



Student Handbook
2025-2026

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Madison Central High School

705 North 2nd Street
Richmond, KY 40475

Phone: 859-625-6109 Fax: 859-623-3925

<http://www.madison.kyschools.us/madisoncentral>

The mission statement of Madison Central High School is to



AT MADISON CENTRAL WE BELIEVE...

- Higher expectations yield higher results.
- ALL students reach their fullest potential in a caring, productive, and effective learning environment.
- Parents who understand and respect the educational process and its value are involved in all aspects of a child's life to improve student success.
- Effective schools have open communication and collaboration with involved community members, trained professionals, and active parents.
- Leaders must utilize best practice along with genuine respect for others.
- Effective leaders build capacity in those around them and are essential for long-term success.
- Students and staff thrive in an environment with appropriate and effective resources.
- Attention to physical and emotional barriers is necessary before students can reach full potential.
- All students and staff have the right to be safe and secure at school

This agenda belongs to:

Name: _____

Address: _____

Phone Number: _____

CALENDAR

August 13, 2025	First Day of School for Students
September 1, 2025	No School – Labor Day
September 19, 2025	No School—Professional Day for Teachers
October 3, 2025	No School—Professional Day for Teachers
October 6 – 10, 2025	No School – Fall Break
October 17, 2025	End of 1st—9 weeks
November 26– 28, 2025	No School – Thanksgiving Break
December 19, 2025	Last day of school before Winter Break
	End of 2nd— 9 weeks
December 22 – Jan 2	Winter Break
January 5, 2026	First Day Back from Winter Break
January 16, 2026	No School—Professional Day for Teachers
January 19, 2026	No School – Martin Luther King Day
February 16, 2026	No School—Professional Day for Teachers
March 6, 2026	End of 3rd—9 weeks
March 20, 2026	No School – Professional Day for Teachers
April 6 – 10, 2026	No School – Spring Break
May 19, 2026*	Last Day of School for Students

* *Date may change due to Inclement Weather*

** *Final Exams are the last two days of each semester. Students are not permitted to take final exams early. Please plan accordingly.*

CANCELLATION OF SCHOOL

The SEND-IT NOW system will be used to call all households in case of inclement weather. Also radio stations WKXO Berea and WEKY Richmond will announce any school closings. Television stations, WKYT Channel 27, WLEX Channel 18, and WTVQ Channel 36 also show school closings.

NTI POLICY

Students will NOT attend school on NTI days. They will have assigned work to be completed.

Students will spend 3 to 4 hours on an NTI day, depending on their grade level, completing school-related work.

Some schools will send home packets of work to be completed; others will ask students to complete work online. That information will be provided by each of your students' teachers.

Teachers will be available during the school day either by telephone or online.

Students will be expected to complete NTI work within seven (7) calendar days from the day classes resume. For example, classes resume on a Wednesday. That would mean students have until the following Wednesday to complete the NTI Day work.

Notification of NTI days will occur in the same way notifications occur for snow days or other cancellations.

ADMINISTRATION

Brandon Fritz	Head Principal
Katie DeSimone	Associate Principal
Sherry Fisher	Assistant Principal
Marita Kinley	Assistant Principal
Chris Harrell	Assistant Principal
Mose Hill	Dean of Students
Robert Cooksey	Athletic Director

SITE-BASED DECISION MAKING COUNCIL

Brandon Fritz	Principal
Erma Jones	Teacher
Ben Nichols	Teacher
Buffy Turner	Teacher
Summer Davis	Parent
Timothy Gunn	Parent

LEAD TEACHERS & DEPARTMENT CHAIRS

Taylor Newton	Science
Matt Sherrow	Mathematics
Kristy Johnson	English
Stephanie Holbrook	Special Education
David Withers	Social Studies
Steve Roof	Health & P.E.
Tracy Tudor	CTE
Heather Cooksey	Humanities
Lindsey McKay	Freshmen
Sara Martin	Freshmen

GUIDANCE OFFICE

Shannon Calico	Guidance Counselor
Robert LaDeur	Guidance Counselor
Katherine Morgan	Guidance Counselor
Misty Murphy	Guidance Counselor
Kristyn Williamson	Guidance Counselor
Candace Elam	Social Worker & Mental Health Advocate

MEDIA CENTER

Erma Jones	Media Specialist
Renee Azbill	Assistant

IGNITE ACADEMY NORTH

Chris Clark	Director
Ashley Smith	Principal

OFFICE STAFF

Melissa Olmsted	Administrative Secretary
Donna Gregory	Registrar
Christina Snowden	Bookkeeper/Treasurer
Amy Adams	Assistant Bookkeeper
Harolyn Osborne	Attendance Records
Stephanie Squires	Guidance Secretary
Linda Lavigne	Secretary
Marquetta McDaniel Mutuse	Front Office Receptionist
Brittney Mathies	Front Office Receptionist
Cynthia Wiseman	Technology Resource Manager
Jolene Powell	Cafeteria Manager
Paul Carter	Head Custodian

SCHOOL NURSE

Whitney Johnson, RN	Nurse
Tabitha Spencer, CMA	

YOUTH SERVICE CENTER

Tonya Snyder	Director
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DAILY SCHEDULE

***The daily schedule may be amended for special programs or club days.**

Madison Central Campus

1st Period	8:05 - 9:00
2nd Period	9:05 - 10:00
3rd Period	10:05 - 11:00
4th Period	11:05 - 12:00
5th Period	12:05 - 1:00
6th Period	1:05 - 2:00
7th Period	2:05 - 2:55

Ignite North Campus

1st/2nd Block	8:15 - 9:50
3rd/4th Block	10:15 - 11:50
5th/6th Block	12:15 - 1:50

CURRICULUM

Madison Central High School uses district, state, and national documents and guidelines for the selection of curriculum that is taught in the school. For more information about these documents and guidelines visit the following websites:

Madison Central High School <https://mchs.madison.kyschools.us/>

Madison County Public Schools www.madison.kyschools.us

Kentucky Department of Education www.kde.state.ky.us/KDE/

GRADING SCALE

Grade	Letter Grade	Point Value	AP Scale
90 - 100	A	4	5
80 - 89	B	3	4
70 - 79	C	2	3
60 - 69	D	1	2
0 - 59	F	0	0

GRADING PERIOD

A progress report will be distributed each 9 weeks. A year-long 36 week course will earn a 1/2 credit at the end of each semester for a total of one credit for the class. The grades for a 36 week class will be posted to the transcript and calculated into the GPA each semester. A semester course lasting 18 weeks only will earn one half credit with a grade posted to the transcript and calculated into the GPA at the close of the semester.

FINAL EXAMS

All final exams count as 10% of the semester grade. All students are required to take a final exam or complete a culminating project. Should a student have an excused absence on exam day and work or test is not made up as specified by the teacher, then a zero will be entered for that grade. Final exams will be taken the last two days of the semester. Students will not be permitted to take final exams early.

GRADUATION REQUIREMENTS

Twenty-two (22) credits are required for graduation if the student has been on a traditional seven period day for the four years of high school. Students who transfer to Madison Central from another schedule type will receive credit requirement information from the Guidance Office.

The Council on Higher Education has established minimum qualifications for admission to the state universities for all students beginning as freshmen. Students must successfully complete the minimum pre-college educational preparation.

The Council on Higher Education also recommended that students take additional coursework in Mathematics, Science, Foreign Language, Arts, and "Computer Literacy" for college-bound students. We at Madison Central recommend that students take a course of study that will challenge their minds to reach their maximum potential, to qualify them for their proper place in life. It is strongly recommended that students take a minimum of two credits of one foreign language, as many private and public colleges and universities require this for admission.

Early Graduation Policy—See Page 60

The chart on the next page is a guideline of the credits needed.

