ½ day will not be allowed to play or practice that day or night. Extenuating circumstances may occur and will be administered by the principal or designated agent. Students that arrive after 11:30 a.m. or leave before 11:31 a.m. Will not be allowed to play or practice.
- 6) **Any student possessing, using, or under the influence of illegal or nonprescription drugs or alcohol during the school year or school sponsored event will be subjected to the following penalty.**

**1<sup>st</sup> offense: Loss of extra-curricular activities for two weeks and suggested counseling.**

**2<sup>nd</sup> offense: Loss of extra-curricular activities for one calendar year.**

- 7) Schedules of individual sports will be coordinated and prepared by the athletic director after consultation with the head coach of each sport. A copy of each schedule will be presented to the principal immediately upon completion.
- 8) Coaches of individual sports will be consulted by the athletic director concerning the following matters: postponement of games, rescheduling of postponed games, homecoming, banquets, and all games scheduled if district is out for illness. The final decision of the five mentioned matters rests with the principal and athletic director.
- 9) All purchases made through the athletic account require a purchase order with the athletic director's approval before the request is presented to the principal. Failure to do so will result in the booster club or coach paying the bill.
- 10) Uniforms will be purchased by the school for athletic teams. Each participating athlete will be furnished a uniform in all sports. At times, booster clubs may help with that purchase. Students may be required to purchase some equipment that individuals use in particular sports.
- 11) Students serving multiple days of In School Suspension will be ineligible to play or practice during their ISS assignment. If a student is serving one day of In School Suspension, when the athlete is released to go back to regular classes, the athlete regains their eligibility to practice and participate in athletic events.

#### **Seasons**

Fall: Boys and Girls Cross Country, Football, Boys and Girls Golf, Volleyball, Cheerleading, and Band

Winter: Boys and Girls Basketball, Weightlifting, Cheerleading, Band, and Archery

Spring: Baseball, Softball, Boys and Girls Tennis, Boys and Girls Track, Bass Fishing, E-Sports

## **BOOK BAGS**

Gym bags or any other large tote bags will be collected and stored in the front office. Students will not have access to the bags once they have been placed in the office.

Drawstring bags and backpacks can be carried into the building once cleared by staff.

## **BULLYING/HAZING**

#### **House Bill 91:**

Kentucky House Bill 91, sometimes referred to as the "Golden Rule Bill" or the Bullying Bill," was enacted during the 2008 legislative session. Through the provisions of HB 91, it will be possible for school and district employees to report serious safe-school incidents, including bullying (rising to the level of a felony offense), to the principal so that quick and effective actions can take place to ensure the safety and well-being of all students.

Specific school requirements for completion for HB 91 include the following:

All school employees shall be informed of the requirements of the code as well as receive any necessary training.

If encountered, any school employee shall report to the principal any suspected felony offense listed below. If the principal is in doubt if the offense under consideration is a felony, he/she will consult with local law enforcement and the school board attorney.

Within 48 hours, the principal will file a written report to the local board of education through the superintendent. If when investigating the principal finds evidence of a felony offense, ONE of the following will be contacted: a local law enforcement agency, the Kentucky State Police or the county attorney. (If a principal does not find evidence of a felony offense, he/she does not have to file a report to the agencies listed.)

The principal will notify parents or guardians of the alleged victim and alleged perpetrator.

Law enforcement agencies receiving the principal's report will investigate.

In order to effectively participate in the democratic process as adults, students must learn to respect the rights of others and to interact with them in a civil manner. Therefore, students are required to speak and behave in a civil manner towards students, staff, and visitors to the schools.

### **Actions Not Tolerated**

The use of lewd, profane or vulgar language is prohibited. In addition, students shall not engage in behaviors such as hazing, bullying, menacing, taunting, intimidating, verbal or physical abuse of others, or other threatening behavior. This policy extends to any/all students language or behavior including, but not limited to, the use of electronic or online methods. Such behavior is disruptive of the educational process and interferes with the ability of other students to take advantage of the educational opportunities offered.

These provisions shall 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 educational process or intrude upon the rights of others. Students who violate this policy shall be subject to appropriate disciplinary actions.

### **Reports**

As provided in the District Code of Acceptable Behavior and Discipline, students that believe they are victims of bullying/hazing shall be provided with a process to enable them to report such incidents to District personnel for appropriate action.

### **Other Claims**

When a complaint is received that does not appear to be covered by this policy, administrators shall review other policies that may govern the allegations, including but not limited to 09.426 and/or 09.42811. Policy 09.42811 shall govern harassment/discrimination allegations.

### **References**

1KRS 158.150; KRS 158.148: A New Section of KRS Chapter 158.

KRS 160.290

Bethel School District No. 403 v. Fraser 478 U. S. 675, 106 S. CT. 3159, 92 L.Ed.2d 549 (1986)

Tinker v Des Moines Independent School District, 393, U. S. 503, 89, St. Ct. 733, 21 L. Ed.2d 731 (1969)

### **Related Policies:**

03.162; 03.262; 09.13; 09.421; 09.425; 09.426; 09.4281; 09.42811; 09.438; 09.2211 (re reports required by law).

## **According to KRS158.148: BULLYING**

1 (a) As used in this section “bullying” means 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.

(b). 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 TIP LINE**

The school district has added a tip line button on each school’s web page where instances of bullying may be reported anonymously.

## **BUS NOTES & REGULATIONS**

Riding the bus is a privilege!

1. Do nothing to disturb the bus driver.
2. Respect and follow the directions of the bus driver.
3. Be on time for your stop.
4. Help your driver to keep the bus clean.
5. No vulgar language, shoving, fighting, or hazing.
6. Remain in the seat you are assigned by your driver.
7. Stay in your seat facing forward until the bus comes to a complete stop.
8. Do not throw any objects of any kind while on the bus.
9. Keep your hands, head, etc. inside the bus windows.
10. Watch for traffic while entering and leaving the bus.
11. Be Careful when crossing in front of the bus, never cross behind the bus.
12. No eating or drinking on buses.
13. Learn how to get off the bus in case of any emergency, your bus driver will be glad to show you.

If a student's behavior on the bus does not conform to state and local school safety laws, students may be denied the privileges of bus transportation.

**Bus notes must be turned into the office before 7:45 a.m. and parents must provide a number where they can be reached.** Approval must be granted in order for students to be transported to a location other than his/her usual drop off point. The student must show the note to the bus driver. Approval of the bus note will remain at the discretion of the administration. NO HIGH SCHOOL NOTES WILL BE ACCEPTED OVER THE PHONE.

## **CAFETERIA**

Students are expected to:

1. Behave in a polite and cooperative manner.
2. Move orderly through the single-file lunch line.
3. No HORSE PLAYING during breakfast or lunch.
4. Remain seated while in the cafeteria.
5. Clean up around the table area before dismissal to class.
6. Do not take food or drink from the cafeteria except during grab and go or when permitted by the principal.
7. Stay in the cafeteria.

## **CELL PHONES**

Cell phones may only be used in the hallways during class changes or during lunch/breakfast. If there is an emergency or need for a student to use a cell phone during class, the student must communicate that with the teacher or administration.

## **CHEATING**

Cheating is defined as knowingly copying another person's work and presenting it as your own or using "cheat" notes or any other aids while taking a quiz or test that are not allowed by the teacher. Plagiarizing is defined as knowingly using copyrighted material without identifying its source or attempting to identify its source. Students who are guilty of either of these offenses will receive a zero on their particular quiz, test, project, paper, etc. They are also subject to disciplinary action including suspension, detention, and expulsion.

## **CHECKING OUT OF SCHOOL**

Students aged 17 or younger must present a parent note to the front office before 7:45 a.m. with a number to best reach a parent at the time the student leaves school.

Students age 18 or older, a phone call will always be made to the parent or guardian when the student signs out. The guardian always has the right to refuse the student to leave school.

Anyone picking up an MCHS student **MUST BE ON THE STUDENTS PICK UP LIST.**

## **CHROMEBOOKS**

Metcalf County High School is preparing students for an ever-changing world that sees technological advancements happening at a rapid rate. We believe every student has a right to an education that prepares them for further education and/or future employment, and develops the skills that they must have as citizens of the 21st Century: creativity, communication, collaboration, and critical thinking. As our school moves towards a 1:1 environment, we will ensure that all students have the opportunity to learn in an engaging environment reflective of the world that surrounds all of us. No food or drink is allowed near your Chromebook.

- Chromebooks are intended for use at school each day.
- Students are responsible to bring their Chromebook to all classes, unless specifically advised not to do so by their teacher.
- Electronic mail, network usage, and all stored content shall not be considered confidential and may be monitored at any time by designated district staff to ensure appropriate use.
- The district cooperates fully with local, state or federal officials in any investigation concerning or relating to violations of computer crime laws.
- Cords, cables, and removable storage devices must be inserted carefully into the Chromebook.
- Chromebooks must remain free of any writing, drawing, stickers, or labels. Please ensure the fan

vents are not blocked or covered for proper ventilation.

- Chromebooks must have an MCS FA asset tag on them at all times and this tag must not be removed or altered in any way.
- Chromebooks must have a student name and teacher label on the device. If for some reason the label starts to peel, report to the teacher that houses your Chromebook.

