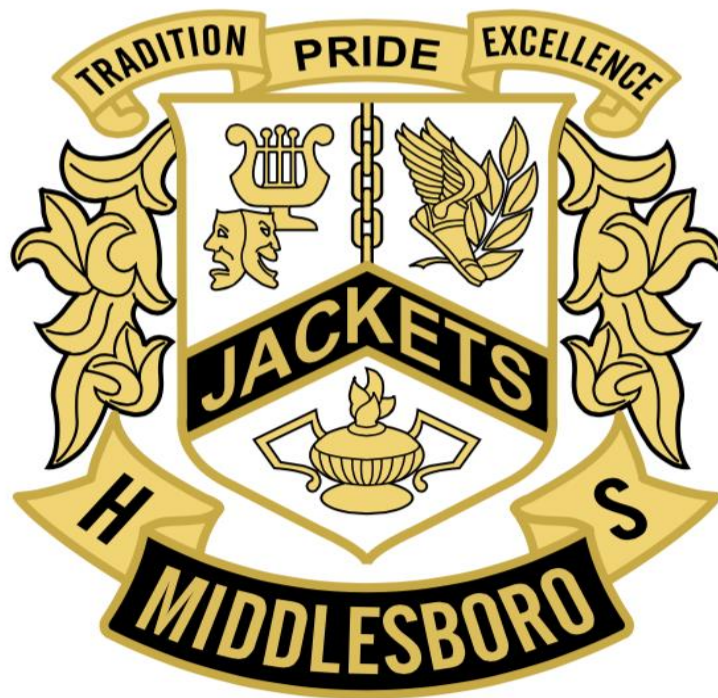


Middlesboro High School

Student Handbook

2025-2026



"Home of the Yellow Jackets"

www.mboro.kyschools.us

<https://www.facebook.com/mboro.k12.ky.us/>





MIDDLESBORO HIGH SCHOOL

4404 CUMBERLAND AVENUE

Middlesboro, Kentucky 40965

Phone 242-8820

Fax 242-8825

MHS OFFICE ADMINISTRATION AND STAFF

Mr. Jesse Allen, Principal

Mr. Duke Mayes, Assistant Principal

Mr. Richie Rogers, Guidance Counselor

Mrs. Shannon Hatfield, Administrative Assistant

Mrs. Jenny Bisceglia-Hoskins, Guidance Assistant

Mrs. Tiffany Brunson, Bookkeeper

MHS SITE BASE DECISION MAKING COUNCIL

Mrs. Morgan Philpot, Teacher

Mrs. Laura Gambrel, Teacher

Mr. Zach Massengill, Teacher

Mr. Diran Young, Parent

Mrs. Jessica Heck, Parent

MISSION STATEMENT

Middlesboro High School will work with the community and our families to ensure our students become college or career, and ready for life beyond high school.

VISION

Middlesboro High School continuously strives to cultivate an all-inclusive and diverse cultural experience that promotes social, emotional, and intellectual growth. We envision a successful school as one in which everyone is an excited and engaged member of our Yellow Jacket community. Our school culture should continuously promote a caring environment of friends, leaders, and life-long learners that allows our students to achieve optimal success. Our community should accept their responsibility as an integral force in the education of our students. Our school community should strive to understand and support diversity and promote cultural acceptance. We will do all to ensure students are prepared to achieve post-secondary goals in order to become thoughtful, contributing members of society.

VALUES

We value relationships between the staff, students, and community. We strongly support the personal and professional growth of our staff; provide a rigorous curriculum and thoughtful guidance support system for our students, and constantly seeking the involvement of all our stakeholders. Our work begins and ends with the relationships we forge with our students. Supportive, positive relationships with an empathetic mindset between all stakeholders is essential to our success. We will continually challenge ourselves to provide a thoughtful, rigorous, and engaging high school experience that puts learners first and prepares every student for college or career, and life.

PARENTS - "RIGHT TO KNOW"

Parents have the right to request information regarding the professional qualifications of classroom teachers. Upon request, parents have the right to know whether a teacher has met state qualifications and certification criteria for the grade levels and subject areas for which they provide instruction. Parents may request this information from the principal of the school or at the Middlesboro Board of Education.

The Middlesboro Board of Education does not discriminate because of *race, color, religion, sex, national or ethnic origin, political affiliation, age or disabling condition in the programs, activities, and services it provides, as required by law. *Statistical purposes only

Welcome to Middlesboro High School!

MHS has a long running tradition of pride and excellence. Our "*Yellow Jackets*" have long been respected for their achievements in academics and athletics. We are proud of our heritage and excited about the future.

The Faculty, Staff, and I pledge that we will continue to work with all stakeholders to cultivate a supportive, empathetic, positive culture that is learner centered. We have high expectations for the behaviors, attitudes, and successes of our staff and students. Our belief is that understanding cultural similarities and differences as well as the development of grit, agreeing to do the hard work to achieve goals, personal determination, good behavior, and a positive attitude are each integral to success in school and life.

Our staff will:

- **Nurture and sustain an excellent learner-centered design in their classrooms**
- **Provide differentiated learning opportunities that will attempt to meet every child's needs**
- **Involve the school community, promote diversity, and cultural acceptance**
- **Constantly seek to improve**
- **Work diligently to keep our Yellow Jackets engaged in learning and safe.**

We dedicate ourselves to upholding the traditions of the past, doing our best for our students, and striving to realize the vision for the future. We need your help to get there. If you have suggestions for improvement, wish to volunteer, or need assistance with your student, please feel free to call. Your involvement and support are essential to your child's success. Together, we can help your child achieve their goals for college, career, and life.

Loyalty

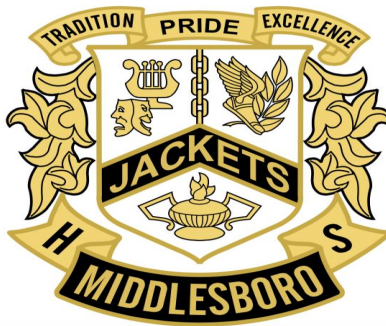
We're loyal to you, Middlesboro!
We're yellow and white, Middlesboro!
We'll back you to stand
'Gainst the best in the land
For we know you have sand,
Middlesboro, RAH, RAH!