Subject Area	Standard Graduation Requirements	Pre-College Curriculum Requirements	Advanced Scholars Academy
ENGLISH	4 Credits English 1 English 2 English 3 English 4	4 Credits English 1 English 2 English 3 English 4	4 Credits Honors English 1 Honors English 2 AP English – Lang. AP English – Lit. Or Dual Credit
MATH	4 Credits Algebra 1 Algebra 2 Geometry Math Elective* (1 math course to be taken each year)	4 Credits Algebra 1 Geometry Algebra 2 Algebra 3/Pre-Calc (1 math course to be taken each year)	4 Credits Honors Algebra 1 Honors Geometry Honors Algebra 2 Pre -Calculus/ Calc/ Dual Credit or AP Math Courses (1 math course must be taken each year)
SCIENCE	3 Credits Environmental Biology Chem/Physics	3 Credits Environmental Biology Chem/Physics OR Honors Enivo/Biology Honors Chem/Physics Science of choice	3 Credits Honors Enivo/Biology Honors Chem/Physics AND A combination of AP classes or Dual Credit
SOCIAL STUDIES	3 Credits Civics & Geography World Civilization U.S. History	3 Credits Civics & Geography World Civilization U.S. History	3 Credits AP Human Geo AP Euro or World AP U.S. History
HEALTH	.5 Credit	.5 Credit	.5 Credit Or Wellness Class
PHYSICAL EDUCATION	.5 Credit	.5 Credit	.5 Credit Or Wellness Class
HUMANITIES	1 Credit (in one of the following) Humanities Visual or Performing arts	1 Credit (in one of the following) Humanities Visual or Performing arts	1 Credit (in one of the following) Humanities Visual or Performing arts
FOREIGN LANGUAGE	None Required	2 Credits <i>in</i> sequential foreign language courses	2 Credits <i>in</i> sequential foreign language courses **Recommended**
			8 AP Classes overall or the equivalent Dual Credit (up to two)
Total Required Credits	22 Credits	22 Credits	22 Credits

GRADUATION REQUIREMENTS

The chart on the previous page is still a good guideline of the credits needed for graduation in addition to the different levels of courses we offer at MCHS:

The Minimum Graduation Requirements per Kentucky Department of Education:

	Minimum Graduation Requirements
Minimum Number of Credits	22 Credits
English/ Language Arts	Four Credits: English 1 and 2; and two other personalized credits covering the standards.
Math	Four Credits: Algebra 1 and Geometry; and two other personalized credits covering the standards. (One to be taken each year)
Science	Three Credits
Social Studies	Three Credits
Other Credits	.5 Credit Health & .5 Credit Physical Education One Credit: Visual/Performing Arts*
Other Requirements	Civics Test; Demonstrate performance based competency in technology; Financial Literacy; Have six elective credits.

GUIDANCE AND COUNSELING SERVICES

The Guidance Department provides a very important service to the total school population. Students, parents, and teachers are encouraged to use the services provided by the guidance counselors on all matters pertaining to school, personal problems, and future occupation and educational plans. Parents wishing to consult with the counselors may make an appointment by calling 859-625-6109 between the hours of 8:00 am and 3:00 p.m. If necessary, special appointments after the normal school hours may also be made.

To systematically divide the student population for guidance services, the following divisions have been made.

A - CRO Shannon Calico
CRU - HAY Misty Murphy
HEN - MID Robert LaDeur
MIL- SGR Katherine Morgan
SHA- Z Kristyn Williamson

Shannon.Calico@madison.kyschools.us
Misty.Murphy@madison.kyschools.us
Robert.LaDeur@madison.kyschools.us
Katherine.Morgan@madison.kyschools.us
Kristyn.Williamson@madison.kyschools.us

MULTI-TIERED SYSTEM OF SUPPORTS (MTSS)



Classroom Expectations



- TIME**—No hall passes 10 minutes after or before the bell
- RESPECT**—Respectful with language and actions
- INTEGRITY**—School appropriate attire and following all handbook rules
- BELONGING**— On time, present, ready and engaged
- EFFORT**--Electronics away— No distraction and best effort

GRADUATION COMMENCEMENT

Criteria for cords and stoles for commencement: **Weighted GPA NO ROUNDING**

Gold Cords 3.5, 3.6, and 3.7

Gold Stoles 3.8 and above

Valedictorian highest GPA

Gold Tassel - Meeting all National ACT Benchmarks

White Cords - Work Ethics

Dates for commencement are set by the Madison County Board of Education typically at the April Board meeting.

The senior class officers will participate in the graduation program. The senior class officer with the highest GPA at the end of the first semester will make the senior address at graduation. If this student wishes not to make the speech, the class officer with the next highest GPA will make the speech. The graduation program will be coordinated by the senior class sponsors.

Graduation practice will be held prior to commencement. It is mandatory for students who wish to participate in the commencement exercises to attend these practices.

Junior class ushers for graduation will be determined by class rank.

Valedictorian will be awarded to a student enrolled at Madison Central High School. A student electing to attend another school (e.g., Craft Academy) would not be eligible for valedictorian status due to the automatic weighting of all classes.

The only regalia allowed to be worn during MCHS Graduation Ceremonies are the ones provided on the day of graduation by the seniors sponsors and listed above.

GRADUATION CEREMONIES

Students must meet all requirements for graduation in order to participate in graduation ceremonies. In addition, students must have paid all fees and made restitution for all fines prior to participation in graduation ceremonies. MCHS reserves the right to deny participation in graduation ceremonies to any student for disciplinary reasons. *(The graduating student is responsible for signing the diploma list and for the name/spelling printed in the graduation program and on their diploma.)* This is a reminder that the graduation ceremony is a public event. Those students who choose to participate in the graduation ceremony acknowledge/understand that they are likely to be photographed, audio/videotaped, or interviewed and that the district graduation permission slip must be signed by the student/guardian to participate.

END OF YEAR SENIOR EVENTS

In order to participate in senior events at the end of the year students must remain in "good standing" throughout the remainder of the school year. Students must be eligible for graduation and without excessive absences and/or skipped class periods to be determined by the principal. Any student who fails to meet these standards may not be allowed to participate and would remain in classes at school during such time.

IGNITE CAMPUS NORTH

Tech classes provide students, whether career or college bound, the opportunity to learn special skills which fit their abilities and interests. As a vocational student, you may discover your career goal and an exciting future. High School students wishing to enroll in a vocational program should see their high school counselor or the counselor at the vocational school.

One credit per year is given for each class hour successfully completed in a vocational program. If a student elects to continue his/her training at Kentucky Community and Technical College System (KCTCS), all hours attended and competencies earned are transferable and will count toward completion of the program.

For students enrolled in the four Trade and Industrial Arts courses, three major areas will be considered in determining a grade: 1) attitude, 2) skill, and 3) knowledge. From these areas a single grade will be determined.

****See Work Ready Scholarship 19**

WORK ETHICS CERTIFICATION

All schools in Madison County are committed to producing an emerging workforce prepared to face the challenges of a global marketplace. To assist in achieving this goal, work ethic standards are embedded in the expectations for each student. In addition, high school seniors can elect to participate in the **Work Ethic Certification Program**. As a participant, students must demonstrate proficiency in the eight work ethic standards in order to earn certification. The certificate serves as validation that students possessing the credential have successfully displayed strong work habits fostering success in higher education and the workplace. The promotion of high expectations for all students includes the development of solid work ethic practices at school, and encourages students to develop personal habits in these areas that connect directly to success in life.

The **Work Ethic Certification Program** has the ability to change lives and tremendously affect economic success in this region. Participants in this program will be more than ready to take the next step after graduation; no matter if it is post-secondary education or career.