The student in whose account the Chromebook and/or hardware is issued will be responsible at all times for its appropriate use and handling.

Non-compliance with the policies of this document or the Acceptable Use Policy, will result in disciplinary action.

Students will receive their Chromebook as a Freshman and are responsible for them until they graduate as Seniors.

## **DEFIANCE OF AUTHORITY POLICY**

All students are under the direct supervision of all employed adults in the school. This includes teachers, custodians, teacher's aides, and cafeteria workers. If at any time during the course of the school day or school event a teacher/staff member is directly cursed, threatened and/or slandered by a student, that student will immediately be removed from the classroom. Said student may be suspended from school and the charge of Abuse of a Teacher may be pursued through the Court Designated Worker.

## **DETENTION**

Afternoon detention can be assigned to students for inappropriate behavior. Failure to serve detention will result in one day of ISS in addition to original assigned detention.

- Students must be in the Detention room at 2:50.
- Students must have some schoolwork to work on. (Homework, AR book, etc....)
- Students cannot talk or sleep.
- Students must stay the full hour

It is the student's responsibility to tell his/her parents about the detention and arrange for transportation home. We are requesting parent cooperation as we work to make our school a respectful, disciplined, safe place for students to learn. Suspension can be assigned if detention cannot/is not served for any reason.

## **DRESS CODE FOR STUDENTS**

As educators, we feel we are preparing our students to develop personal and professional standards of attire, which will often be required of them when they enter the workforce. The educational process of all students at MCHS comes before any one student's individual right to freedom of expression. To promote a better educational and safer environment, and in order to promote a learning environment that fosters both knowledge and a democratic responsibility which values the sensibilities of others, we expect students to look their best and follow the dress code that has been established for MCHS. These standards are established by our School-based Council (SBDM) and implemented by the school administration:

- Pants should be worn at the waist with no sagging
- Cover form-fitting pants with a long shirt or tunic that falls to an appropriate length. This includes leggings, yoga pants, etc.
- No pajama pants or house shoes except on designated days
- Slashes, cuts, or holes above the knee should be minimal in size and at or below fingertips. Students can be asked to cover or change.
- During the school day, shorts, skirts and dresses should be worn at an appropriate length (to fingertips when arms are at side).
- No spaghetti straps, or racer back tops. Factory cut tank tops are acceptable unless undergarments are visible.
- No clothing, hats, or accessories with tobacco, alcohol, or drug advertisements
- Shirts and blouses will cover midriff area
- Students may not wear apparel or other items that display racial or ethnic slurs or symbols (such as the Confederate flag), or any other type of discriminatory clothing

- No shirts displaying offensive material, vulgar language, immoral suggestions, or sexual innuendoes
- No clothing revealing any cleavage or undergarments.
- No caps, hats, hoods, toboggans, etc. worn in the building except on designated days.
- No sunglasses worn on the face inside of the building
- No chains
- No spiked items
- Students will be asked to remove any jewelry deemed dangerous or inappropriate
- No theatrical or Halloween makeup
- No Costumes/Costume Accessories
- No off the shoulder shirts
- No blankets of any kind are allowed in the building

**Policy for dress down days/special events:** School administration reserves the right to alter dress code for special events

## **DRIVING & TRANSPORTATION**

The Board of Education permits pupils to drive motor vehicles to and from school. Students that want to drive to school must report to the office at the beginning of the school term in order to register their vehicles. A registration permit must be filled out and signed by the student's parent/guardian, and returned promptly to the office. Students that drive to school should lock their vehicles, and enter the school building immediately upon arrival on campus. Vehicles are not to be re-entered during the course of the school day unless in an emergency. Even then, this must be done in the presence of an administrator. If the student fails one or more classes, the previous semester he or she is not allowed parking privileges until they are passing all of their classes. If you lose your tag, it will cost \$5 for another one.

Vehicles must be driven in a safe manner while on school property, have a visible parking pass, and parked only in the student parking lot. Pupil's vehicles may be searched by the administration if there is a reason to believe there is a cause. Violations of any of the above regulations may result in the loss of driving privileges. IF THE STUDENT IS PARKING AT SCHOOL AFTER THEIR PRIVILEGES HAVE BEEN REVOKED, THEIR VEHICLE WILL BE TOWED WITHOUT WARNING.

**No Pass/No Drive Bill (HB 32, amending KRS 159.051) results in the denial or revocation of a student's driver's license for academic deficiency or dropping out of school because of excessive or unexcused absences. Academic Deficiency is defined as a student who does not have passing grades in at least four courses, or the equivalent of four courses, in the preceding semester. A student is deemed to have dropped out of school when he/she has nine or more unexcused absences in the preceding semester. Any absence due to suspension shall be unexcused absences. Should you want to review the full text of this law, please visit [www.Irc.ky.gov/record/07RS/record/htm](http://www.Irc.ky.gov/record/07RS/record/htm).**

**The No Pass/No Drive statute (KRS 159.051) results in the denial of the school compliance verification form (to get permit) or the revocation of a student's driver's license for (1) academic deficiencies (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 (4) courses, or the equivalent the preceding semester. (2) A sixteen (16) or seventeen (17) year old student is deemed to have dropped out of school when he or she has voluntarily withdrawn or (3) has nine or more unexcused absences in the preceding semester. Any absences due to suspension shall be unexcused absences.**

**The law specifies that a student "shall" pass (4) courses (or the equivalent) per semester; 4/6 = 66%). reports of noncompliance based on academic deficiency will be made via the web portal beginning using grades from the previous semester."**

**At the end of the next semester (once grades are finalized), if they are passing 66% of their classes and have less than 9 unexcused absences their license will be reinstated/ they will be able to apply for a permit/license. Should you want to review the full text of this law, please visit [www.Irc.ky.gov/record/07RS/record/htm](http://www.Irc.ky.gov/record/07RS/record/htm).**

- Reckless driving and violation of driving laws will result in loss of parking privileges permanently.
- Drivers can lose parking privileges for tobacco use, drug or alcohol possession, attendance issues, insubordination, cell phones, fighting, or any disciplinary issue that may arise.
- **DAMAGE TO VEHICLES: THE SCHOOL WILL NOT BE RESPONSIBLE FOR ANY DAMAGE TO VEHICLES PARKED IN THE SCHOOL PARKING LOT.**

## **DRIVER REGISTRATION In front office**

All drivers will be issued a parking tag only after they have completed and turned in a student-driving contract. To receive a tag each student must:

1. Possess a valid license.
2. Present a parental consent form.
3. Have no failing grade for the semester grading period.
4. Provide proof of insurance

\*\* Continued violation of parking lot rules will result in automobile being towed from school property at owner's expense

## **DRUGS AND ALCOHOL**

The faculty and administration of Metcalfe County Schools are committed to maintaining an environment that is free of drugs and alcohol. Drug and alcohol use is defined to include the following acts in school, on school grounds or while engaged in school sponsored or supervised activities.

- Illegal use of a controlled substance or counterfeit controlled substance;
- Possessing controlled substances for illegal purposes or possessing illegal drugs;
- Trafficking in illegal drugs, alcohol or counterfeit controlled substances;
- Possessing paraphernalia connected with the use or sale of illegal drugs, over the counter meds. or controlled substances,

When a student possesses or has consumed an alcohol beverage, controlled dangerous substance, counterfeit controlled dangerous substance, look-alike, non-controllable substance, or other intoxicant, the principal may suspend the student one (1) and not more than ten (10) days. During the suspension, an in-school assessment of the student will be conducted with consideration for expulsion and/or return to school. When it has been established that a student is involved in the distribution, possession with intent to distribute, or conspiracy to distribute an alcoholic beverage, controlled dangerous substance, look-alike, non-controllable substance or other intoxicant, the principal will suspend the student with a request to the Superintendent for expulsion (Subject to change by the School Board).

In addition, when they have reasonable belief that a violation has taken place, the Principal will immediately report to law enforcement officials when an act has occurred on school property or at a school-sponsored function that involves student possession of a controlled substance on school property in violation of the law.

## **DUE PROCESS**

Before being punished at the school level (with suspension or expulsion) for violation of school regulations, a pupil shall have the right of the following due process procedures:

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

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

## **EXTRA-CURRICULAR ACTIVITIES**

**Any student that habitually breaks school rules and policies or violates the tobacco, drug, attendance or fighting policies may lose the opportunity to participate in sports, prom, dances, clubs, etc.**

## **FIREARMS AND/OR WEAPONS**

Any student having unlawful weapons and/or firearms in their possession on school property will automatically be suspended. Parents will be notified and the proper law enforcement agency will be contacted. Students will be suspended until the Board of Education meeting, at which time, an expulsion hearing will be recommended. KNIVES ARE CONSIDERED WEAPONS.