So, crack out that ball, Middlesboro!
We are backing you all, Middlesboro!
Our team is our Fame, Protector,
On, boys, for we expect a
Victory from you Middlesboro!

Che-Cha! Rah! Rah! Rah!
Middlesboro High School,
RAH! RAH! RAH!

Fling out that dear ol' flag of yellow and white,
Lean on thy sons and daughters,
Fighting for right.
Like men of Auld Lang Syne:
Shouting defiance,
Placing reliance,
Os-ke-wah-wah!

Amid the broad green fields that nourish our land,
For honest labor and for learning we stand.
And unto thee we pledge our hearts and hands,
Dear ol' Alma Mater - Middlesboro!



MHS DAILY SCHEDULE

*All students: Bus riders, walkers, and drivers will enter the Gym lobby through security and bag check point from 7:30 am – 8:10 am.

Juniors and Seniors will eat breakfast in the cafeteria before first period 7:45 – 8:09 am

Freshmen and Sophomore students will eat in the cafeteria 7:45 – 8:09 am

First Period: 8:10 – 9:10 am

Second Period: 9:15 – 10:05 am

Third Period: 10:10 – 11:00 am

Fourth period: 11:05 – 12:25 pm

First Lunch. 11:05 - 11:30 am – Freshman and Sophomore students

Second Lunch. 12:00 pm - 12:25 pm –Junior and Senior students

Fifth Period: 12:30 – 1:20

Sixth Period: 1:25 – 2:15

Seventh Period: 2:20 – 3:15

**All classes release at 3:15 pm

MIDDLESBORO HIGH SCHOOL GRADING SCALE

- 100 - 90 = A:** Student achieves superior mastery of standards and successfully completes assignments
- 89 - 80 = B:** Student achieves above average mastery of standards and successfully completes assignments
- 79 - 70 = C:** Student achieves acceptable understanding of standards and acceptably attempts assignments
- 69 - 65 = D:** Student demonstrates measurable understanding of standards and acceptably attempts some assignments
- 64- 0 = F:** Student demonstrates little to no understanding of content standards and completes little to no assignments

CREDIT REQUIREMENTS FOR CLASS OF 2026 and BEYOND

<u>School Year</u>	<u>Minimum Credit(s)</u>
Freshman	0
Sophomore	5
Junior	11
Senior	17

MHS Graduation Requirements

Minimum 24 Credits Required to Graduate

English 9, English 10, English 11 or AP Literature, English 12 or AP Language	4 total credits
Algebra I, Geometry, Algebra II, 4 th year Math	4 total credits
Integrated Science, Biology, Junior Science	3 total credits
World Civilization, Civics, US History, or AP US History	3 total credits
Health (Grade 9)	½ credit
PE (Grade 9)	½ credit
Fine Arts & Humanities	1 credit
Electives (<u>Two electives must include a fourth year mathematics course and Senior Seminar</u>)	8 total credits
	24 Credits

***Dual credit courses in core areas will meet the requirements of an AP course for the Diploma of Distinction. Students taking dual credit in U.S. History and English are required to take both semesters.**

State Assessments will be administered as directed by the Department of Education. We will follow all state guidelines and requirements.

If a student does not meet the Kentucky ACT college readiness benchmarks for English & Language Arts and Mathematics (18 for English, 20 for Reading, 19 for Mathematics), the student shall take a respective English & Language Arts and/or Math transitional-intervention course, which is monitored to address remediation needs, before exiting high school.

FINAL EXAMS

There will be no final exams for any course at MHS for the 2025-2026 school year.

All grades will be calculated on the point system.

Absentees from State Mandated Examinations

Each absentee must have authorization from the principal before a Kentucky mandated examination can be administered as a make-up. Parents should notify the school as soon as possible if a student is going to miss an examination. Excuses permitted will be:

- a. Personal sickness (to be verified by a doctor's excuse)
- b. Death in the immediate family
- c. Court appointed dates

Educational field trips will not be excused during state testing.

Citizenship Exam

In 2017, the Kentucky General Assembly passed Senate Bill 159 (2017). The law states, a **student must pass a civics test** composed of 100 questions **to graduate from a public high school with** a regular diploma. Each local board of education will be expected to prepare or approve an exam that must be composed of questions from the United States Citizenship and Immigration Services test. Students are required to score 60% or higher and may retake the exam as many times as deemed necessary to pass the test. The exam components and methods of implementation and testing will be decided this year by our local board of education.

FOUR (4) TYPES OF DIPLOMAS FOR MIDDLESBORO HIGH SCHOOL

Students must choose a diploma path at the end of the 9th/beginning of their 10th grade year. Students may change diploma paths at any time; however, it is very hard to go from an easier path to a harder path. We cannot guarantee completion of an advanced diploma if a student chooses to change to it after the beginning of 10th grade. The Valedictorian and Salutatorian are chosen from students who complete the Diploma of Distinction.

General Diploma

Student completes the minimum graduation requirements.

CTE Career Technical Diploma (General)

This course of study is ideal for students who plan to attend a 2-year vocational/technical college.

Students are preparing to take courses at the Southeast Kentucky Community & Technical College Center in: Auto Body, Auto Mechanics, Business Technology, Carpentry, Computer Networking, or Health Sciences (Certified Nurse's Assistant).

SOUTHEAST KENTUCKY COMMUNITY AND TECHNOLOGY COLLEGE SYSTEMS

Seniors who wish to pursue a vocational curriculum may attend the SKCTCS-Kentucky Tech Center. Transportation is provided by the school system. Listed below is the suggested curriculum:

English	4 credits	Health & Phys. Ed.	1 credit
Science	3 credits	Vocational Course	2 credits
Math	4 credits	Social Studies	3 credits
Humanities	1 credit	Senior Seminar	1/2 credit
Electives	5 1/2 credits		

Students must have completed two years of high school to attend. Students may earn 2 credits per year at the Kentucky Technology Center. This is subject to recommendation by the counselor and approval by the principal.