General Requirements for Work Ethics Certification:

- Student must be a seniors currently enrolled at Madison Central
- Students must have three or less unexcused in-person absences
- One or no discipline referrals
- 2.5 or greater unweighted GPA
- 10 community services hours
- Involvement in one or more extracurricular or co-curricular activities
- Students must complete the online Work Ethics Certification Application located on the Madison County Schools employment website
- Students must sit for an interview

NCAA Eligibility

Any student wanting to compete in NCAA collegiate athletics needs to have a profile created on the NCAA eligibility center website. Students must complete 16 core courses as set forth by the NCAA and have at least a 2.3 GPA in those 16 core classes. Any athlete wanting to compete collegiately should meet with their counselor to express their interest in college athletics and to ensure they're in the correct classes.

NAIA Eligibility

Any student wanting to compete in NAIA collegiate athletics needs to have a profile created on the NAIA eligibility center website. Students must have a 2.3 GPA to be eligible. Any athlete wanting to compete collegiately should meet with their counselor to express their interest in college athletics and to ensure they're in the correct classes.

INFINITE CAMPUS ACCESS FOR PARENTS

Infinite Campus Computer Parent Portal

Go to: <https://www.madison.kyschools.us/Domain/24>

Click on the Parent Icon in the upper right hand corner

Click on Infinite Campus Type your username and password



Infinite Campus Mobile for Parent

You must have an access code if you are new to Infinite Campus. Please visit any school your child is enrolled to receive an Access Code.

Infinite Campus Mobile for Parent - For your mobile phone

Download the Infinite Campus Parent App On your phone, launch the App It will prompt for; District name: Madison County State: select Kentucky

INFINITE CAMPUS ACCESS FOR STUDENTS

Infinite Campus Mobile Student Access – For your mobile phone

- Download the Infinite Campus Student App
- On your phone, launch the App
- It will prompt for;
 - District name: Madison County
 - State: select Kentucky
 - Then type in your username and password
 - Your username is your 10 digit Student ID# Your password is firstname lastname last 6 digit birthday ex. John Smith 05-09-2005 would be johnsmith050905 (no spaces)



SCHEDULE CHANGES

After school begins schedule change requests can be made during the first semester on August 18, 19, 20 and during the second semester on January 7, 8, 9.

Schedule changes will be made for the following reasons:

1. A required course for graduation
2. A required course for graduations is failed previously
3. A course has already been taken
4. Blank on a schedule
5. Yearlong electives will not be changed at the end of the first semester
6. Level changes (AP → Regular, Pre AP → Regular) will only be allowed at the end of the first semester

Note: We will not overload class sizes to accommodate class changes for any reason. Spring class change requests should primarily be level changes only.

Dropping and Adding Classes

The student will receive a “Withdrawal” notation on his/her transcript for the class dropped. The notation will also designate whether the student was passing or failing at the time of the change.

For any class added after the first 20 class periods, a grade of “0” would be recorded for each day the student is not enrolled in the class unless the change was due to an ARC meeting for a special needs student. (A lateral change is not considered an added or dropped class for the purpose of this policy and therefore no “Withdrawal” notation will be placed on transcript and the current average in the class will transfer into the new class with a new period or new teacher).

Schedule changes will not be made during the semester unless a principal decides there are extreme circumstances deeming it absolutely necessary.

MADISON COUNTY ADVANCED SCHOLARS PROGRAM

General Requirements for MCASA:

- Have a minimum cumulative high school/college grade-point average of a 3.0
- Have a minimum ACT composite score of 22.
- Take and pass a minimum of 8 AP courses.
- Take the AP exam for each AP course taken.
- Students may substitute up to two full year AP courses for two full year dual credit courses.
 - A full year dual credit course would be a minimum of 6 credit hours or two semesters

Students must successfully have passed the dual credit course with a “C”

ADVANCED PLACEMENT

A collaborative educational endeavor between high schools and colleges and universities, the Advanced Placement Program is a rigorous program that allows students to take a college-level course within the high school. Students participating in AP courses, not only gain college-level skills, but may also be able to gain college credit for taking the AP course. Students who take an AP course at Madison Central are choosing to challenge themselves academically.

For a student to gain college credit for an AP course, the student must take the AP exam and earn a minimum score. Ninety percent of the nation’s colleges and universities have an AP policy for incoming students’ credit, placement, or both for qualifying AP grades/scores. Students need to check with individual colleges and universities to obtain their AP test score requirements. Advanced Placement course examinations are administered in May of each year.

All students will decide whether or not to take exams and order their exams by NOVEMBER 7, 2025. All students in AP classes who register after November 15th will be assessed a \$40.00/exam late fee. In addition a 40.00/exam cancellation fee will be assessed for any exam order canceled after November 15, 2025. Registration will open September 1, 2025.

Requirements for Membership in Advanced Placement Courses:

- Strong recommendations from teachers of area classes and teachers of other core classes requiring related skills.
- A/B averages in prerequisite classes (where applicable)
- Strict adherence to handbook policies of class attendance, tardies, etc.
- All Academic Scholars Academy (formerly Cohort) AP students must plan to take an AP Exam for each AP course that is taken. The cost for each exam is approximately \$100 per course.
- Students in an AP course will receive weighted credit for that course, if the grade is a C or better.
- If a student drops an AP course at the end of the first semester, they will not receive weighted credit for the first semester grade.
- If at the end of the first semester a student has a grade below a “C” average, that student will be required to withdraw from that AP course at that time.

Any exceptions (transfer or home-schooled students without required test scores) to the above will be determined by the administration.

Madison Central offers the following Advanced Placement courses:

Art Studio	Biology	Psychology	Eng. III—Lang & Comp
Human Geography	Spanish	Calculus AB	Calculus BC
Statistics	Music Theory	U.S. History	Environmental Science
Physics I & II	European History	Physics C	Computer Science A
Chemistry	Computer Science Principles		Eng. IV—Lit & Comp

SCHOLARSHIP/FINANCIAL AID INFORMATION

Seniors/Parents of seniors wishing to receive scholarship and financial aid workshop information should email Brooke.Taulbee@madison.kyschools.us. Information will be emailed out based upon the availability of scholarships. For Financial Aid Information students need to sign up at www.fafsa.ed.gov. Following the counselor's google classroom is a great way to keep up with scholarship information. Google Classroom Code: ypka7smd

DUAL CREDIT

Eligibility and Tuition Acknowledgement 2025/26 Academic Year Dual Credit Criteria:

Students who meet the criteria stated below are entitled to enroll in a maximum of two dual credit courses at the dual credit tuition rate (rate = 50% of the regular tuition rate)

- You must be a sophomore, junior or senior in high school residing in Kentucky.
- You must meet the GPA and/or ACT standards set forth by each college/university.

Additional fees and charges:

- Dual credit students are responsible for the cost of textbooks, parking, permits, associated course fees and late registration fees if applicable.
- Dual credit students enrolling in more than two courses will be charged the dual credit tuition rate of \$91 per credit hour.
- Students may incur costs associated with failing a course. Scholarships are only applied upon successful completion of the course.

Dual credit scholarships: Qualifying students will earn 2 scholarships per Junior year and 2 scholarships per Senior year.

Dual credit continuing participation:

Continued participation in the dual credit program is dependent upon successful completion of a course. Successful completion is defined as having a C or higher. Any student who makes a D or an F in a dual credit course will be removed from the dual credit program until they have successfully repeated the course. Students who elect to repeat a course will contact the Office of the Registrar for registration approval and assistance. Courses repeated by dual credit students are subject to the full dual credit tuition charge.

If the course is on the EKU campus, the class(es) must be scheduled and approved by your guidance counselor.

NOTE: As we expand our partnerships with other universities and colleges in an attempt to increase the number of dual credit classes we offer, student eligibility for these courses will be determined by the partnering universities or colleges.