## **FIRST AID AND MEDICAL EMERGENCY**

An attempt is made to keep an up-to-date emergency procedure sheet on file in the office. These sheets contain important phone numbers and, in some cases, important health information. It is the responsibility of all students and parents to make sure we have a current sheet on file because the health and welfare of any student may depend on the information

**ILLNESSES OR INJURIES.** If a student becomes ill or is injured while at school, while using school transportation or while engaging in school activities, these procedures are followed:

1. Minor injuries such as cuts, bruises, scratches, etc., are given only treatment which can be administered from the first aid kit. (Plain water may be used to irrigate the eye if a foreign object is to be removed).
  2. In the event of serious illness, or serious injuries, such as dislocation, fracture, burn, sprain, or conditions such as a foreign body in the eye, nose or ear which cannot be easily removed, the parent/guardian is notified immediately.
  3. If the parent cannot be located, or if the injury or illness is so potentially dangerous as to require almost instantaneous treatment, the student will be taken to the family physician, or to the most feasible source for emergency treatment and care. (In this event, school staff personnel will continue attempts to locate the parent until he/she is notified).
- No drugs or medication of any kind including aspirin or cough medication will be given unless the parent completes a consent form for administering medicine and gives that to the school nurse.
- Students must have a teacher referral to attend to the nurse's station

**ALL MEDICATION MUST REMAIN IN THE NURSE'S OFFICE (this includes ibuprofen and acetaminophen) in a sealed container with the students name on it.**

**VISITS TO THE NURSE'S OFFICE WILL BE GRANTED FOR EMERGENCIES ONLY.**

**FIRST AID STATION IS LOCATED IN THE GYM BY THE BOYS PE LOCKER ROOM**

## **GRADING**

<b>90-100</b>	<b>A</b>	<b>Classes begin daily 7:45 a.m. and end 2:50 p.m</b>
<b>80-89</b>	<b>B</b>	
<b>70-79</b>	<b>C</b>	
<b>60-69</b>	<b>D</b>	
<b>0-59</b>	<b>F</b>	

AP/APP/Dual credit are weighted to account for difficulty level of class

AP/DC-6 points

APP-2 points

### **MCHS Grading Policy in all classes**

Homework 20% Quizzes/Projects 30% Proficiency Measures/Assessments 50%

Daily/Homework/Quiz: No extended time to daily work if a student does not finish work in the class period due to lack of effort with 0 assigned to grade. If student is engaged and requests more time or teacher sees there is extenuating circumstances, extended time will be given without penalty. If a student is in class the day an assignment is issued for the next day and the student missed that day (or multiple days) the assignment is due the day the student returns to school (the 5-day policy for absences does NOT apply here). Project/Papers: For these where a student is given the due date in advance and the student is absent during that period or even the day before it is due, there is NO extra time given and is still due as scheduled. If the student is absent the day the assignment is due, it is due the next day of the late grade sliding rule applies. 1 day late= 10% deducted; 2 days late= 20% deducted; 3 days late= 30% deducted; 4 days late= 40% deducted; 5 days late= 50% deducted; after 5 days a grade of 0 is given. If a student is absent during the 5-day period of the project/paper being late, there will be no extended time. Example, if a student is absent on day 2 of the project being late, and the student returns the next day, the project/paper is now considered 3 days late and 30% will be deducted from grade.

**\*\*Extenuating circumstances are case by case and are decided by the teacher\*\***

**No weighted final. Final is included in the 4<sup>th</sup> nine weeks.**

## **GRADING PERIODS AND REPORT CARDS**

Report cards will be issued 4 times a year at the end of each 9-week period. All grades are available via infinite campus. If you need assistance accessing your infinite campus please call the Metcalfe County Tech Office at 432-0600.

## **GRADUATION –**

All students expecting to take part in the graduation activities must abide by the policies set forth by the MCHS. **No student will be allowed to participate in the graduation ceremony unless all graduation requirements and financial obligations have been met. All GRADE REQUIREMENTS AND OBLIGATIONS MUST BE COMPLETED ONE WEEK (7 CALENDAR DAYS) PRIOR TO GRADUATION IN ORDER FOR THE STUDENT TO PARTICIPATE IN GRADUATION ACTIVITIES. THIS INCLUDES WALKING THE LINE.**

## **EARLY GRADUATION**

**Students wishing to graduate early shall indicate that intent to the school principal at the beginning of grade 9 or as soon as the intent is known, but within the first thirty (30) school days of the academic year in which they wish to graduate.**

A student shall meet one of the following Postsecondary Ready requirements prior to entrance into the Early Graduation Program:

- a. Meet or exceed at least one benchmark on the ACT.
- b. Achieve an industry recognized certification
- c. Achieve at least 3 hours of college credit (must obtain a “C” or higher) or post secondary articulated credit (EOP)
- d. Obtain a benchmark score on an AP exam
- e. Complete a required number of hours or achieve a benchmark within an apprenticeship, cooperative, or internship program.

The Early Graduation statute and regulation are a result of Senate Bill 61 (2013) and are a companion regulation to Senate Bill 97 (2013). To summarize the regulation; beginning in 2014-2015, Early Graduation will be possible for students who intend to move on an accelerated timeline through high school and graduate college ready in three academic years or less. Early Graduation is a deliberate pathway for students that wish to complete high school early, receive a diploma from the district and be eligible for acceptance into a two-or four- year Kentucky SACS accredited, public or non-profit institution without remediation. The regulation provides a financial incentive, known as the Early Graduation Certificate, for the student to support this action.

## **HARASSMENT/DISCRIMINATION**

Harassment/Discrimination is intimidation by threats or actual physical violence; the creation, by whatever means, of a climate of hostility or intimidation, the use of language, conduct, or symbols in such manner as to be commonly understood to convey hatred, contempt, prejudice, or to have the effect of insulting or stigmatizing an individual.

Harassment/Discrimination due to an individual's race, color, national origin, age, religion, marital status, political beliefs, sex, or disability is prohibited at all times on school property and off school grounds during school-sponsored activities. This prohibition also applies to visitors to the School who may come into contact with employees and students.

Students who engage in harassment/discrimination of an employee or another student on the basis of race, color, national origin, age, religion, marital status, political belief, sex, or disability shall be subject to disciplinary action, including but not limited to ISS, suspension, and/or expulsion.

Students who believe they have been a victim of an act of harassment/discrimination or who have observed other students being victimized shall, as soon as reasonably practicable, inform their teacher, guidance counselor or principal of the incident.

Examples of conduct and/or actions prohibited under this policy include, but are not limited to:

1. Name-calling, stories, jokes, pictures, or objects that are offensive to one’s gender, race, color, national origin, religion, or disability.

2. Unwanted touching, sexual advances, requests for sexual favors, and spreading sexual rumors.
3. Members of one gender being subjected to sexual remarks of the other gender in the context of the classroom.
4. Impeding the progress of a student in class by questioning the student's ability to do the required class work based on the gender, race, color, religion, national origin, or disability of the student.
5. Limiting student access to educational tools, such as computers, based on the student's gender, race, color, religion, national origin, or disability.
6. Teasing a student's subject choice or assignment based on the gender, race, color, religion, national origin, or disability of the student.
7. The school, state, and local authorities will investigate Cyber bullying that affects the educational environment of MCHS.

Upon the resolution of allegations, the Superintendent shall take steps to protect employees and students against retaliation. False or malicious complaints of harassment/discrimination may result in disciplinary action taken against the complainant. Sexual Harassment means unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature.

## **HOMEBOUND PROGRAM**

This program is designed to provide individual home instruction for students who cannot attend a regular school day due to a physical, mental, emotional or social condition which prevents attendance at school.

A student is eligible for this program when he / she provides a signed statement from a licensed physician, psychologist, psychiatrist, or public health official stating that the student's condition prevents attendance at school. Students in the homebound program may not work; if so, they may lose their homebound status.

The primary delivery of services will be through the electronic/digital medium. Students will be expected to stay connected with their class work on a regular basis. There will be an expectation for assignments to be submitted on a daily and/or regular basis. School officials will work with students to ensure the best delivery method is in place for each individual situation.

## **JANUARY GRADUATION**

Seniors who will meet the Kentucky Department of Education minimum requirements may graduate at the end of the first semester.

- Students wishing to graduate in January must notify the guidance office no later than September 1st of the current school year.
- Students must also meet the Early/January Graduation Requirements
- A separate graduation ceremony will be held for January graduates.
- By choosing to graduate in January, students will not be able to attend prom unless invited by a current junior or senior, will not be able to participate in any senior activities at the end of the school year, nor will they be allowed to participate in a winter or spring sport.

## **LIBRARY SERVICES**

Most of the materials in the library may be checked out for two (2) weeks. You may then renew the material if no one else has reserved it. If a book or any other item that you wish to borrow is not on the shelf, you may put in a reserve request and we will attempt to obtain the material as soon as possible for your use. After 2 weeks and the materials have not been returned to the library the OVERDUE COSTS are 5 cents per day until returned to library. The other students need these materials too, **so PLEASE BE RESPONSIBLE with our educational materials!**

Any lost or damaged materials must be replaced at the expense of the borrower.

Books, magazines, newspapers, computers, and audio / visual aids are available for school use in the library. Students are encouraged to take advantage of this service.

## **LOCKERS**

Lockers are not currently available for student use.

## **MENTAL HEALTH**

Metcalf County High School students may be recommended/required to visit with the school mental health counselor for major disciplinary issues, repeated discipline issues, safety concerns, or to assist students in coping with traumatic/interpersonal issues interfering with the school day.