Advanced Diplomas

Pre-College Diploma – *For students who plan to earn a 4-year degree.*

Student completes the state of Kentucky approved Pre-College Curriculum

Diploma of Distinction – *The most challenging academic course of study. Students who plan to earn a professional or graduate degree should seriously consider this option.*

Students complete the Middlesboro High School Diploma of Distinction curriculum.

Students do not have to choose a diploma path until the end of their 9th/ beginning of their 10th grade year.

Pre-College Diploma

To graduate as an Honor Student from MHS, students must meet the requirements for the Kentucky College Prep Diploma in addition to the Kentucky high school graduation requirements

4 Credits of English	2 Credits of the same Foreign Language (ex. Spanish I & II)
4 Credits of Math—Algebra I, Geometry, Algebra II and 1 Math elective	½ Credit of Health ½ Credit of Physical Education
3 Credits of Science—must include Chemistry	1 Credit of Fine Arts & Humanities

3 Credits of Social Studies

6 Credits of Electives--4 rigorous electives from English, math, science, social studies, arts, or foreign language.

This is the minimum type of diploma for a student who plans to apply to a college with selective admission or for a student who wishes to achieve NCAA Division I eligibility status upon graduation.

**Note—Tennessee College Prep Curriculum also requires 1 Credit of performing arts in music, drama, or art.*

KENTUCKY PRE-COLLEGE COURSE OF STUDY

Beginning college freshmen are required to complete a prescribed course of study to gain unconditional admission to a state supported college in Kentucky. This means that if you successfully complete the required courses while in high school you should be automatically admitted to one of the state schools if you also meet their minimum GPA requirements. Requirements vary from school to school. If you do not complete the pre-college classes you may still be admitted to a state college, but admission will not be guaranteed. Your request for admission will be evaluated on an individual basis. It will be to your advantage to follow the pre-college curriculum if you plan to go to college. This plan of study should provide adequate preparation. Make sure that you or your parents contact a guidance counselor if you have any questions.

Diploma of Distinction

In addition to the minimum high school graduation requirements, the following courses are required for a student to receive a Diploma of Distinction:

Honors English 10	Biology Honors
AP English Language	Chemistry Honors
AP English Literature	AP Chemistry or AP Biology
Geometry Honors	AP US History
Algebra II Honors	
Pre-Calculus/Trig	2 credits of the same Foreign Language
AP Calculus	

1 credit of Social Studies or Foreign Language electives –

Any student completing the Early College Academy Program with SECC will have met the criteria for the Diploma of Distinction.

Co-Op Program

The Co-op program at MHS allows students in the Business Pathway, that have completed a minimum of three business credits, the ability to work at approved job for two hours during the school day. A required fourth business class may be taken during the student's senior year to meet state defined co-op requirement of four business credits. Students who are on track to graduate and have completed the minimum business credits will work with the business instructor to secure employment at an approved job site. Students will be evaluated weekly on their attendance, professionalism and overall job performance and will receive a business co-op credit at the successful completion of the program.

Graduation Honors

Valedictorian/Salutatorian Requirements

The Valedictorian and Salutatorian of Middlesboro High School will be named based on the final overall GPA and class rank of all the courses required for graduation and for the Diploma of Distinction. The Valedictorian will be the student with the highest cumulative grade point average; the Salutatorian will be the student with the second highest cumulative grade point average. If there are two or more Valedictorians, a Salutatorian will not be recognized.

Early College Academy Graduates

MHS students who complete the Early College Academy Program will have to complete the requirements for an Associates Degree as defined by Southeast Community College and the requirements for the Diploma of Distinction.

Early College Academy Selection Criteria

To be eligible for selection into the Early College Program students must meet all the following criteria:

- Accepted in the Diploma of Distinction Pathway
- Meet all college benchmarks on ACT or equivalent exam
- 3.5 GPA or higher
- Submit an essay to the committee
- Complete interview process with selection committee

Distinguished Graduates

Students who have completed the Honors Diploma curriculum and have a minimum unweighted GPA of 3.75 will be named Distinguished Graduates and awarded a white cord on Senior Honor's Day.

Honor Graduates

Students who have completed the Pre-College curriculum and have a minimum unweighted GPA of 3.25 and are not named Distinguished Graduates will be named Honor Graduates and awarded a gold cord on Senior Honor's Day.

College and Career Ready Graduates

Students who have met requirements for classifying as college and career ready will be afforded the honor of wearing a gold and black cord. Students who only classify as meeting requirements for either college or career ready will be afforded the honor of wearing a black cord.

Work Ready Certificate

Seniors who pursue the work ready certificate must achieve the following:

- Completion of Soft Skills Program
- Maintain at least 93% average daily attendance.
- No major discipline referrals
- Complete community service (6 hours or more)
- No more than four unexcused tardies to school
- High school cumulative GPA of 2.5 or higher
- Be involved in at least one of the following: organized sport, part-time employment, or an extracurricular group (i.e., band, choir, academic team, school clubs, JROTC, etc.).

GRADUATION CEREMONIES

Students who have not completed all the requirements for graduation will be allowed to participate in any graduation activities if they are lacking no more than two (2) credits. Diplomas will be granted upon completion of all graduation requirements. Homebound students must have their work completed one week before graduation. *Participation in graduation ceremonies is a privilege. Student behavior resulting in major disciplinary infractions could result in the loss of this privilege. For example: involvement of drugs/alcohol, defiance of school rules, etc.*

GRADUATION CEREMONIES DRESS CODE

Girls wear dress shoes; boys are to wear dress shoes. Jeans, shorts, t-shirts, flip-flops, and tennis shoes are unacceptable; girls must wear dresses or slacks; boys must wear button up dress shirts and slacks.