Work Ready Scholarships

Under the KHEAA Work Ready Scholarship program each student is eligible to take up to 2 dual credit courses in Career and Technical Education for free for 4 years while they are in high school. Our partner school for work ready scholarship classes is Bluegrass Community and Technical College. Students taking dual credit classes through BCTC will need to apply to BCTC and request a transcript be sent to BCTC through Parchment (www.parchment.com). Scholarships only cover the cost of tuition and do not cover any online fees, textbook fees, or associated course fees.



KENTUCKY'S POSTSECONDARY READINESS MEASURES

Following the passage of the federal Every Student Succeeds Act (ESSA) in December 2015, the “Postsecondary Readiness” (formerly known as “Transition Readiness”) component of the assessment and accountability system was developed through a committee established by then Commissioner, Stephen Pruitt. The committee was co-facilitated by the KDE Offices of Teaching and Learning (OTL) and Career and Technical Education (OCTE). With representatives from across the Commonwealth, the committee’s membership was composed of school and district leaders, guidance counselors, business and industry leaders, postsecondary partners, and professional associations. Since its inception, the indicators used and how success is measured on them have evolved.

Senate Bill 25 (2023) requires that postsecondary readiness for each high school student, be measured by one of the following indicators that are intended to signal a student’s readiness for the next step in their postsecondary plans, whether that be the pursuit of college coursework and/or entry into the workforce:

- Meeting or exceeding a college readiness benchmark score on the college admissions examination or a college placement examination approved by the CPE;
- Achieving a minimum of three (3) hours of dual credit by completing a course approved by the KBE or qualifying for a minimum of three (3) hours of postsecondary articulated credit associated with a statewide articulation agreement;
- Achieving a benchmark score on an AP, IB, CAI, or other nationally recognized exam approved by the KBE that generally qualifies the student for three (3) or more hours of college credit;
- Completing a required number of hours or achieving a benchmark within an apprenticeship, cooperative, or internship that is aligned with a credential or associate degree and approved by the KBE after receiving input from the LSAC or
- Achieving any industry-recognized certifications, licensures, or credentials, with more weight in accountability for industry-recognized certifications, licensures, or credentials identified as high demand.

CREDIT RECOVERY

Credit recovery courses are available to help students that have fallen behind in the number of credits needed to graduate. Students are admitted to the credit recovery lab by recommendation of his/her guidance counselor. Credit Recovery can only fill one class period in a student’s schedule.

Students participating in Summer School, Focus and Finish, Night School, or any other Credit Recovery program can earn a maximum of 75% for each course completed. Grades will be established on a sliding scale based on the grade received for each course.

Grading Scale

- A = 75%
- B = 70%
- C = 65%
- D = 60%

ACT/SAT TESTING INFORMATION

Please go to www.act.org for information and test dates for the ACT.

Please go to www.sat.collegeboard.org for information and test dates for the SAT.

Students may go to www.actstudent.org to register for the ACT. Many colleges require final test scores by January of the senior year. Many scholarship applications which require ACT and /or SAT test results are due no later than January of the senior year.

Juniors will take the SAT in the spring as part of the Kentucky Department of Education's state assessment. **Graduating seniors must take the SAT/ ACT prior to the June test date for the score to count toward KEEES money.**

Junior or senior students on free/reduced lunch may receive no more than a total of 2 fee waivers during the junior and senior years.

NOTE: Students may only be checked out in-person in the front office on any state testing day. The front office staff cannot manage the check outs via email/phone calls on these particular days.

CLASS OFFICERS

Students wishing to campaign for and hold any class office must meet and maintain the following requirements:

1. Student must have a 3.0 GPA.
2. Student must be in "good standing" with the school in areas of attendance and behavior as specified in the guidelines.
3. Student must have letters of recommendation from two teachers.
4. Student must complete an application, which will include the writing of an essay of not less than 250 words.
5. Students desiring an elected office will be given guidelines explaining election procedures, and duties and expectations of office. Students will be required to abide by these guidelines.
6. Class elections will be held each spring.

HOMEWORK POLICY

Purpose of Homework:

The following should be regarded as the primary, but not the only, purposes of homework:

1. Reinforcement/revision/review of work done in class
2. Extension/enrichment of work done in class
3. Encouragement of independent learning
4. Preparation for future classes

General Purposes:

The following should be adhered to in constructing homework assignments. It should be understood that all principles do not apply to each homework assignment.

1. Homework is defined as assigned work to be completed outside class time that is clearly related to ongoing classroom work.
2. It is recommended that homework be assigned at least two times per week in all core content classes, including foreign language classes.
3. Homework assignments in core classes should be approximately 30 minutes per assignment based on the teacher's best estimate for the average student.
4. Honors and AP classes will require additional time for homework assignments.

VISITORS

All visitors to the school must secure a clearance from the main office before contacting students or staff members. A visitor's permit will be issued by the office and must be worn at all times while in the building. This regulation applies to salesmen, parents, and relatives, as well as any other visitors. Former students are not permitted to return to visit teachers during the school day.

MCHS does not permit students visiting from other schools.

CLUBS AND ORGANIZATIONS

School clubs and organizations may be formed by interested groups of students provided there is a faculty member who is willing to serve as an advisor. Information about forming clubs may be obtained from the Principal's Office. MCHS runs a RED, WHITE, BLUE , GRAY Club Day schedule to allow clubs meeting time during the school day

At the present time the following clubs are active at Madison Central High School:

NOTE: Additional club meetings may be arranged before or after school by the sponsor.

See page 61 for Club Descriptions

AAMMP	Musical Theatre	Dance Blue	DECA	FBLA	FCA
FCCLA	First Priority	Book Club	History Makers	HOSA	JROTC
NHS	Minority Council	Debate Club	Tribe Unified	SOUL	STAND
CIA	Young Democrats	Skills USA	Pep Club	FFA	

ATHLETICS

The interscholastic athletic program at Madison Central High School is governed by the rules of the Kentucky High School Athletic Association and student athletes must comply with the following:

- Have passed the number of subjects or credits as required by the Kentucky High School Athletic Association and Madison Central High School.
- An athlete entering the 10th grade shall have 5 credits toward graduation
- An athlete entering the 11th grade shall have 10 credits toward graduation
- An Athlete entering the 12th grade shall have 16 credits toward graduation
- Have school insurance or a family policy that covers the student in athletic events.
- Report any injury to the head coach.
- Be of good character, clean habits, and be in "good standing" in school.
- Not have reached the age of 19 in accordance with the Kentucky High School Athletic Association constitutions and by-laws.
- Have a current KHSAA required sports physical examination by a doctor, nurse practitioner or doctor of orthopedic medicine, drug testing as required by Madison Central High School, (policy available from coach or office) ,have parental consent in writing, and an up to date immunization certificate (Regular health physical is not acceptable.)
- Have on file in the principal's office, acknowledgment from parent or guardian that they received a copy of the Kentucky High School Athletic Association eligibility rules.

On a weekly basis, an athlete must maintain passing 4 of the 6 classes being taken. Any athlete not meeting this criteria will be ineligible to play until the next weekly grade check is completed.

Madison Central High School participates in the following sports: archery, baseball, basketball, bowling, cheerleading, cross-country, dance, fishing, football, golf, soccer, softball, swimming, tennis, track, volleyball, and wrestling.

Any student that participates in extracurricular activities shall adhere to the same discipline procedures that are followed during regular school days.

Each high school athlete may be required to pay an athletics fee for each sport they decide to compete in. If applicable, the athletics fee is due prior to the opening season contest or game. If there is a financial hardship, an application can be made to the school principal/athletic director for that fee to be waived. In addition to athletics fees there may be additional fees paid by each student athlete for shoes, warm-ups, or other items that the student athlete may keep after the season. The school district will not be responsible for purchasing items that are kept by the student athlete after the season is completed.