## **METAL DETECTORS-POLICY 09.436.AP.1**

### **Use of Metal Detectors**

Consistent with provisions in policy 09.436, school administrators may authorize the use of stationary or mobile metal detectors for weapons searches as follows:

- Search all students entering the premises;
- Search students on a random basis, provided a non-discriminatory, random selection process is used; or
- Search an individual student when there is reasonable suspicion to believe the student is concealing a weapon.

## **MONEY AND VALUABLE ARTICLES**

Please do not bring large amounts of money to school. All valuable articles should be in possession of the owner at all times. The school will not accept responsibility for stolen money or other articles. iPods, cell phones, mp3, laptops or any other electrical devices are the responsibility of the student; if lost or stolen, it is not the responsibility of the school to retrieve or investigate.

## **MONROE AND BARREN TECHNOLOGY CENTER**

1. **Students must ride the bus to and from the vocational school.**
2. Vocational school bus students must obey the bus regulations set forth by the Metcalfe County Board of Education.
3. Driving to vocational school is permitted only after the principal has approved a written request from the parent that their child be allowed to do so. Any student driving without permission will be subject to disciplinary action.
4. MCHS attendance policy is applicable at Monroe/Barren County Vocational School.

## **NON-RESIDENT STUDENTS**

Nonresident pupils may be admitted to the District's schools in accordance with Board policy and upon approval of the Superintendent.

Written nonresident pupil contract information shall be kept on file at both the attending and resident districts.

1. Any non-resident student enrolled in the Metcalfe County School district shall have this enrollment revoked at any time if the following occur:
  - a. Fails more than two classes during one semester grading period.
  - b. Suspended from school or expelled from school.
  - c. habitual truant, six (6) or more unexcused absences.
2. Any student who is currently suspended or expelled from any school district shall not be enrolled. Also, if suspension or expulsion charges are pending in any school district, that student shall not be enrolled in the Metcalfe County School System.

## **OUTSIDE FOOD AND DRINK**

- Any outside beverages must be sealed.
- CUPS - Stanley, Yeti etc. may only contain ice.

## **PEST MANAGEMENT PLAN**

All Metcalfe County School Facilities have implemented a program of Integrated Pest Management (IPM) in order to control pests in a way that minimizes economic, health and environmental risks.

## **PROM**

Metcalfe County High juniors and seniors may purchase a prom ticket for themselves and a guest (ticket price to be announced) If a student is tardy to school or checks out before 2 pm on the day of prom, they will NOT be allowed to attend prom. **No admittance to anyone over the age of 21 or enrolled in a middle school allowed at MCHS prom. Students with drug, alcohol, fighting, or multiple write ups will not be permitted at prom.**

## **PUPIL INFORMATION / CHANGE OF ADDRESS**

If your last name, street address, or telephone number changes at any time during the school year, please notify the office and guidance department immediately. This is very important in keeping our records up to date and being able to contact a parent or guardian in case of an emergency.

## **RADIOS, CD PLAYERS MP3'S**

Mp3, iPods, or any other electronic devices not used for educational purposes are prohibited in school and on school buses. Metcalfe County High School is not responsible for any unauthorized item that is lost or stolen. **The school will NOT investigate lost or stolen items.**

## **RESTROOMS**

Students will be escorted to the bathroom during class time instruction. Restroom escorts will not be provided during the first 20 minutes of class nor the last 10 minutes of class except in emergency situations.

## **SEARCHES**

All lockers, book bags, persons and automobiles are subject to search. Lockers, book bags, backpacks, and vehicles on school property can and will be searched with reasonable suspicion. Students will be searched with reasonable suspicion.

## **STUDENT CONDUCT AT ATHLETIC AND SOCIAL EVENTS**

Students are expected to display proper conduct at all athletic and social events. Athletic (both at home and away) social events are school functions, and all students are held accountable for policies and regulations covering their behavior and subject to the authority of school officials. Any violations of school policy that would warrant disciplinary action in school will apply at all athletic and school sponsored off - campus events (conventions, field trips, etc.) are governed by the policies and regulations of Metcalfe County Schools and are subject to the authority of school officials.

## **STUDENT DROP OFF AND PICK UP**

**BECAUSE SUPERVISION IS NOT AVAILABLE UNTIL AFTER 7:10 A.M., STUDENTS SHOULD NOT BE DROPPED OFF PRIOR TO THAT TIME. THE EXCEPTION WOULD BE EARLY ARRIVAL FOR MEETINGS WITH TEACHERS, COACHES, OR CLUB SPONSORS.**

- Students being dropped off will enter through the back entrance next to the loading dock.
- Students will remain in the cafeteria or gym until time for class.
- Students will not be allowed to go to lockers, enter the freshman hallway, or into other parts of the building, until the bell to dismiss the first period has sounded.

After the official start of school, the **ONLY ENTRANCE** to MCHS for visitors and drop off students will be through the main doors at the front of the building. In order for tardy drivers to enter the school building, they must first check in at the front office, go park their vehicle in their parking spot, and present a check-in slip at the door for admittance by a staff member.

## **TARDY**

The software used by our schools counts students as tardy for reporting to school late, after 7:45 a.m., and for leaving school early. In order to have the tardy excused, students are expected to bring a note from the doctor or from parents (Total of 6 parent notes per school year **turned in within one week of tardy**). **Students can use a total of six parent notes including tardies and absences.**

We are requesting parents to return a note in order for a tardy to be excused. This is in addition to signing your child out on our attendance log. All doctor visits will be excused with a doctor's note. A total of 6 parent notes for legitimate tardies (sickness, funeral, court appearance) will be accepted with proper documentation. Students with a recurring illness may bring one doctor's note (with explanation) to excuse those tardies. Tardy to class means the student is not in their seat ready for instruction when the bell sounds.

## **TELEPHONE MESSAGES**

The school will cooperate fully in the delivery of messages; however, students will not be called to the office for phone calls unless it is an emergency. **Messages will be delivered after class.**

## **TEXTBOOKS**

Textbooks are now checked out through the library with a scan sticker on the textbook. Students must check books out and return them before and after each semester. Students will be charged the full price for any textbook they check out that is not returned. Fees will accumulate throughout their high school career and must be paid in full before a student may participate in graduation practice and or ceremonies.

## **TOBACCO/NICOTINE**

Metcalfe County High School strives to be a tobacco free campus, meaning no one can use any tobacco products while on school grounds this includes after school events. Students shall not possess or use smoking, chewing, dipping, e-cigarettes, vapes, or any smoking paraphernalia (including lighters or matches) in or about school buildings and grounds, on a school bus, or at any school related activities. This does include imitation tobacco and nicotine products. Contraband items will be confiscated and not returned.

## **VANDALISM POLICY**

Any student apprehended defacing school property, drawing, carving, or vandalizing in any way will be required to clean up and pay for damages. Parents will be notified and sent a bill. Criminal charges will be pursued when appropriate. WRITING ON STUDENT DESKS is also considered VANDALISM and will be punished appropriately.

**Kentucky School Law 158.150** - All pupils admitted to the common schools shall comply with the lawful regulations for the governance of the school. Willful disobedience or defiance of the authority of the teachers or administrators, use of profanity or vulgarity, assault or battery or abuse of other students or school personnel, the threat or force or violence, stealing or destruction or defacing of school property or personal property, the carrying or use of weapons or dangerous instruments or other incorrigible bad conduct on school property as well as off school property at school - sponsored activities constitutes cause for suspension or expulsion from school. Use or possession of alcohol or controlled drugs will constitute a recommendation for expulsion.

## **Virtual Policy:**

In order to qualify for the virtual option, students must meet the following:

1. Have a current GPA of 2.5 or higher.
2. Be on track to graduate/appropriate grade level
3. Have less than 5% unexcused absences for the previous school year.
4. No major behavior incidents including but not limited to: Drugs, Alcohol, Physical Violence, Verbal Abuse, etc.

\*Seniors must be post secondary ready before being allowed to go virtual.

\*Students who are virtual may return to the building for assistance, tutoring, etc. after communication with administration.

\*If students do not meet requirements above or those listed in the contract they will return to in person instruction.

## **VISITORS**

Students are not allowed to bring or visit with friends that are not enrolled in this school. All visitors must report to the office.

- *VISITORS MUST SIGN IN AT THE OFFICE, PRESENT VALID ID AND WEAR A VISITOR TAG WHEN IN THE BUILDING.*
- *Visitors may be subject to use of a metal detector before entering the building.*

## **WEAPONS**

The Metcalfe County Schools have a strict policy for possession of any item deemed to be a weapon at school.

For carrying, bringing, using or possessing any firearm, other dangerous or deadly weapon, dangerous instrument, destructive device or facsimile thereof (Example: toy handgun), the student will immediately be suspended and a recommendation for expulsion may be made. No pocket knives of any kind are allowed on school grounds.

## **WEATHER-RELATED SCHOOL CLOSING**

If school is called off because of inclement weather, it will be announced on 99.1 radio station or channel 13 as soon as the decision is made. Information will also be sent out through our One Call Snow Buddy phone service.