Guidelines for Wearing Honor Cords and Stoles at Graduation

- GPA of 3.0 or Higher (Beta Club 3.25 and National Honor Society 3.5)
- No Major Discipline Senior Year
- 93% Total Daily Attendance- Excluding excused absences.
- Some Clubs may have additional requirements. The MHS SBDM must approve those requirements. *Students may appeal to a committee or the MHS SBDM if they experience extenuating circumstances.*

SENIOR ACTIVITIES/EVENTS

Participating in senior activities or events is contingent upon meeting 3 of the 3 required criteria:

1. Maintain 93% attendance with no unexcused absences
2. Student **must** be on track for graduation
3. Number of discipline referrals to ISS or OSS is less than 10 days

Listed are some, but not all events in which seniors may participate: Graduation, **Ceremonies, Banquet, Prom, Senior Breakfast, and Project Grad.**

****Students who wish to participate in Senior Trip must meet ALL 3 criteria.****

REPEATING A CLASS

Students may repeat a class under the following conditions:

1. The class load does not exceed cap size
2. The original grade is recorded and computed in the student's final grade
3. The student will not be allowed to drop the course after the last date to drop a course has passed
4. The first credit will be applied toward graduation requirements
5. Must have a grade of "B" or below to retake a class

ATHLETIC ELIGIBILITY

At the first of the school year, athletic eligibility is determined by the following credit requirements established by the (KHSAA) Kentucky High School Athletic Association:

Grade 12 – **16 credits** Grade 10 – **5 credits**
Grade 11 – **10 credits** Grade 9 – **Promoted from 8th**

Student athletes are subject to Random Drug Testing.

HOMEWORK

Assigning homework serves various educational needs. **Short, meaningful homework assignments** may help develop student responsibility and link the school directly to the home. Assignments are most beneficial when they are carefully planned by the teacher and have direct meaning to the student. Parents should contact the teacher if they have concerns about assignments.

PURPOSE OF HOMEWORK

- To be a limited, meaningful extension of class work.
- To reinforce/practice skills that enable students to retain knowledge.
- To serve as a preparation for up-coming lesson or concept.

- To teach responsibility and develop study habits.
- To develop a connection between home and school and allow parents to understand the curriculum.
- To increase student understanding.

SCHOOL/TEACHER RESPONSIBILITIES

- Assigned homework will reinforce instruction; it will not be used to introduce new concepts or skills.
- Teachers shall correct, grade, and review homework as it is assigned to provide feedback and reinforce learning.
- Clear, concise directions will be provided for all homework assignments.
- Lengthy assignments should begin in the classroom and will be made far enough in advance of the due date so those students will be able to schedule their workload.
- Extended assignments/projects should be limited to one (1) per week per subject.
- Advanced Placement classes *will* require additional work.
- The school will ensure that all students have access to necessary learning materials for required assignments.
- Students will be recommended for tutoring when they are failing or need additional help.

STUDENT RESPONSIBILITIES

- Students shall request clarification of assignments if they are unsure about how to complete them.
- It is the responsibility of the student to ask about missed assignments the day they return to school.
- Students will complete homework neatly and accurately.
- Students shall keep homework in a designated area at home and school.
- Students shall schedule the best time to complete homework.
- Attend tutoring when recommended by the teacher.

PARENT RESPONSIBILITIES

- To provide a suitable area and materials for completing homework assignments.
- Plan a homework schedule with your child.
- Check homework to see if it is complete.
- Encourage your children to do their best work.
- Parents should expect daily assignments.
- To monitor student activities such as TV, sports, clubs, etc.
- Maintain communication with the school and teachers.
- Inform school personnel if they need help getting materials for their child to complete an assignment.
- Require students to attend tutoring after recommendation of teacher.

STUDENT ATTENDANCE

Regular attendance is essential to achieving educational goals. Students are expected to be in school every day and parents are encouraged to make sure their students are ready and at school on time. Please note the following attendance regulations:

1. Students who are absent from school must, upon their return, bring a note signed by a parent, doctor, dentist, etc. stating the reason for the absence. This note is presented to the office where an admission slip will be issued. The student carries the admission slip to his or her teacher each period. If a student fails to bring a note the absence is unexcused. **Assignments cannot be made up due to an unexcused absence. Only written excuses are recorded on the student's attendance record. Phone-in excuses do not take the place of a written excuse; this includes checking in late or checking out early.**
2. **Attendance guidelines will reflect the Middlesboro Independent School District's Board policy.** The Middlesboro Board of Education's attendance policy allows students six written excuses from home per year. All days beyond six will be unexcused without a note from a doctor, other medical professional, or court. Students who miss more than six days will be referred to the truant officer for counseling.
3. Students who are tardy to school must report to the office immediately upon arriving before reporting to class. **Students arriving after 8:30 a.m. must have parental verification to check-in.** An admission slip will be issued which is to be presented to the teacher. **Assignments that are missed due to unexcused check-ins cannot be made up. For further information regarding absenteeism, attendance requirements, and truancy, please contact the Middlesboro Board of Education and speak with Mrs. Billie Mike at 242.8800.**

A student will be considered tardy if they miss up to 60 minutes of the day by arriving late, leaving early, or a combination of the two. If a student misses more than 60 minutes of the school day, then the entire amount of time will be counted as absent and recorded as a percentage missed of the day. Reports will show a "T" for

tardy if it falls within the 60 minutes or as a percentage of the day missed if over 60 minutes.

MAKE-UP WORK FOR EXCUSED ABSENCES

1. It is the **responsibility of students** to ask their teachers for make-up work after they return from an **excused** absence. Teachers and students will agree upon an acceptable time for completion of make-up work.
2. It is the **responsibility of students** to notify their teachers if they are going to be absent for a school function and to plan for making up the work that will be missed.
3. All "incompletes" should be cleared before the next grading period.

ATTENDANCE POLICY – Extracurricular Activities

Any student who is absent from school or who misses one hour or more during the school day, or who checks out at any time after 5th period will not be allowed to practice or participate in an extracurricular activity on that date unless a verifiable valid excuse is presented to the principal and coach. Valid excuses shall include but are not limited to severe illness or death in the family, a doctor's excuse, or required court appearance. The principal and coach shall consider each absence on a case-by-case situation with extenuating circumstances not included in the above listed valid excuses. The activities teacher, coach, sponsor, etc., will be accountable for monitoring the daily attendance list to enforce this policy.