ELIGIBILITY REQUIREMENTS FOR ATHLETES AND EXTRACURRICULAR ACTIVITIES

The Athletic Director, with the aid of a guidance counselor, will check student athlete grades at the end of every Thursday.

Weekly grade checks and semester report cards will determine a student's eligibility. Students participating in extracurricular events are required to attend school and not be tardy the day of the event. A note of appointment from a funeral home, court, or doctor is the only exception to this rule. Said note can only excuse actual time of the appointment and reasonable travel time to and from the appointment. It is recognized that extenuating circumstances arise causing an excused absence and those will be considered for approval by the school principal and/or athletic director. If a player violates this policy, the player will be suspended from one event.

Weekly grade checks will be done and a student must pass 4 out of 6 of their classes or they are ineligible for one week. Grade checks will be completed on Thursday to determine eligibility for the subsequent week (Monday through Sunday) and through the next opportunity to examine grades in this manner.

Any student that participates in extracurricular activities shall adhere to the same discipline procedures that are followed during regular school days.

To find out more about college eligibility please visit <https://web3.ncaa.org/ecwr3/> or play.mynaia.org

LIBRARY MEDIA CENTER

The library media center is open from 7:30 a.m. to 3:15 p.m. daily. Individual students must have been issued an e-pass from their teacher to visit the library during instructional time. Students must obtain studio passes from the library in the mornings to stay in the library during studio times. All passes to the library will be checked at the door when students enter.

Any student who keeps a book longer than the three week checkout period will pay five cents per school day once the book is overdue. Any student who loses a book will pay for the book. Any student who damages a book must pay to have the book replaced. Students may renew books to keep them longer than the three week checkout period.

Library media center fines accrued at the end of the current school year will be carried over to the next school year. Students attending Fall Ball or Prom must have all media center fines cleared before tickets may be purchased. Seniors must have all library media center fines paid to participate in graduation.

MEDIA CENTER AND OFFICE AIDES

Student aides are placed according to the following criteria and selected at the discretion of the library media specialists and guidance counselors. Students may serve as aides one class period per day. Placement is based on:

Grade Point Average – Minimum 3.0

- Senior status
- Regular attendance
- No discipline problems

STUDENTS WITH DISABILITIES

State and federal law requires reasonable accommodations for students with disabilities.

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 suspension. Long-term projects assigned during the suspension are due at a later day shall be accepted. Work assigned and due during suspension shall not be accepted. Upon returning to school, students must pick up an admission slip from the attendance office.

TRUANCY (KRS 159.150)

Any student who has been absent or tardy without a valid excuse for three or more days is truant. Any child, who has been reported as truant two or more times, is considered a habitual truant. Being absent for less than half of a school day shall be regarded as being tardy. Whenever possible, the parent/guardian will be notified by the school concerning school absences. When a child is checked out of school documentation must be provided for the reason of the check-out for it to be excused. This documentation shall be for the same reasons as any other absence to be excused.

Any student who has not reached the age of 21 is subject to the truancy laws.

WITHDRAWAL FROM SCHOOL

Go to the guidance office to complete the proper procedure for withdrawal.

Withdrawal from School (KRS 159.010)

An unmarried student between the ages of 16 and 18 who wishes to terminate his/her education prior to graduating from high school shall do so only after a conference with the principal, and a principal shall request a conference with the parent or guardian. Written notification of withdrawal shall be provided to the principal by the parent, guardian or other custodian and the student, parent, guardian, or custodian shall attend a one hour counseling session with a school counselor to discuss the potential problems of non graduates.

DELIVERIES PROHIBITED

- Commercial or private deliveries of flowers, balloons, food (including restaurant food) and other favors to students are prohibited during school hours. Students who come in with restaurant food will be asked to eat in the front lobby. No restaurant food is allowed in the cafeteria due to federal school lunch guidelines.
- The only exception is for class parties. Deliveries for class parties may be dropped off in the front office.

PERMISSION FOR STUDENTS TO BE PHOTOGRAPHED/VIDEOED

Parents and/or guardians, who do NOT wish for his/her child to be photographed or videotaped for any reason, must submit written notice to the Madison Central Principal's Office. Please include the parent/guardian's name and the student's name for it to be properly processed.

LOST AND FOUND

Students who find lost articles are asked to bring them to the main office where they can be claimed by the owner.

IDENTIFICATION INFORMATION

Changes in address or phone number that occur during the year should be reported to the **GUIDANCE OFFICE OR ATTENDANCE OFFICE** promptly.

ATTENDANCE/TARDINESS/CHECK-OUTS/LATE ARRIVALS/TRUANCY

ATTENDANCE (KRS 159.010) – EXCUSED ABSENCES

1. The following reasons will be accepted as an excused absence:
 - a. Death or severe illness in the pupil's immediate family.
 - b. Illness of pupil. A Doctor's note is required or a parent note on a limited basis (students may use a total of **FOUR PARENT NOTES PER 18 WEEKS** for any combination of absences/tardies/check-outs). The note must be submitted within five days of the absence. Each note will excuse only 1 day absence or 1 tardy/check-out. (For multiple days a student should have a doctor's statement.)
 - c. Religious holidays.
 - d. One day for attendance at the KY State Fair.
 - e. Other valid reasons as determined by the principal, i.e. court appearances, driver's license - ½ day, and doctor/dental appointments.
2. A phone call will be made to the parent contact number via the BLACKBOARD system regarding daily absences.
3. A letter will be sent home after the third unexcused absence. A Final Notice will be sent home once the student reaches 6 unexcused absences. Court system mediation for habitual truancy will occur if the student continues to have further unexcused absences.
4. **Students with six or more unexcused absences will not be allowed to attend school dances, including prom. Attendance issues could result in loss of parking.**

Excused Absences

1. Illness, medical appointment
2. Court appearance
3. Funeral/Immediate Family
4. Family emergencies
5. Religious holidays
6. School approved trips
7. College visits*

Required Documentation

- original doctor's note, note from parent
court clerk, Judge verification
verification of funeral
note from parent
note from parent
provided by school staff
note from school

Students are allowed three college visits, to count as excused absences, with appropriate documentation from the school and from the student's parent/guardian.

Absences for any reason other than those listed above are **UNEXCUSED**. No make-up work will be accepted for any unexcused absence.

Students who have 6 or more unexcused absences:

Will **not** be eligible for non-academic awards on Senior Awards Day including Senior Superlatives.

Prior to the Thursday before any school dance (including but not limited to Prom, Homecoming and Fall Ball) will not be permitted to attend. Students who have 6 or more unexcused absences, more than 3 periods skipped or more than 10 unexcused tardies will not be permitted to attend a dance. (Being more than 15 minutes late to a class may result in a skipped period)

Loss of parking privileges

May not be allowed to walk in the graduation ceremony

NOTE: Students may only be checked out in-person in the front office on any state testing day. The front office staff cannot manage the check outs via email/phone calls on these particular days.

MAKE-UP WORK

Students shall be allowed the same number of days to complete the make-up work, as they were absent, plus one (1).

TARDIES

Students are to be on time and be in each class each day. All students arriving tardy to school will report to the attendance office. Upon the 4th tardy, a discipline referral will be completed by the classroom teacher. Tardies to school are looked at by the courts the same as an absence according to truancy laws. Tardies will affect parking privileges and school dances (see Dance Policy).