## **Work Ready Policy:**

In order to be admitted into the work ready program as a Junior, a student must:

1. Be on track to graduate (No missing credits)
2. Pass all classes from the previous semester

In order to be admitted into the work ready program as a Senior, a student must:

1. Be on track to graduate (No missing credits)
2. Pass all classes the previous semester (must pass work ready during Junior year with a “C” or higher if taken)
3. Have attained one of the Post Secondary Requirements:
  - a. Meeting or exceeding at least one benchmark on the ACT.
  - b. Industry recognized certification
  - c. Achieve at least 3 hours of college credit (must obtain a “C” or higher) or post secondary articulated credit (EOP)
  - d. Benchmark score on an AP exam
  - e. Completing a required number of hours or achieving benchmark within an apprenticeship, cooperative, or internship program.

This policy for Seniors will apply for the graduating class of 2026 and beyond.

## **Metcalf County School District Student Acceptable Use Policy (AUP)**

The Metcalf County School District has made a significant investment in technology so that our students will have the opportunity to develop the skills necessary to excel in our modern world. With this investment in technology comes a great responsibility to provide our students with a positive structured learning environment that will foster creative learning and the skills necessary for our students to prepare for a post high school education or a successful career in the job market of their choice. Adherence to the following policy is necessary for the continued access to the school district’s technological resources:

### **General Usage of Technology:**

- I am aware that the computers are the property of the Metcalf County School District and any information stored on them, including email, is the property of the Metcalf County School District.
- I will use only the assigned logon accounts to access computers, network resources, email and internet.
- I will not view, use, or copy passwords or data, or access network resources to which they are not authorized.
- I am aware that the School Principal, Network Administrator, Chief Information Officer or Superintendent has the right to access information stored in any user directory, on any current screen, in electronic mail, or computer storage device. Network monitoring of random student monitor screens and/or directories is done to review progress and to ensure data security.
- I am aware that all internet web sites viewed and duration of time viewing such sites will be recorded.
- I will never distribute private information about others or myself.
- I will never knowingly download/upload inappropriate graphics or text from my workstation using the internet or email.
- I agree not to circumvent the school district’s internet proxy or firewall services.
- I agree not to alter the setup of any school district computer or equipment by loading programs or services, or disabling approved programs and/or services, without the expressed permission of the Network Administrator, Chief Information Officer, School Principal and/or Superintendent.
- I will report any security risk or violations to a teacher, principal or network administrator.
- I will never access newsgroups, chat rooms, or similar services. All third party email accounts are expressly prohibited.
- I will never destroy or damage data, networks, or other resources that do not belong to me.
- I will not infringe copyrights, such as using software without the appropriate licensing, or making or transmitting illegal copies of music, games or movies.
- I will never plagiarize from any source.
- I will always communicate in ways that are kind and respectful.
- I will report threatening or discomfoting materials to a teacher.
- I will never intentionally transmit or copy material that violates my school’s code of conduct.
- I will never send spam, chain letters or other mass unsolicited mailings or telephonic messages, nor buy, sell, advertise or otherwise conduct business unless it is an approved school project.
- I am aware that there will be occasions when the internet will be used for a whole class presentation. This will only happen under the direction of a staff member and will be for educational purposes only.

- I acknowledge that computers and related technology is the property of the Metcalfe County Board of Education and any information stored on them is the property of the School District. **I understand that I am financially responsible for any malicious damage or vandalism that I cause and is punishable according to local school, school district, and/or Kentucky Department of Education policies and procedures, as well as legal action.**

*The Outlook Live e-mail solution is provided to your child by the district as part of the Live@edu service from Microsoft. By signing this form, you hereby accept and agree that your child's rights to use the Outlook Live e-mail service, and other Live@edu services as the Kentucky Department of Education may provide over time, are subject to the terms and conditions set forth in district policy/procedure as provided and that the data stored in such Live@edu services, including the Outlook Live e-mail service, are managed by the district pursuant to policy 08.2323 and accompanying procedures. You also understand that the Windows Live ID provided to your child also can be used to access other electronic services that provide features such as online storage and instant messaging. Use of those Microsoft services is subject to Microsoft's standard consumer terms of use (the Windows Live Service Agreement), and data stored in those systems are managed pursuant to the Windows Live Service Agreement and the Microsoft Online Privacy Statement. Before your child can use those Microsoft services, he/she must accept the Windows Live Service Agreement and, in certain cases, obtain your consent.*

## **FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT**

Although this listing is not intended to take the place of the complete FERPA law and regulations, the following definitions shall apply when implementing Policy 09.14 and the procedures that follow.

**EDUCATION RECORDS** - Refers to records directly related to a student that are maintained by the District or by a party acting for the District.

A "record" shall include any information recorded in any way, including, but not limited to, handwriting, print, computer media, video or audiotape, film, microfilm, and microfiche.

Staff should refer to federal regulations for examples of documents that are not considered education records.

Student records shall include disciplinary records with regards to suspension and expulsion.

**PERSONALLY IDENTIFIABLE INFORMATION** - Includes, but is not limited to, the following:

1. Student's name;
2. Name of the student's parent or other family member;
3. Address of the student or student's family;
4. Any personal identifier, such as the student's social security or student number;
5. Personal characteristics that would make the student's identity easily traceable, including biometric records (measurable biological or behavioral characteristics that can be used for automated recognition of an individual, such as fingerprints, retina and iris patterns, voiceprints, DNA sequence, facial characteristics, and handwriting); or
6. Other information that, alone or in combination, is linked or linkable to a specific student that would allow a reasonable person in the school community, who does not have personal knowledge of the relevant circumstances, to identify the student with reasonable certainty.

**NOTE:** Unless the parent/guardian or secondary school student requests in writing that the District not release information, the student's name, address, and telephone number (if listed) shall be released to Armed Forces recruiters upon their request.

**STUDENT** - Except as otherwise specifically designated by law, "student" shall mean any individual who is or has been in attendance in the District and for whom the District maintains education records.

**ATTENDANCE** - District "attendance" includes, but is not limited to, attendance in person or by paper correspondence, videoconference, satellite, Internet, or other electronic information and telecommunication technologies for students who are not physically present in the classroom; and the period during which a person is working under a work-study program.

**DISCLOSURE** - Refers to permitting access to, or release or transfer of, personally identifiable information contained in a student's education record to any party except the party identified as the provider or creator of the record, by any means, including oral, written, or electronic.

### **REFERENCES:**

34 CFR Parts 99, 20 U.S.C. 1232g P. L. 107-110 (No Child Left Behind Act of 2001)

The following rules and procedures shall be complied with relative to disclosure of student records:

1. The District shall annually notify parents of students currently in attendance, or eligible students currently in attendance, of their right under the Family Educational Rights and Privacy Act (FERPA).

The Principal also shall furnish to parents of all new students and to all new eligible students the notification at the time of enrollment.

2. Unless the parent or secondary school student requests in writing that the District not release information, the student's name,

address, and telephone number (if listed) shall be released to Armed Forces recruiters upon their request.

Subject to federal opt-out rights, directory information shall be made available to Armed Forces recruiters on the same basis as it is provided to the public.

3. Parents or eligible students who wish to review educational records may make a request on the appropriate form. Forms are available at the school and in the Central Office. Access shall be provided within a reasonable time frame, not to exceed forty-five (45) calendar days of District receipt of the request. Because, a shorter timeline is required in certain situations involving IDEA students, staff shall adhere to the District's special education procedures for responding to such requests. If circumstances effectively prevent a parent or eligible student from exercising inspection rights, copies of the requested records shall be provided within the above stated time frame. Until any questions are resolved, no student record held by the District shall be discarded when the record is under an outstanding request to inspect or review.
4. School authorities shall make a documented effort to notify the parent or eligible student prior to complying with a court order or subpoena that directs the disclosure of information concerning the student unless a court order provides that the parent/eligible student is not to be notified. As noted in the District's annual FERPA notice, parent consent/notification is not required to release student records to another school district or post-secondary institution in which a student seeks or intends to enroll or is already enrolled.
5. The District shall disclose personally identifiable student information to an organization designated to conduct a study for or on behalf of the District only when a written agreement has been established with the organization. Such disclosure does not require parent/eligible student consent.
6. The parent or eligible student must sign a request and consent form before a student's records are to be transferred to an agency or individual not authorized under law to receive them.
7. A log shall be maintained of student records requests and disclosures, including emergency disclosures in response to an actual, impending, or imminent articulable and significant health/safety threat. The log requirement does not apply to the following:
  - a. Disclosures made to parents or eligible students,
  - b. Records released pursuant to written consent,
  - c. Access by school officials and others having a legitimate educational interest under FERPA,
  - d. Disclosures of directory information, or
  - e. Disclosures of records made pursuant to a subpoena or court order where a court order or other law provides that the parent or student are not to be notified.
8. Upon request, the Superintendent/designee shall, arrange for a record amendment hearing in compliance with 702 KAR 1:140. Related Procedures: All 09.14 procedures

## **NOTIFICATION OF FERPA RIGHTS**

The Family Educational Rights and Privacy Act (FERPA) affords parents and "eligible students" (students over 18 years of age or students who are attending a postsecondary institution) certain rights with respect to the student's education records. They are:

- 1) ***The right to inspect and review the student's education records within forty-five (45) days of the day the District receives a request for access.***

Parents or eligible students should submit to the school Principal/designee a written request that identifies the record(s) they wish to inspect. The Principal will make arrangements for access and notify the parent or eligible student of the time and place where the record(s) may be inspected.
- 2) ***The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or in violation of the student's privacy or other rights.***

Parents or eligible students may ask the District to amend a record that they believe is inaccurate, misleading, or in violation of privacy or other rights. They should write the school Principal, clearly identify the part of the record they want changed, and specify why it is inaccurate, misleading, or in violation of their privacy or other rights. If the District decides not to amend the record as requested by the parent or eligible student, the District will notify the parent or eligible student of the decision and advise him/her of the right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
- 3) ***The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.***

Exceptions that permit disclosure without consent include:

- a. Disclosure to school officials with legitimate educational interests. A "school official" is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the school Board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his/her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his/her professional responsibility to the District.