ATTENDANCE POLICY – Special Events and Trips

- Students are required to have 93% attendance in a class to participate in a field trip for that class. **(93% attendance includes total daily attendance - Excused and Unexcused)**
- If the field trip is not part of a regular class, the student will be required to have 93% total daily attendance. (Ex. club trips, reward trips)
- Any student misbehavior on a field trip resulting in office discipline will eliminate student participation in any other field trips the remainder of the year.
- **Seniors who meet 3 out of the 3 following criteria may attend the prom and/or participate in senior trip activities/ Juniors who meet 2 out of the 3 following criteria may attend the prom:**
 1. Maintain 93% attendance with no unexcused absences
 2. Student must be on track for graduation
 3. Number of discipline referrals to ISS or OSS less than a total of 10 days.

****Seniors must meet all three criteria to attend senior trip****
****Student appeals may be made to the MHS SBDM Council before the event occurs****

LEAVING CAMPUS DURING THE SCHOOL DAY

Students will only be allowed to leave school for appropriate reasons such as doctor appointments and illness. Students are not permitted to leave campus unless officially checked out by a parent/guardian.

Checkouts

Students may leave school when a parent or legal guardian has physically checked them out. A parent or legal guardian must sign their student out in the office with school administration or the school secretary. Phone calls will not authorize a check-out unless the parent or guardian has submitted a written request to the principal stating a verifiable hardship to allow their child to check-out via a parent / guardian phone call. Administration and / or the school secretary must verify phone calls. Office student workers are not permitted to perform a student sign out.

Lunch

Checking out for lunch, whether authorized by a parent / legal guardian, is an unexcused absence. MHS provides lunch for all students during the scheduled cafeteria times. Teachers and students may bring lunch to school; however, outside lunches are strongly discouraged from being delivered to the school except in the case of a special event as authorized by the principal.

TRUANCY

The Truancy Statutes have not changed since the previous year classifying six (6) unexcused absences as habitually truant. For the Middlesboro Independent District's purpose of calculating habitual truancy, we will use a cumulative figure. For example, missing 30% of one day unexcused and 70% of another day unexcused, would equal one (1) full day unexcused absence.

KRS: 159.150 Any child who has been absent from school without a valid excuse for three (3) or more days, or tardy without a valid excuse on three (3) or more days is a truant. Any child who has been reported as a truant three (3) or more times [minimum of nine (9) days] is a habitual truant. Being absent for less than half a school day shall be regarded as being tardy. Students who are habitually truant will have truancy charges filed against them and will have to appear in Bell County Court with their parents.

WITHDRAWAL FROM SCHOOL

Students are discouraged from withdrawing from school before graduation. The economic impact from such a decision is exceedingly serious and endangers the career opportunities of the student. Kentucky law will only allow withdrawal at the age of 18 with parent approval. Students must receive counseling regarding the dangers of withdrawal.

The law also requires that the school receive a sixty-day notice before withdrawing. (KRS 159-010).

BUS REGULATIONS

Safe and convenient **transportation is a privilege and not a right**. Students abusing this privilege will be required to provide their own transportation. A child is considered under the supervision of the school from the time that he/she leaves home in the morning until he/she reaches home in the afternoon.

Riding the school bus is an extension of the school day and all rules and regulations of the MIS Handbook and Code of Acceptable Behavior and Discipline are applicable.

POLICY FOR STUDENT DRIVERS

Students who wish to drive vehicles to school are accorded that privilege under the following conditions:

1. The student must hold a valid driver's license and have a parking sticker displayed in the windshield of his/her automobile. Parking stickers may be purchased for \$5.00 from the assistant principal.
2. The driver and passengers must exit the vehicle immediately after it is parked on school grounds. Once the vehicle is on school property, it cannot be moved without permission from the principal or assistant principal.
2. The school system holds the driver responsible for his/her vehicle and its contents. Lock all doors when leaving your vehicle.
3. The student driver shall not lend his/her vehicle to another student.
4. Students may not go to the parking lot or retrieve an item from their car during the school day without principal permission.
5. The student driver must always operate his/her vehicle in a safe and courteous manner.
6. Student drivers are subject to Random Drug Testing.

HALL PASSES

Students are required to have the teacher hall pass while in the halls during class time. Teachers should notify the assistant principal and the SRO if they need to release a student to the bathroom or need assistance from the administrative offices.

LOCKERS

Lockers will be issued for the 24-25 school year. Students are responsible for keeping their locker clean and to immediately report to the Assistant Principal if it is not working properly.

VISITOR POLICY

All visitors must sign in the office, present a verifiable ID, and submit to being checked by the authorities with a metal

detector. Only visitors who follow school protocol will be issued a visitor's badge.

EMERGENCY EVACUATION

Evacuation, lock downs, fire drills, and severe weather drills will be held periodically throughout the year. An exit plan is posted in each classroom and must be followed to exit the building. All windows and doors are to be closed but not locked. All students shall remain outside during fire and evacuation drills until directed to return to the building.

SNOW DAYS

Announcements about school dismissal will be made over local radio and television stations and on the Middlesboro Independent School District website: <http://www.mboro.kyschools.us> and the MHS Facebook page. Parents and students will receive notification of inclement weather days via One-Call. Parents are responsible for having a current phone number and email on file in the office.

CAFETERIA MEAL PRICES

The Middlesboro Independent School System participates in The Community Eligibility Provision (CEP) Program. The Community Eligibility Provision Program provides nutritious meals at **no charge to all students** enrolled in the Middlesboro Independent School System. We strongly encourage all our students and families to take advantage of this provision. We are fortunate to be able to provide this free and incredibly valuable program to our students.