EXCUSED TARDIES (KRS 159.150)

Tardies will be excused for the following reasons:

- Death or severe illness in the pupil's immediate family.
- Illness of pupil. A Doctor's note is required or a parent note on a limited basis- (students may use a total of **FOUR** PARENT NOTES PER 18 WEEKS for any combination of absences/tardies/check-outs). The note must be submitted within 5 days of the tardy. Each note will excuse only 1 day absence or 1 tardy/check-out. Each student is also allotted 2 parent notes for tardies only per semester separate from, and in addition to the previously referenced 4 parents notes for absences.
- Religious holidays.
- One day for attendance at the KY State Fair.
- Other valid reasons as determined by the principal, i.e., court appearances, driver's license - ½ day, and doctor/dental appointments.

Procedures for Documenting Excused Absences and/or Tardies

A student has 5 days following an excused absence to bring in documentation or verification or the absence is recorded as unexcused. **Excuses brought in after 5 days are not accepted.**

- Students are to present a parent note or excuse to the attendance office upon return to school.
- Parent/guardian phone calls will not be allowed as excuses for absences, tardies, or check-outs. Required documentation is needed.

PARENT NOTES should include the following information:

- Student's First & Last name (please no nicknames)
- Student's Grade
- Date and reason for absence
- Signature of parent
- Parent's day and night phone number

Use of a forged parental note is a violation of the Discipline Code and the student will not be permitted to use a parental note for future absences.

NO MORE THAN 4 DAYS PER SEMESTER USING PARENT NOTES WILL BE ACCEPTED AS EXCUSED. THIS INCLUDES CHECKOUTS.

CHECK-OUTS / LEAVING SCHOOL DURING THE DAY

- Parent/guardian phone calls will not be allowed as excuses for absences, tardies, or check-outs. Required documentation is needed.
- If a student checks out, they must present required documentation for their class absence(s) to be excused.
- Absences caused by checkouts are subject to the same rules and procedures that govern other absences from school.
- A parent's signature on a check-out log is **NOT** considered to be documentation for an excused absence. Students who are checked out must provide required documentation (see below).

NOTE: Students may only be checked out in-person in the front office on any state testing day. We discourage any checkouts on these days. The front office staff cannot manage the check outs via email/phone calls on these particular days.

Checkouts from school are permitted for the following reasons:

Reasons

Court Appearance
Funerals
Driver's License testing
Illness at school
Family Emergencies
Medical Appointments

Required Documentation

Summons, subpoena
Note from parent
Note from parent
See Below*
See Below*
Note from parent

*(*every effort should be made to make these appointments before or after school)*

SCHOOL AND CLASS FEES

1. All students will pay a \$45.00 flat fee. This will include the rental of instructional books and locker, instructional fee, class fee, etc.
2. The only additional fee will be for materials for individual projects in classes such as Industrial Tech., where the student takes the finished product home, and in Health for CPR certification.
3. No refunds will be made at the end of the school year.
4. If a student withdraws before the end of the first semester, and has paid the full fee of \$45.00 and his/her record is clear, he/she will receive a refund of \$20.00. If a student withdraws after the first semester ends, no refund will be made.
5. Any student entering school during the first semester will be required to pay the full \$45.00 fee. Students entering any time during the second semester will pay a \$25.00 fee.
6. The proper request form must be completed before a refund can be made.
7. Any student who has not paid the school fee IN FULL or has any outstanding fees will not receive a prom invitation or be allowed to purchase prom tickets. Only those students whose names appear in a junior or senior homeroom are eligible to receive a prom invitation. They will also NOT be allowed parking privileges, any school dances, or any extra-curricular activities.
8. Fees will be collected by staff. Any policy is subject to KRS 160.330 which states: The board may furnish necessary school supplies free of charge to indigent students. Students who qualify and participate in the free lunch or reduced price lunch program may apply for free textbooks or reduced price textbooks.

TEXTBOOKS AND TEXTBOOK LOAN

All basic texts are loaned to students for his/her use during the school year. Textbooks are to be kept clean and handled carefully. Please be sure that the student's name, grade, and classroom teacher's name are written on the book label in case the book is misplaced. Students will be required to pay for lost or damaged books. A student who loses or damages a textbook will not be permitted to pre-register for the following school year until his/her record has been cleared. (Transcripts of grades will not be released after withdrawal unless the student's record is clear.)

LOCKERS/INCLUDES P. E. LOCKERS

DO NOT LEAVE MONEY OR VALUABLES IN YOUR LOCKERS! THE SCHOOL CANNOT BE RESPONSIBLE FOR ARTICLES LOST OR STOLEN.

Locks and lockers are supplied by the school. Do not give your combination to other students. Lockers are assigned at registration and in the Guidance Office after the beginning of school. Students are encouraged to keep their lockers in good condition. Should a student lose a lock the cost to replace a missing lock is \$10.

MARKING ON LOCKERS OR APPLYING STICKERS TO LOCKERS IS CONSIDERED VANDALISM AND IS STRICTLY PROHIBITED. Disciplinary action may be taken if this rule is disobeyed.

Trash, pop cans, and bottles are not to be kept in lockers. Locker problems should be referred to the Finance Office personnel. The locks and lockers are property of the school and school officials have the right to inspect lockers at any time.

P.E. lockers are to be assigned by the P.E. teachers. There should be only one student per locker. The above rules apply to P.E. lockers as well.

RETURNED CHECKS

The Madison County Board of Education has entered into an agreement with Payliance, Inc. for the collection of all returned checks. Returned checks are automatically forwarded by the district's banks directly to Payliance. Payliance will contact the issuer to collect the face amount plus their collection fee. Failure to respond will result in the check being re-presented to the bank electronically along with applicable collection fees.

STUDENT HEALTH SERVICES

The mission of the Madison County School District School Health Clinic is to protect the health and well-being of all students thereby promoting student success. *Clinic days and times vary from school to school. Contact your child's school to learn the nurses' clinic schedule.*

The following is available to all students whose consent forms have been signed:

1. Nursing Assessment of health problems with referral to Local Health Care Provider as needed
2. Over the Counter GENERIC medication
3. Hearing, dental, vision screenings
4. Immunization outreach and follow-up
5. Writes Emergency Action Plans for chronic health conditions which require care at school for:
 - * **DIABETES**
 - * **ASTHMA** that requires the use of a nebulizer or inhaler
 - * **SEIZURES**
 - * **ALLERGY** (food allergy, bee sting allergy, or any allergy requiring the use of antihistamines or EPI-PEN)
 - * Other EAP's for other special health conditions as needed

Confidentiality:

All medical records are the property of the Madison County School District and protected under FERPA. No other agency will have access to these records without your written consent.

- * We protect the privacy of your child's health information by:
 - * Limiting how we use and disclose health information.
 - * Providing physical safeguards including secure offices and storage facilities, electronic protections, and procedures.
 - * Training employees about privacy policies and procedures.

In order to protect all students and their families from vaccine preventable diseases students are required (per 902 KAR 2:060, KRS 158.035, local school board policy 09.21 AP.2) to be up to date with their immunization and current immunization certificate must be on file in the student health record. Failure to comply may result in exclusion from extra curricular activities.

A student who is ill should report to his/her class and then be dismissed to the Nurse's Office or Clinic for evaluation with a nurse's pass or a note from the teacher. The student should not call home from a cell phone or classroom phone to report illnesses that occur at school. The school nurse or clinic will assess the student's illness and call the parent as needed for check outs. This procedure will prevent unnecessary absences from school, which can result in truancy. Any student having a medical problem of ANY kind should notify the office and/or the school nurse. In addition, all students shall provide a signed Emergency Release Card to the Principal's Office.

FOOD SERVICE – BREAKFAST & LUNCH

Breakfast will be served beginning at 7:45 a.m. until the bell at 8:05 a.m. Madison Central High School operates on a closed lunch period. No student will be allowed to leave the designated area or school grounds during lunch.