- b. Upon request, disclosure of education records without parent/eligible student notice or consent to officials of another school district or post-secondary institution in which a student seeks or intends to enroll or is already enrolled or to other entities authorized by law so long as the disclosure is for purposes related to the student's enrollment or transfer.
  - c. Disclosure of information to those whose knowledge of such information is necessary to respond to an actual, impending, or imminent and significant health/safety threat.
- 4) The right to notify the District in writing to withhold information the Board has designated as directory information as listed in the annual directory information notice the District provides to parents/eligible students.  
To exercise this right, parents/eligible students shall notify the District by the deadline designated by the District.  
The Superintendent/designee is authorized to release Board-approved student directory information. Approved "directory information" shall be: name, address, phone number, date and place of birth, major field of study, participation in officially recognized activities and sports, photograph/picture, grade level, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and most recent educational institution attended. Any eligible student or parent/guardian who does not wish to have directory information released shall notify the Superintendent/designee in writing within thirty (30) calendar days after receiving notification of FERPA rights.
- 5) The right to prohibit the disclosure of personally identifiable information concerning the student to recruiting representatives of the U.S. Armed Forces and its service academies, the Kentucky Air National Guard, and the Kentucky Army National Guard.  
Unless the parent or secondary school student requests in writing that the District not release information, the student's name, address, and telephone number (if listed) shall be released to Armed Forces recruiters upon their request.
- 6) ***The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA.*** The name and address of the Office that administers FERPA is:  
Family Policy Compliance Office U.S. Department of Education

**\* All first offenses will include a write-up including tardy**

**\*Repeated or severe discipline offenses, or failure to follow covid protocols can result in students being placed in ISS for an extended period, suspension, or alternate learning plan.**

### **ISS - In School Suspension**

Metcalf County High School will use In School Suspension as part of its disciplinary measures. Any student that participates in extra-curricular or co-curricular events that is assigned to multiple days for an infraction will be ineligible for any practice or event for that organization or sport until the student is released by the In-School Suspension Teacher. A student whose punishment carries over into the following week is ineligible for events during the weekend as well.

- Cell Phones are not permitted in ISS and will be placed in the cell phone holder.
- Students will complete class work while in ISS or their time will be extended.
- Online educational courses may be used as a requirement for release from ISS. For example, classes on vaping, drugs, alcohol, etc.

INFRACTION	Step 1	Step 2	Step 3
Alcohol Usage or Possession;  drug use or possession including prescription drugs, over the counter meds, look a like or any substance that is being used in a manner or for a purpose other than the prescribed or intended use by the manufacturer will be considered an illegal drug	<ul style="list-style-type: none"> <li>• Out of school Suspension for up to ten days.</li> <li>• Contact Law Enforcement.</li> <li>• Loss of prom.</li> <li>• Loss of extra-curricular activities for two weeks.</li> <li>• Counseling</li> <li>• ISS for up to 15 days</li> <li>• Loss of parking privilege for 30 days.</li> </ul> <hr/> <p>ANY ALCOHOL OR DRUG DISTRIBUTION (SELLING OR GIVING AWAY) MAY RESULT IN:</p> <ul style="list-style-type: none"> <li>• Possible expulsion</li> <li>• Loss of all extra-curricular activities for one calendar year.</li> </ul>	<ul style="list-style-type: none"> <li>• Loss of extra-curricular for the year.</li> <li>• Cannot walk the graduation line.</li> <li>• Loss of parking for the year.</li> <li>• Up to 10 days suspension.</li> <li>• ISS for up to 45 days</li> </ul>	<ul style="list-style-type: none"> <li>• Possible expulsion</li> <li>• ISS for the remainder of the school year.</li> </ul>

Arson/Attempted Arson	<ul style="list-style-type: none"> <li>● Out of school Suspension pending investigation</li> <li>● Possible law enforcement contact.</li> <li>● 5-180 days of ISS and expulsion</li> </ul>		
Assault (Verbal or Physical) of a school employee or any illegal act	<ul style="list-style-type: none"> <li>● Out of school Suspension Pending Investigation,</li> <li>● Law Enforcement contact.</li> <li>● 5- 180 days of ISS.</li> <li>● Expulsion</li> <li>● Loss of prom and other extra-curricular activities.</li> </ul>		
Assault or malicious attack of a student.	<ul style="list-style-type: none"> <li>● Out of school Suspension Pending Investigation</li> <li>● 5 days ISS</li> <li>● Possible loss of prom and other extra-curricular activities.</li> </ul>		
Bomb Threat	<ul style="list-style-type: none"> <li>● SUSPENSION FROM 1-10 DAYS PENDING INVESTIGATION,</li> <li>● AN ADDITIONAL 20 DAYS OF ISS</li> <li>● Mental Health Counselor meetings.</li> <li>● Law enforcement notified</li> <li>● Possible expulsion</li> </ul>		
<p>BUS</p> <p>Riding a school bus is a PRIVILEGE!</p> <ul style="list-style-type: none"> <li>● ANY SEVERE MISBEHAVIOR MAY RESULT IN AUTOMATIC ONE YEAR OR INDEFINITE SUSPENSION FROM THE BUS.</li> <li>● Bus issues will be treated like classroom issues.</li> </ul>	<ul style="list-style-type: none"> <li>● CHANGE SEAT</li> <li>● BUS MONITOR,</li> <li>● BUS SUSPENSION</li> </ul>	<ul style="list-style-type: none"> <li>● SUSPENDED FROM THE BUS FOR 5 DAYS</li> </ul>	<ul style="list-style-type: none"> <li>● SUSPENDED FROM THE BUS FOR 10 DAYS.</li> <li>● CONTINUED MISBEHAVIOR WILL RESULT IN A FULL YEAR SUSPENSION FROM THE BUS.</li> </ul>

Cheating	<ul style="list-style-type: none"> <li>All parties involved including the student that allowed the cheating will receive a zero equivalent to a test grade AND ½ day ISS, view video.</li> </ul>	<ul style="list-style-type: none"> <li>Loss of extracurricular activities including loss of leadership positions and or academic accolades.</li> <li>1-day ISS</li> <li>Continued violations will result in multiple days of ISS placement.</li> </ul>	
Classroom Disruptions <ul style="list-style-type: none"> <li>Multiple days of ISS may be assigned for any classroom disruption.</li> </ul>	<ul style="list-style-type: none"> <li>1 day of ISS</li> </ul>	<ul style="list-style-type: none"> <li>2 days ISS and class removal for multiple days.</li> </ul>	<ul style="list-style-type: none"> <li>3 days ISS</li> <li>class removal up to suspension</li> </ul>
Computer Misuse <ul style="list-style-type: none"> <li>Mischievous (ex: logging in under another student's name and erasing files).</li> <li>Violating the district Acceptable Use Policy.</li> </ul>	<ul style="list-style-type: none"> <li>1 day ISS and loss of computer privileges.</li> </ul> <p>Also review consequences in MCS AUP</p>	<ul style="list-style-type: none"> <li>2 days ISS and loss of computer privileges.</li> </ul>	<ul style="list-style-type: none"> <li>5 days ISS to out of school suspension</li> <li>Loss of technology privileges/s ervices</li> </ul>
Destruction of property/vandalism, marking on desks, walls, breaking chairs, etc.	Depending on severity- <ul style="list-style-type: none"> <li>1 to multiple days of ISS</li> <li>Out of school suspension</li> <li>Restitution and/or contact authorities.</li> </ul>		
Display of Affection	<ul style="list-style-type: none"> <li>Parents are contacted.</li> </ul>	<ul style="list-style-type: none"> <li>One day ISS.</li> <li>Parent conference/contact.</li> </ul>	<ul style="list-style-type: none"> <li>2 days of ISS</li> <li>Any subsequent violations may result in multiple days of ISS to Suspension.</li> </ul>
Dress Code Violation  Schools will no longer tape holes in pants. Students will change or immediately go to ISS. NO HOLES ABOVE THE KNEES	<ul style="list-style-type: none"> <li>Write up and correct the problem or spend the day in ISS.</li> </ul> <p><b>FRYSC has clothing that is appropriate.</b></p>	<ul style="list-style-type: none"> <li>1 day ISS</li> </ul>	<ul style="list-style-type: none"> <li>Repeated violations (3 or more) will result in at least 2 Days of ISS or out of school suspension</li> </ul>
Failure to serve assigned punishments	<ul style="list-style-type: none"> <li>1 Day ISS and complete original consequences.</li> </ul>	<ul style="list-style-type: none"> <li>3 Days of ISS and complete the original consequence assigned.</li> </ul>	<ul style="list-style-type: none"> <li>Three or more failures to serve assigned punishment               <ul style="list-style-type: none"> <li>5 Days of ISS and the completion of the original consequence assigned OR refer to board for expulsion</li> </ul> </li> </ul>