You will be asked to **complete a household and income form** to determine your eligibility to receive additional benefits and determine school funding levels through both state and federal programs. **Completion of the household and income form will ensure funding for our Family Resource and Youth Service Center.** Completing the form will only take a few minutes and will benefit you and the school. Return this form along with your child's other registration materials.

Questions on completion of the form should be directed to the District Food Service Director, Sandra Ramsey at 606-242-8800 or MHS FRYSC Coordinator, at 242-8837.

*If you choose to bring food to your student, YOU MUST bring to the front entrance and leave with our school secretary. We ask that you not try to deliver to any other entrance for security purposes.

PEANUT/NUT FREE FACILITY

There are students within our district who have severe food allergies. One of those allergies is to peanuts/nuts. It is important that there is strict avoidance to this food to prevent a life-threatening allergic reaction. Your help is needed to provide a safe school environment.

Any exposure to peanuts/nuts may cause a life-threatening allergic reaction that would require emergency medical treatment. To reduce the chance of this occurring, you are asked not to send any peanut or nut-containing products to school with your child. If your child has eaten peanuts/nuts before coming to school, please be sure your child's hands and face have been thoroughly washed before entering the school.

Hand sanitizer will be provided in the cafeteria, nurse's station, classrooms, and restrooms. However, all efforts should be made to ensure that hand washing takes place before entering the building. Students should also avoid carrying any items that contain or may have contained peanuts/nuts.

APPAREL AND PERSONAL APPEARANCE

The goal of Middlesboro High School is to maintain a positive learning environment that is healthy and safe. Personal appearance should not disrupt the educational process; call undue attention to the individual; violate federal, state, or local health and obscenity laws; or affect the welfare and safety of the student or his/her classmates. In accordance with Middlesboro Independent Schools Policy, the wearing of any item that materially or **significantly disrupts the educational process or threatens the health or safety of other students or staff members** is prohibited.

Thus, the MHS SBDM has adopted the following:

- Apparel that implicitly or explicitly displays or promotes violence, drugs, alcohol, gangs, cults, racism, or anything deemed vulgar, offensive, or otherwise inappropriate is unacceptable.
- Trench coats are not allowed.

- Hoodies or any head covering that may prohibit the identification of a student in person or on camera is prohibited.
- Headbands or bandanas are only acceptable for special events as approved by a student sponsor, the AD, and the principal.
- Pants should be fitted and worn at or above the waistline.
- Shirts should hang at or below the belt line and should cover the back and shoulders. No see-through clothing is permitted.
- Any T-shirt or tank type shirt with cut-out sides or that exposes the underarm is unacceptable.
- Dresses, skirts, shorts should rest at mid-thigh when standing, unless worn with leggings.
- Pants with holes should not expose undergarments.
- Shoes are always required.
- Piercings that are connected to different parts of the head via chains or strings are unacceptable for safety reasons.
- Piercings that resemble needles, nails, or a depiction of a weapon are not allowed.
- Tongue piercings that interfere with the ability of a student to communicate clearly and effectively are not allowed at school.
- Again, the wearing of any item by staff or students that materially or significantly disrupts the educational process or threatens the health or safety of other students or staff members is prohibited. Staff or students whose appearance does not conform to these rules will immediately be asked to change. Violations will follow the discipline policy.
- In all cases, the student and family assume full liability if a student sustains an injury due to wearing any item that may not meet policy guidelines.

CODE OF ACCEPTABLE BEHAVIOR AND DISCIPLINE

Each student should read and be familiar with the Middlesboro Independent Schools Code of Conduct. Parents are to sign and return the attached yellow form, found in the booklet, acknowledging that they have read and understand the Code of Conduct. The code of conduct will be strictly and consistently enforced. Students will be provided a District Code of Acceptable Behavior and Discipline at the time of enrollment.

STANDARDS OF BEHAVIOR

Every student at Middlesboro High School has the right to an education without disruption and has a corresponding responsibility to not deny this right to any other student. The school shall protect the liberty, rights and property of students who attend and participate in the activities of the school. Therefore, it is imperative that each student exercise responsible conduct in accordance with the rules and regulations that have been established by the school and the school system as they relate to the following:

1. Students shall refrain from dressing in a manner that distracts other students and interferes with order and instruction or is hazardous to the health or safety of themselves or others.
2. Students shall refrain from taking another student's property under duress, threats, by stealing or by any other fraudulent means.
3. Students are not permitted to be in possession of knives or instruments with blades while in the school building or on school property.
4. Students shall refrain from bearing or storing guns, knives, other weapons, explosives, and any other dangerous articles on school property.
5. Students shall refrain from the use of obscene and abusive language and possession of obscene and indecent literature and materials.
6. Students shall refrain from the use of drugs, other than those prescribed by a doctor for the individual, on school property. All prescription medication needed by the student during school hours, must be left in the office for the secretary to administer. Medication must be in its original container with student's name, doctor, and dosage.
7. Students shall refrain from the use of alcoholic beverages on school property.
8. Students shall refrain from the use of tobacco or vapor/e-cigarette devices in any form on school property.
9. Matches and lighters are prohibited.
10. Students shall refrain from fighting or engaging in any violent behavior that is disruptive or dangerous. Students who respond in self-defense will be disciplined at the administrators' discretion.
11. Students shall not bring food into the classrooms.
12. Students are expected to be regular and punctual in attendance at school and in all assigned classes.
13. Students shall refrain from any unwelcome sexual advances, requests for sexual favors, and other inappropriate verbal or physical contact of a sexual nature that creates an intimidating, hostile, or offensive environment.
14. Students shall refrain from any group or gang activity that threatens, is illegal and/or violent, or any behavior that may lead to the development of such behavior. Gang related violations will result in suspension.