Student Breakfast & Lunch

Students eat free and do not complete meal applications but all families should complete the Household Income Form (HIF) that should be included in take home paperwork. HIF forms are returned to Steve Evans, District Assessment Coordinator to be entered into Infinite Campus. The Community Eligibility Provision (CEP) provides nutritious meals at no charge to all students enrolled in this school. The CEP program is directed toward schools in economically disadvantaged areas. The United States Department of Agriculture administers this program under the National School Lunch Program.

Adult/Visitors will pay. (Includes adults and children not enrolled in the school district)

Adult Breakfast \$3.50

Adult Lunch \$5.00

Students may pay by cash or check. Parents and students may also make deposits of money into student accounts through the following website: WWW.MYSCHOOLBUCKS.COM. Meals and A la Carte items may be purchased from student accounts unless otherwise noted.

Applications for free/reduced lunch will be available when the student registers for classes, from the homeroom teachers at the beginning of the year, and from the Finance Office during the school year.

INTEGRATED PEST MANAGEMENT NOTICE

The Madison County Board of Education has implemented a program of Integrated Pest Management (IPM) in order to control pests in a way that minimizes economic, health and environmental risks. All individuals applying pesticides will be properly certified in keeping with applicable legal requirements. If you wish to be notified 25 hours in advance of a planned pesticide application or as soon as possible when an emergency application is necessary, please register at the front office of the school your child is attending. Employees assigned to a non-school work site may register at the Central Office.

CELL PHONES

Student Cell Phones are no longer permitted during class without teacher permission.

All Students have a choice to:

1. Leave personal electronics at home.
2. Leave personal electronics in their vehicles
3. Leave personal electronics in their lockers
4. Store personal electronics in the teacher-designated areas during class unless the teacher has specifically requested their use.

**** Bringing a personal electronic device to school is a choice as well as storing it in the teacher designated areas during class. MCHS will not be responsible for any lost or damaged phones.**

Personal Electronic Devices may be used during the following times at school:

Before School

Between Classes

During Studio—Unless specified otherwise by the teacher

During Lunch

After School

Consequences: Detention, ISS, Friday School, Out-of-school suspension, SPEAR academy
No Warnings will be given.

VAPING POLICY

Students who are caught using or possessing e-cig, vaporizer, Juul, or any other type of paraphernalia that may be used in connection with tobacco/nicotine, narcotics or other illegal drugs on campus will receive the consequences as a Level IV violation as outlined in the Student Handbook

Level IV Consequences: Out of school suspension, Alternative Placement, Contact Law Enforcement

DISCIPLINARY RESPONSES TO STUDENT MISCONDUCT

LEVEL I MISBEHAVIORS - TEACHER INTERVENTION

- 101. *violation of established rules/procedures*
- 102. *failure to dress for P.E.*
- 103. *lying*
- 104. *horseplay/scuffling/running*
- 105. *minor defacement of school property*
- 106. *minor damage to property of others*
- 107. *refusal to work*
- 108. *tardiness*
- 108.1 *class tardy*
- 109. *throwing objects*
- 110. *unprepared for class*
- 111. *incomplete/undone work*
- 112. *disrespect*
- 113. *disruptive behavior/disturbing class*
- 114. *inappropriate or cruel teasing*
- 115. *falsification of documents*
- 116. *dress code violation*
- 117. *chewing gum*
- 118. *inappropriate familiarity (mild)*
- 119. *other minor behavior problems*

LEVEL I CONSEQUENCES

- 151. *student conference*
- 151.1 *student-teacher contract*
- 152. *change seating*
- 153. *time out*
- 154. *verbal warning/correction*
- 155. *withdrawal of privileges*
- 156. *after school detention*
- 157. *clean designated area*
- 158. *teacher contact parent*
- 159. *student call parent*
- 160. *parent/teacher conference*
- 161. *restitution of damages*
- 162. *writing assignment*
- 163. *cooling-off or time-out*
- 164. *rewards or demerits*
- 166. *temporary confiscation of items that disrupt the educational process*
- 167. *refer to counselor*
- 168. *conference with teachers, special services, or administrative personnel*
- 169. *Loss of parking privileges*
- 170. *Detention*
- 171. *ISS*
- 172. *Friday School*

LEVEL II MISBEHAVIORS - ADMINISTRATOR INTERVENTION

- 201. persistent Level I misbehaviors
- 202. dissemination of unauthorized materials
- 203. affiliation with unauthorized organizations
- 204. truancy (unexcused absences and tardies)
- 204.1 class absence
- 204.2 left class without permission
- 205. loitering in unauthorized areas
- 206. gambling
- 207. gross and/or repeated violation of dress code
- 208. inappropriate familiarity (gross)
- 209.* defiance of authority/insubordination
- 209.1 noncompliance
- 210. missed detention
- 210.1 failure to attend Friday school
- 211.* profane/inappropriate language (gross, non-directed)
- 212.* tobacco violation/possession/use of tobacco products
- 213. inappropriate use of school computer technology
- 214. violation of established bus rules/procedures
- 215. other persistent/serious misbehaviors
- 216. physical altercation
- 217. academic dishonesty
- 218. electronic devices / cell phone violation
- 219. electronic cigarette/ vape devices
- 220. raced based harassment (verbal)

LEVEL II CONSEQUENCES

- 251. writing assignment
- 252. clean designated area
- 253. after-school detention
- 254. School-based community service
- 253. restitution of damages
- 254. student call parent
- 255. zero on assignment
- 256. removal from elective/ level of class
- 257. Friday school
- 258. ISS
- 259. loss of parking privileges
- 256. bus suspension
- 257. out of school suspension (1 day)
- 258. out of school suspension (2 days)
- 259. out of school suspension (3 days)
- 260. banned from campus except for classes
- 261. SPEAR academy

LEVEL III MISBEHAVIORS - ADMINISTRATOR INTERVENTION

- 301. persistent Level I and Level II misbehaviors
- 302.* fighting
- 302.1 assault
- 303.** possession/use of fake/look-alike weapons
- 303.1 possession/sale/use/delivery of look-alike substance/drugs
- 304.** vandalism/defacement of school property
- 305.* threats/intimidation
- 306. extortion/coercion/blackmail
- 307.* disrupting school environment
- 308. physical abuse
- 309.* profane / inappropriate language, verbal or written
- 310. hazing
- 311. false fire alarm/tampering with equipment
- 312.* sexual harassment
- 313. gang-related activities
- 314.* leaving school grounds without permission
- 315. harassment/discrimination
- 317. damage to property of others
- 318.** stealing/theft/possession/sale of another's property
- 318.1** stolen property (buy/receipt/possession)
- 319.** fraud/forgery/falsification of documents
- 320. injury to others or self
- 321.** disorderly conduct/disruptive behavior (gross)
- 322. obscene literature
- 323.** sells / delivers / possesses look-alike drugs
- 324. non-school time violation
- 325. other very serious misbehaviors
- 326. Instigating, prolonging, or videoing a fight
- 327. Impeding an investigation
- 328. Fleeing from administration, school officials, or school staff
- 329. Aiding or abetting in criminal or prohibited activity
- 330. raced based harassment (verbal)

LEVEL III CONSEQUENCES

- 351. restitution of damages
- 352. School-based community service
- 352. contacted law enforcement agency
- 353. Friday school
- 354. ISS
- 354. after-school detention
- 355. alternative placement
- 355.1 temporary/emergency removal
- 356. out of school suspension (up to 10 days)
- 365. SPEAR academy
- 366. suspension from school bus transportation
- 367. banned from campus except for classes
- 368. recommendation for expulsion

After 5 offenses, all Level I, II, and III offenses will fall under misbehavior #401 under Level IV misbehaviors.