<p>Failure to turn in Prescription Drugs</p> <p><b>Pills or prescription bottles that are not labeled with your name will be considered an illegal drug.</b></p>	<ul style="list-style-type: none"> <li>School nurse Notification to Parent on Proper Procedure of dispensing prescription drugs to students.</li> </ul>	<ul style="list-style-type: none"> <li>Parent contacted.</li> <li>1/2 day of ISS</li> </ul>	<ul style="list-style-type: none"> <li>1 day ISS to suspension</li> </ul>
False Fire Alarm	<ul style="list-style-type: none"> <li>Suspension Pending Investigation</li> <li>Contact Law Enforcement, 1-180 days ISS and/or Possible Expulsion.</li> </ul>	<ul style="list-style-type: none"> <li>REFER TO SUPERINTENDENT FOR EXPULSION</li> </ul>	
Fighting (both students throw punches)	<ul style="list-style-type: none"> <li>3-Day suspension and 2 days of ISS.</li> <li>Loss of parking the following week</li> <li>Loss of field trip</li> </ul>	<ul style="list-style-type: none"> <li>5 Day suspension and 5 days of ISS</li> <li>Loss of prom and/or extra-curricular activities,</li> <li>Loss of all field trips</li> </ul>	<ul style="list-style-type: none"> <li>5-Day suspension and 10 days of ISS.</li> <li>LOSS OF ALL EXTRA CURRICULAR ACTIVITIES</li> <li>LOSS OF PARKING FOR THE REST OF THE YEAR.</li> </ul>
Fireworks/Smoke/Stink Bombs/Explosives	<ul style="list-style-type: none"> <li>3- 5 days ISS.</li> <li>Contact Law Enforcement</li> <li>Possible Expulsion.</li> </ul>	<ul style="list-style-type: none"> <li>5-10 days ISS.</li> <li>Contact Law Enforcement</li> <li>Possible Expulsion.</li> </ul>	<ul style="list-style-type: none"> <li>Contact law enforcement</li> <li>Possible expulsion.</li> <li>Long Term ISS</li> </ul>
Forgery (includes signing parent notes, etc.)	<ul style="list-style-type: none"> <li>½ day of ISS</li> </ul>	<ul style="list-style-type: none"> <li>1 day of ISS</li> </ul>	<ul style="list-style-type: none"> <li>3 days of ISS</li> </ul>
Harassment/Intimidation A) Bullying, intimidation, of, hazing, sexual including “panting”, “shanking” or pulling down or ripping off some ones clothes.	<p>All bullying offenses will be reported and investigated by the school district’s Safe Schools Coordinator and Title IX Coordinator. Punishment shall be levied by the school district upon completion of their investigation including ISS, suspension or expulsion.</p>		
<b>INCITING OTHERS TO VIOLENCE INCLUDING: HARRASSING, MAKING FUN OF, PICKING ON , ETC. PHOTOS OR VIDEOS OF VIOLENT ACTS OR ASSISTING OTHERS TO COMMIT VIOLENT ACTS</b>	<ul style="list-style-type: none"> <li>3 days suspension and 2 days of ISS.</li> </ul>	<ul style="list-style-type: none"> <li>5 days suspension 5 days of ISS</li> <li>Loss of prom and other extra-curricular activities.</li> </ul>	<ul style="list-style-type: none"> <li>5 days suspension</li> <li>LOSS OF ALL EXTRA-CURRICULAR ACTIVITIES</li> <li>LOSS OF PARKING FOR THE REST OF THE YEAR.</li> </ul>
Insubordination, lying, leaving an area without permission, use of non-educational electronics, WALKING OUT OF CLASS	<ul style="list-style-type: none"> <li>Class removal and 1 day ISS.</li> </ul>	<ul style="list-style-type: none"> <li>Class removal and 2 days ISS.</li> </ul>	<ul style="list-style-type: none"> <li>Class removal and 3 days ISS to out of school suspension</li> <li>Possible long-term placement in ISS.</li> </ul>

<b>INCITING OTHERS TO VIOLENCE INCLUDING: HARRASSING, MAKING FUN OF, PICKING ON , ETC. PHOTOS OR VIDEOS OF VIOLENT ACTS OR ASSISTING OTHERS TO COMMIT VIOLENT ACTS</b>	<ul style="list-style-type: none"> <li>3 days suspension and 2 days of ISS.</li> </ul>	<ul style="list-style-type: none"> <li>5 days suspension 5 days of ISS</li> <li>Loss of prom and other extra-curricular activities.</li> </ul>	<ul style="list-style-type: none"> <li>5 days suspension</li> <li>LOSS OF ALL EXTRA-CURRICULAR ACTIVITIES</li> <li>LOSS OF PARKING FOR THE REST OF THE YEAR.</li> </ul>
Insubordination, lying, leaving an area without permission, use of non-educational electronics, WALKING OUT OF CLASS	<ul style="list-style-type: none"> <li>Class removal and 1 day ISS.</li> </ul>	<ul style="list-style-type: none"> <li>Class removal and 2 days ISS.</li> </ul>	<ul style="list-style-type: none"> <li>Class removal and 3 days ISS to out of school suspension</li> <li>Possible long-term placement in ISS.</li> </ul>
Multiple write-ups	<u>3-5 Write Ups</u> <ul style="list-style-type: none"> <li>5 Days of ISS</li> </ul> <u>6-9 Write Ups</u> <ul style="list-style-type: none"> <li>10 days ISS</li> <li>Loss of parking privilege for 2 weeks.</li> <li>Loss of extra-curricular activities.</li> </ul>	<u>10-15 Write Ups</u> <ul style="list-style-type: none"> <li>15 days ISS</li> <li>Loss of prom</li> <li>Loss of parking for 4-6 weeks.</li> <li>Loss of extra-curricular activities.</li> </ul>	<u>16+ Write Ups</u> <ul style="list-style-type: none"> <li>20 days ISS</li> <li>Parking revoked</li> <li>Possible long-term placement in ISS.</li> <li>Loss of prom and extra curriculars</li> </ul>
Pornography (printed or electronic media)	1 day of ISS	2-5 day of ISS	6-10 days of ISS
Profanity at any time during school or school activities	1 day ISS	2 ISS or suspension	3 days ISS or suspension
Skipping Class	1 day of ISS	2 days of ISS	3 days of ISS
Skipping School	1 Day of ISS.	2 Days of ISS, loss of parking for 1 week	Three or more offenses will result in 3 Days of ISS, loss of parking for 3-6 weeks
<b>TARDY to school or class NON DRIVERS  ARRIVING LATE FOR SCHOOL IS A TARDY AND A WRITEUP</b>	1-ISS for class	2-6 unexcused tardies= 1 Day of ISS	7-8= 2 days of ISS 9+ =5 days of ISS
<b>Tardy -DRIVERS  ARRIVING LATE FOR SCHOOL IS A TARDY AND A WRITEUP</b>	<u>2-6 Tardies to school</u> <ul style="list-style-type: none"> <li>ISS</li> <li>Loss of WORK READY FOR THE DAY/WEEK</li> </ul>	<u>5-6 tardies to school</u> <ul style="list-style-type: none"> <li>Loss of parking</li> <li>ISS And/or loss of work ready for 1 week</li> </ul> <u>7-10 tardies to school</u> <ul style="list-style-type: none"> <li>Loss of parking</li> <li>Loss of work ready for two weeks</li> </ul>	<u>11 or more</u> <ul style="list-style-type: none"> <li>Loss of work ready and parking for the remainder of semester or four weeks.</li> </ul>

<b>Tardy -DRIVERS</b>  <b>ARRIVING LATE FOR SCHOOL IS A TARDY AND A WRITEUP</b>	<b><u>2-6 Tardies to school</u></b>  <ul style="list-style-type: none"> <li>ISS</li> <li>Loss of WORK READY FOR THE DAY/WEEK</li> </ul>	<b><u>5-6 tardies to school</u></b>  <ul style="list-style-type: none"> <li>Loss of parking</li> <li>ISS And/or loss of work ready for 1 week</li> </ul> <b><u>7-10 tardies to school</u></b>  <ul style="list-style-type: none"> <li>Loss of parking</li> <li>Loss of work ready for two weeks</li> </ul>	<b><u>11 or more</u></b>  <ul style="list-style-type: none"> <li>Loss of work ready and parking for the remainder of semester or four weeks.</li> </ul>
Theft	2 Days of ISS and restitution.	3 days of ISS and restitution	5 days of ISS and restitution
Nicotine products, lighters, e-cigarettes, vapes or matches (Possession and/or use of) If it is obvious a round can is in the back pocket, the student will be required to remove it and if tobacco product, then throw it away and consequences.	<ul style="list-style-type: none"> <li>2 days of ISS.</li> <li>Students will participate and pass a tobacco/vaping cessation class</li> </ul>	<ul style="list-style-type: none"> <li>3 Day of ISS.</li> <li>Drivers will lose parking for one week.</li> <li>Charges filed if under 18 years of age.</li> </ul>	<ul style="list-style-type: none"> <li>Repeated violations (3 or more) will result in 5 Days of ISS.</li> <li>Drivers will lose parking for 2 weeks.</li> <li>Continued violations of the tobacco policy will result in loss of prom, extra-curricular activities, and Long term ISS and charges being filed if under 18.</li> </ul>
Weapons-knives, firearms, look a likes, etc.	<ul style="list-style-type: none"> <li>ISS to Suspension pending board investigation</li> <li>Contact Law Enforcement</li> <li>Possible Expulsion.</li> </ul>		

- Consequences can include, but are not limited to all of the above measures.
- The Principal and Assistant Principal can use their own discretion on any discipline incident.
- The Superintendent has the right to extend a suspension to ten days.