15. Students shall be secured against unreasonable searches and seizures. Reasonable searches may be made in emergencies by one of the principals with another adult present for articles being kept by students in violation of the law or school regulations. The Fourth Amendment to the Constitution does not prohibit search and seizure. "Reasonable Suspicion", in the case of student lockers being searched by responsible school officials, will be judged as follows:
 - (a.) The search is based on reasonable grounds for believing that something contrary to school rules or significantly detrimental to the school and/or its students will be found in the locker.
 - (b.) The primary purpose of the search is to secure evidence of student misconduct for school disciplinary purposes. If legally obtained in this manner, evidence may subsequently be turned over to the police and used by the police in possible prosecution.
 - (c.) The school has keys and combinations of all lockers, and accepting this handbook gives students prior notice that the school reserves the right to search.
 - (d.) Periodically the school will conduct random searches using trained "sniff" dogs.
16. Students shall refrain from behaving in a disruptive manner while riding school buses.
17. Students shall render proper respect to all members of the faculty, other adult employees of the school system and visitors to the school.
18. Bullying/Hazing – Students must behave in a civil manner toward other students and staff. They shall not engage in hazing, bullying, menacing, taunting, intimidating, verbal or physical abuse of others, or any threatening behavior.

Our discipline policies are designed to ensure a safe environment and to maximize a positive learning climate for all students. To promote both, we expect all our students to maintain a good attitude and to behave in an acceptable manner. Students are responsible for their behavior and adhering to behavioral policies and procedures in school, at school-sponsored activities on and off campus, school related activities on and off campus, and on school buses. Students who decide to veer from acceptable behaviors are choosing to accept the consequences of their actions. Following are descriptions of possible consequences for unacceptable behaviors.

AFTER-SCHOOL DETENTION – Students may be required to serve their detention(s) after school, within one week of assignment.

OUT OF SCHOOL SUSPENSION/ISS PLACEMENT - Students may be given out-of-school suspension/ISS placement after they have passed the detention levels or failed to stay for detention. *Students are required to serve their detention(s) in addition to being suspended for failing to serve the original assigned detention.*

A parent must accompany student to sign in the office and meet with the principal upon return from suspension.

- *Students who are in ISS will turn all electronic devices in to the office at the beginning of the day. This includes phones, tablets, chromebooks, MP3 Players, etc. They will be able to pick them up at the end of the day.*
- *Students who are in ISS may be afforded the opportunity to participate in school community service projects 1 – 2 hours per day on the days they are assigned to ISS.*
- *Students sent out of ISS will be suspended for the remainder of the day and may be required to repeat the day depending on the circumstances.*

Tobacco use on school property is against the law. Possession and / or use is not acceptable. Electronic Cigarettes, Jules, Vapor devices are neither acceptable nor permitted on school property at any time. Should a student possess or use:

TOBACCO / ECIGARETTES / VAPOR DEVICES POSSESSION or USE

1st offense – 2 days ISS

2nd offense – 4 days ISS

3rd offense – 3 days suspension and charges may be filed with the MPD/Court Designated Worker

TOBACCO FINES – Based on Kentucky Revised Statute 438.350, which authorizes law enforcement officers to seize tobacco products from minors and cite them for fines up to \$150 for a first-time offense.

1st offense - \$50.00

2nd offense - \$100.00

3rd offense - \$150.00

(FINE IS TO BE PAID IN 30 DAYS OR CITATION TO COURT WILL BE ISSUED WHERE STUDENT WILL HAVE TO PAY COURT COSTS).

Levels of Misconduct	Examples	Response Options
Level 1: Minor misbehaviors, which impedes orderly classroom procedures or interferes with the orderly operation of the school.	In halls with no pass Disruptive behavior Horseplay Lack of classroom materials Tardiness Not following simple directives Inappropriate dress Possession of lighters or matches Failure to complete assignments Profanity (KRS 158.150) Electronic Device use	Verbal reprimand by teacher Special assignment Parent contact Counselor referral Detention
Level 2: Frequent misbehavior or serious misbehavior that disrupts the learning climate of the school.	Any repeated Level 1 behaviors Disrespect towards school personnel Cheating Improper use of motor vehicle on school grounds Disobeying parking lot rules Inappropriate display of affection Tobacco use (refer to district policy) Electronic Smoking/Vapor Device Frequent or directed profanity Skipping class on campus Failure to attend detention(s) Obscene gestures toward faculty / student	Counselor referral Detention(s) Report to parents Teacher/student/principal conference In-school suspension Loss of driving privileges
Level 3: Acts directed against persons or property but whose consequences do not seriously endanger the health or safety of others in the school.	Any repeated Level 2 behaviors Possession or use of a controlled substance (police will be notified) Fighting Vandalism Stealing or theft Skipping class off campus Truancy Sexual, verbal, and/or physical threatening or harassment Racism Activating a fire alarm without due cause Open defiance Bullying, hazing, and gang related behaviors	Counselor referral Hearing before principal Parent conference In-school suspension Loss of driving privileges Payment of damages Suspension

<p>Level 4:</p> <p>Acts which result in violence to another's person or property, or which pose a direct threat to the safety of others in the school.</p>	<p>Any repeated Level 3 behaviors: Possession of weapons, explosives, fireworks, or any dangerous instruments Extortion Assaulting school personnel Distribution of controlled substances Actions which require treatment by a doctor or hospital Arson Bomb threat</p>	<p>Hearing before principal Suspension Hearing before school board Expulsion Criminal charges</p>
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BULLYING/HAZING: THE MIDDLESBORO SCHOOL SYSTEM, IN ORDER TO ADDRESS THE GROWING THREAT OF SUBSTANCE ABUSE, HAS SET FORTH PARAMETERS FOR RANDOM SUSPICIONLESS DRUG TESTING OF STUDENTS (GRADE 6-12), CLASSIFIED, AND CERTIFIED STAFF.

A COPY OF THE POLICY MAY BE OBTAINED FROM THE MIDDLESBORO SCHOOLS WEBSITE. <http://www.mboro.kyschools.us>

According to KRS 158.148: (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.

Please see the MIS Handbook and Code of Acceptable Behavior and Discipline for more information regarding Senate Bill 228. Students may report concerns to any member of the faculty, staff, SRO, counselor or counseling services, or the principal's office. Students may also call 1-800-4-1-VOICE ext. 359 or report online at <http://www.safeschoolhelpline.com/>

All students are encouraged to report all suspected incidents of bullying to a responsible adult at school. Bullying is a prohibited and unacceptable behavior. For more information regarding these issues and others please refer to the website of the Kentucky Center for School Safety at <http://www.kycss.org/>.

SEXUAL HARRASSMENT

Sexual Harassment is a form of discrimination. Any student, faculty, or staff member has the right to be treated with respect and fairness. Sexual Harassment in any form will not be tolerated in the Middlesboro Independent Schools.

SKIPPING – ON CAMPUS

1st offense – 1 day ISS
 2nd offense – 2 days ISS
 3rd offense – 3 days ISS

SKIPPING – OFF CAMPUS

1st offense – 2 days ISS
 2nd offense – 4 days ISS
 3rd offense – 6 days ISS

RESTRICTED AREAS

To maintain the highest level of safety, students are not to be in the following areas during specific times:

1. **Parking Lot** – After exiting the vehicle in the morning upon arriving at school students are not permitted in or near vehicles without a pass from the office.
2. **Lockers** – Students are not permitted in the locker areas before school starts, during breakfast and lunch, and during class time (unless permission is granted by a teacher with a hall pass).
3. **Front & Back Hall restrooms** – (restrooms near the red and blue lockers) – During breakfast and

lunch these restrooms are not to be used by students; the gym area restrooms are available for use during lunch.

4. **Central Arts Building** – Off limits to students unless that student has a class in the building.
5. **Central Arts Building front main lobby and main lobby restrooms are restricted.** Student restrooms are in the back hall near the classrooms.

CELL PHONES & ELECTRONIC DEVICES

If a student brings an electronic device (i.e., cell phones, smartphones, iPads, iPods, iWatches, any smart or cellular device) to school they must be on “silent alarm” and out of sight during all class times. Usage is only permitted during the student’s non-instructional time or at teacher’s discretion as it pertains to classwork and learning. Since MHS is a 1 to 1 student to computer school, students should never use a cell phone or other electronic device during class / instructional time without the permission of the teacher. We expect all faculty, staff, and administration to enforce this rule and ask our families to support our intention for students to focus on instructional strategies and learning rather than phone use. This gives our students the best environment for learning. If families need to contact their students, we ask that you contact the office.

1st offense: After first teacher warning, student surrenders device and turns it into the office until the end of the day. Student can pick up device at the end of the day.

2nd offense: Student surrenders device and turns it into the office until end of the day. Parent/guardian will be contacted and must pick up devices.

3rd offense: Student surrenders device to office and is subject to ISS/OSS for defiance of school policy.

*** The office will not be responsible for investigating stolen or lost phones that were not surrendered to the office for safekeeping. ***

**** In compliance with ACT and State Regulations, student cell phones must be surrendered to the testing administrator during all times of mandatory testing. Devices will be returned to the student AFTER all students have completed testing.****

GRIEVANCE PROCEDURES

Students and parents wishing to express an educational concern or grievance shall observe the following order of appeal:

1. Teacher
2. Principal
3. School council; where appropriate
4. Superintendent
5. Middlesboro Board of Education

Information on filing a formal complaint or grievance is available at each school and at the Central Office.

Terroristic Threatening

Our most important function in Middlesboro High School is to provide the safest learning environment possible for all 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 30th of last school year (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 threatening in our school and district is strong and unwavering, and as a result, it is imperative that you discuss this critically important matter with your student as soon as possible. School and law enforcement officials are determined to put a halt to these willful acts of terrorism being made toward our students. Please do your part to ensure that your student never becomes a party to such an offense by educating him/her on the seriousness of its consequences.

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

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

PLEASE CAREFULLY REVIEW DETAILS OF KRS 508.078 ON FOLLOWING PAGE

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.

Kentucky Directors of Pupil Personnel (KDPP) Announce Update to School Attendance Law for Families with School-Age Children
Frankfort, KY – The Kentucky Directors of Pupil Personnel (KDPP) are committed to ensuring the academic success of all students in the state. We are writing to inform parents and guardians of an important update to Kentucky's School Attendance Law (KRS 159.150), which will come into effect starting the 24-25 school year. This update specifically impacts all families with school-aged children in the Commonwealth, as outlined in House Bill 611. Under the new legislation, the Director of Pupil Personnel will now be required to notify the County Attorney's office when a student accumulates 15 or more unexcused absences throughout the academic year. This change is part of ongoing efforts to emphasize the importance of regular school attendance and to provide additional support to families to help prevent chronic absenteeism. We understand that there are times when absences are unavoidable. Families are encouraged to refer to the student handbook to familiarize themselves with the policies regarding excused absences. Our primary goal remains to collaborate with families to support students' educational journeys and to address any barriers to consistent school attendance. Regular school attendance is crucial for academic success, and we urge families to plan accordingly to ensure their children attend school consistently. Should your child approach the threshold of 15 unexcused absences, it is important to be aware of the potential involvement of the county attorney's office as mandated by this new law. We are here to support you and your child in achieving educational success. If you have any questions or concerns regarding this update, please do not hesitate to reach out to your school administration or to your district's DPP office.

Thank you for your attention to this important matter. Together, we can work to provide a bright and successful future for all students in Kentucky.

District Contact Information:

Director of Pupil Personnel Dr. Jamie Johnson

Phone Number 606-242-8818

Email jamie.johnson@mboro.kyschools.us

Confirmation of Receipt

Middlesboro High School

Student Handbook

I have read the handbook and agree to abide by the policies and guidelines established by the Middlesboro Independent School District and Middlesboro High School.

Signature of Student

Date

If you have any questions, please feel free to contact the principal at (606) 242-8820.

Students and parents are required to sign this page, remove from handbook, and return to school immediately.

Confirmation of Receipt

Middlesboro High School

Student Handbook

I have read the handbook and agree to abide by the policies and guidelines established by the Middlesboro Independent School District and Middlesboro High School.

Signature of Parent/Guardian

Date

If you have any questions, please feel free to contact the principal at (606) 242-8820.