**PLEASE READ THE  
FOLLOWING PAGES  
CAREFULLY.**



**COMPLETE,  
SIGN AND RETURN  
TO SCHOOL  
PAGES 29, 30, 31 & 32**



Dear Parent/Guardian,

Our most important function in Metcalfe County 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. Plainly stated, these are threats being made to shoot people or detonate bombs with lethal intent. In fact, between January 23 and April 30<sup>th</sup> of 2018, Kentucky schools experienced (294) terroristic threats that caused widespread fear throughout the school's community and resulted in total disruption to the educational process. In many of those cases, school officials and law enforcement officials were forced to close schools to investigate the threats that had been made. In other cases, school attendance plummeted for days after the threat was made. Many school leaders have said that the emotional, instructional, and financial impacts of these acts are incalculable.

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

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

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

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

**(For the complete text for KRS 508.078 please see the attached page.)**

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

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

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

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

**PLEASE CAREFULLY REVIEW DETAILS OF KRS 508.078**

**Definitions of Terroristic Threatening:**

**508.078 Terroristic threatening in the second degree.**

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

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

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

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

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

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

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

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

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

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

#### **Penalties**

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

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

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

### Student Publication Consent Form 09.14 AP.251

At some time during the school year, school/District personnel or other district authorized persons may video or photograph classroom activities or special projects in which your child participates during or after the school day for public awareness purposes. Under 09.14 AP.12, the District has designated student photographs as "directory information." Consistent with that annual notice, a photograph of an individual student may be released to others and/or reproduced in school yearbooks as long as the parent or adult student has not submitted written notice indicating that they do not wish photographs of the student to be released. This covers permission for the District to record and use the recorded image, voice or work of the student (photographed, filmed, taped or digitally recorded) for public awareness purposes, including publication on the school and/or District's Website. Please review this form carefully, sign and date the form, and submit the form to the school. Once signed and dated, this form shall remain in effect for your child's enrollment in the District's schools. However, at any time during the school year, you may amend this form only for future uses/preferences by notifying the Principal in writing of your request.

**School Year: 2024-2025**

By signing this form, I agree that \_\_\_\_\_  
(Printed Student Name)

has my permission and/or consent to be videoed or photographed during classroom activities or special projects in which my child participates during or after the school day for public awareness purposes.

Parent/Guardian's Signature \_\_\_\_\_ Date \_\_\_\_\_

### PERMISSION/AGREEMENT FORM FOR TECHNOLOGY ACCESS

Please sign, date, and return to: Metcalfe County High School

The permission/agreement form below must be signed by the parent or legal guardian of minor students (under 18 years of age) and also by the student prior to the student being granted access to electronic media involving district or school technology resources. This document will be kept on file at the school during the school year indicated on this form. In order to cancel the agreement, the student's parent/guardian (or the student who is at least 18 years old) must provide the school administration with a written request. The Outlook Live e-mail solution is provided to your child by the district as part of the Live@edu service from Microsoft. By signing this form, you hereby accept and agree that your child's rights to use the Outlook Live e-mail service, and other Live@edu services as the Kentucky Department of Education may provide over time, are subject to the terms and conditions set forth in district policy/procedure as provided and that the data stored in such Live@edu services, including the Outlook Live e-mail service, are managed by the district pursuant to policy 08.2323 and accompanying procedures. You also understand that the Windows Live ID provided to your child also can be used to access other electronic services that provide features such as online storage and instant messaging. Use of those Microsoft services is subject to Microsoft's standard consumer terms of use (the Windows Live Service Agreement), and data stored in those systems are managed pursuant to the Windows Live Service Agreement and the Microsoft Online Privacy Statement. Before your child can use those Microsoft services, he/she must accept the Windows Live Service Agreement and in certain cases, obtain your consent.

By signing this document, I agree that \_\_\_\_\_  
(Printed Student Name)

has my permission to access district and school technology resources.

Parent/Guardian Signature \date \_\_\_\_\_

By signing this form, I \_\_\_\_\_ agree to follow district/school rules and procedures  
(Printed student name)  
concerning the use of district/school technology resources and I understand that access is a privilege.

Student's Signature \_\_\_\_\_

**Insurance Information Form 2024-2025 School Year**

The Metcalfe County Board of Education has purchased supplemental insurance for students while at school or participating in school activities. The coverage is limited and only pays after other insurance companies have fulfilled their obligations. The board paid insurance will only pay if we have this form on file prior to any accident that may be covered. All possible claims must be reported to the school secretary within 24 hours of the accident.

**There is no charge to the student or parent for this coverage but this sheet must be completed and on file in the school office.**

Student Name: \_\_\_\_\_ Age: \_\_\_\_\_

Parent Name: \_\_\_\_\_ Date: \_\_\_\_\_

Student Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Name of Insurance Company: \_\_\_\_\_

Insurance Policy: \_\_\_\_\_

Name of Agent: \_\_\_\_\_

**School-Related Student Trip Permission Form and Medical Release Form**

Student Name: \_\_\_\_\_  
Last Name First Name Middle Initial

School: Metcalfe County High School. Grade \_\_\_\_\_ Homeroom \_\_\_\_\_

**All School-Related Trips for the 2024-25 School Year.**

I hereby give permission for my child to participate in All School-Related Field Trips during the school year. In addition, in the event of an accident or sudden illness while on the school related student trip, I authorize school personnel to contact the physician(s) listed on my child's school enrollment data forms and authorize those physician(s) to render such treatment as may be deemed necessary in an emergency for the health of said child. In the event physician(s), parent(s), or other persons designated by the parent cannot be contacted, school personnel are hereby authorized to take whatever action is deemed necessary in their judgment for the health of said child.

Please sign and date to confirm that you have:

1. Received and understand the Metcalfe County High School Student Handbook
2. Received and completed the Student Publication Consent Form
3. Received and completed the Student Insurance Information Form
4. Received and completed the Acceptable Use Policy for Technology Use
5. Received and completed the School Related Student Trip Permission Form and Medical Release Form

Student Name (Printed): \_\_\_\_\_  
Last Name First Name Middle Initial

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent Signature \_\_\_\_\_ Date: \_\_\_\_\_

## STUDENT MCHS OPT OUT MILITARY FORM

Please print student's name \_\_\_\_\_

Section 9528 of the NCLB Act of 2001 requires that the school release our family's private information to military recruiters unless we "opt out" in writing. The information they receive is student name, mailing address and telephone number.

Please check the following:

\_\_\_\_\_ As a parent, **I DO NOT** want my student's information released to the Armed Forces, Military recruiters or Military Schools.

\_\_\_\_\_ As a student, **I DO NOT** want my information released to the Armed Forces, Military recruiters or Military Schools.

**OR**

\_\_\_\_\_ As a parent, **I DO** want my student's information released to the Armed Forces, Military recruiters or Military Schools.

\_\_\_\_\_ As a student, **I DO** want my information released to the Armed Forces, Military recruiters or Military Schools.





## Title I School-Family Compact

Every school receiving Title I funds must have a School-Family Compact. The compact is an agreement between the school and the home. The goal is to promote parents as partners with the school in their child's education.

Please read and sign this compact pledging your commitment to the education and success of your child.

### **School Staff/Teachers will:**

- Encourage children to respect each other.
- Foster a healthy, safe, and nurturing environment.
- Promote communication between parents, students, and teachers.
- Set academic and behavioral expectations and communicate responsibilities.
- Teach the skills and concepts appropriate for my students to achieve at their highest level.
- Continue their lifelong learning by taking advantage of professional development opportunities.

### **Families/Parents will:**

- Ensure that my child attends school regularly and on time.
- Encourage my child's efforts and support their learning.
- Provide a safe and positive place for my child to do their homework.
- Welcome teachers as partners in the education of my child.
- Participate in opportunities to learn about the school, needed services, and ways to support my child.
- Talk with my child daily about their school experience.
- Welcome teachers and parents as partners while they work to help me achieve.
- Participate in school activities and always try my best.
- Talk with my parent(s)/guardian(s) daily about my school experience.

Teacher Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_