LEVEL IV MISBEHAVIORS - CENTRAL OFFICE INTERVENTION

- 401. persistent Level I, II, and III misbehaviors
- 402. aggression or threats towards teachers/employees/others
- 402.1 assault/aggravated assault
- 403.** sell/deliver/possess/use dangerous/illegal drugs/controlled substances
- 403.1** drug abuse violation
- 403.2** drug paraphernalia
- 403.3** misuse of prescription/non-prescription drugs
- 404.** sells/possesses/delivers alcoholic beverages
- 405.** under the influence of drugs or alcohol
- 406.** possession/use of a weapon and/or dangerous instrument
- 407. offense related to abuse of glue or aerosol paint
- 408.** arson
- 409. criminal mischief (felony)
- 410.** breaking and entering any Madison County School property, building, facility or a vehicle
- 410.1** criminal trespass
- 411.** robbery/larceny-theft
- 412.** bomb threat
- 413. possession/use of minor fireworks/explosives
- 414. endangering the safety and welfare of others
- 414. 1 criminal homicide
- 414. 2 forcible rape
- 414. 3 possession use/sale of harmful substances
- 415. raced based harassment (physical)
- 416. other extremely serious misbehavior

LEVEL IV CONSEQUENCES

- 450. restitution of damages
- 451. alternative placement
- 452. contacted law enforcement agency
- 453. out of school suspension (10 days)
- 454. recommendation for expulsion

* Denotes Board Violation

** Denotes Law Violation

In-school disciplinary measures may include the following: detention (after school), parent conference, assigned writing, short period of isolation; other measures deemed appropriate by the administration is Friday School. NOTE: When a student is on out-of-school suspension, the student *may not participate* in any school activities or extracurricular activities or events. This is all-inclusive to dance, clubs, athletics, etc. The student is not to come to the school during this time.

DUE PROCESS

Madison Central High School adheres to the concept of due process for all students. If you are accused of an infraction of school rules, you will be given the opportunity to present your interpretation of the accusation. This does not mean that you will be allowed to judge if you are right or wrong, but that you will be given an opportunity to explain your actions. We contact parents through mailings and/or phone calls in all referrals and welcome parents in the discussion if you so desire.

FINAL AUTHORITY

Concerning the aforementioned student violations of school policies, the administration of Madison Central High School reserves the right to change or reassign the disciplinary measure judged appropriate by the school Principal, Assistant Principal or other authorized faculty.

TOBACCO VIOLATIONS

Madison Central is a tobacco-free campus. State and district policies forbid the use or possession of any tobacco product on school property (Policy 09.4232). The Madison County Clean Air Regulation that went into effect on June 12, 2007 is applicable to Madison Central High School. Students who are caught using tobacco (any variety including vaping) on campus will receive the consequences as outlined in the Student Handbook. Additionally, students caught using tobacco will be referred to the Madison County Health Department for a Tobacco Education Group (TEG). To help prevent tobacco use (specifically smoking) on campus, restrooms in selected locations will be locked during class time. There will be restrooms available at all times of the school day. Restrooms will be available during pass time.

****Please also see VAPE policy on page 30**

GOOD STANDING

1. Has not been suspended at any time during the school year.
2. Has not been assigned In-School Suspension (ISS) more than once.
3. Has not received Friday School more than twice.
4. Has fewer than 6 unexcused absences.
5. Has fewer than 3 skipped class periods.
6. Has fewer than 10 unexcused tardies prior to the sale of dance tickets.

DANCE POLICY

The School Based Decision Making Council and Student Council on behalf of the student body believe that school sponsored dances provide an opportunity for social interaction that is an important part of the educational experience.

The Council believing that students should be required to exhibit socially acceptable behavior establishes the following policy for school-sponsored dances:

7. This policy will be explained to MCHS students with the disciplinary code in the handbook at the beginning of the year, prior to purchasing dance tickets or attending dance functions.
8. All dances must be sponsored by a MCHS club or organization and be approved by the high school principal prior to the event being held.
9. A minimum of ten chaperones, which may include faculty, parents, and the organization's sponsor, must be present during the event. This number of chaperones is changeable only at the discretion of the principal.
10. MCHS dances are for MCHS students and their guests. Picture identification is required to enter a dance, guests included. MCHS students may bring a guest from outside the school. All students who plan to bring a guest who does not attend Madison Central must pick up a Madison Central Dance Student/Guest Agreement form to be signed by the student, student's parent/guardian, guest, and guest's parent/guardian. It will be the responsibility of the student to inform any guest that they must provide a signed policy form indicating their understanding no later than Monday prior to the dance. Middle school-aged students, students attending the Alternative School or Day Treatment, or students who have been expelled or who have dropped out of school are not permitted to attend. Guests age 21 or older are not permitted to attend a dance.
11. Drugs, alcohol, cigarettes or any other illegal substances are not permitted into a school function or dance: penalties follow guidelines set in the student handbook.
12. Students are expected to display appropriate and legal behaviors throughout the dance including appropriate dress, language, and dance movements and abide by all school rules.
 - Lewd dancing that is sexually suggestive and inappropriate will not be tolerated.
 - Inappropriate dancing includes, but is not limited to acts in which partners stand behind one another grinding or pressing against one another in a sexually explicit way.
 - Students acting inappropriately will be issued one warning at the dance.
 - Students who are defiant to the warning shall be removed from the dance and an attempt will be made to contact the guardian of the student.

- Removal due to inappropriate behavior could result in a possible suspension from the remaining school dances for one year.
 - There could be further disciplinary action for students who show defiance to chaperones or faculty.
13. No one may return to a dance once he/she has left the building. Students with a valid reason to exit have to receive approval from, and be escorted by, a chaperone to and from their destination.
 14. Students must be in "good standing" to attend.
 15. In order to protect all students and their families from vaccine preventable diseases students are required (per 902 KAR 2:060, KRS 158.035, local school board policy 09.21 AP.2) to be up to date with their immunization and current immunization certificate must be on file in the student health record. Failure to comply may result in exclusion from extra curricular activities.

ACADEMIC DISHONESTY POLICY

Academic integrity is a fundamental value for the Madison County School System. It should be clearly understood that academic dishonesty is not tolerated and incidents of it will have serious consequences. Anyone who knowingly assists in any form of academic dishonesty shall be considered as responsible as the student who accepts such assistance and shall be subject to the same sanctions.

Academic dishonesty occurs when a student presents someone else's words or ideas as their own or when a student submits previous work for a new assignment without permission from the teacher. This includes but is not limited to the following: direct (i.e., words and phrases) and indirect (i.e., ideas) plagiarism, mosaic plagiarism, self-plagiarism, accidental plagiarism, copying on assignments or assessments, and any attempt to gain unapproved access to an assignment or assessment.

There has been a significant increase in the popularity and availability of a variety of generative artificial intelligence (AI) tools, including ChatGPT, Sudowrite and others. To maintain a culture of integrity and respect, these generative AI tools should not be used in the completion of course assignments unless a teacher specifically grants permission.

Academically dishonest work does not reflect the student's ability, and it cannot be used to assess a student's achievement. Therefore, when an incident of academic dishonesty has occurred, any student who takes part may receive a zero on the assignment. In some cases, a behavior/incident referral may also be sent to a principal who will select an appropriate consequence.

If a student or parent disagrees that work is academically dishonest and cannot come to an agreement with the teacher, a principal and the teacher will review the assignment, the student's work, and the evidence of academic dishonesty. Afterwards, the final determination and consequences will be at the principal's discretion.

MADISON CENTRAL DRESS CODE

Except for students who enroll in courses which require special prescribed attire, students have the right of freedom on dress and appearance so long as the dress or appearance does not present health or safety hazards, does not cause disruption of the educational process, or violate any KRS or Kentucky State Board of Education rule or regulation. The principal, staff, student body, and community at large shall be alert to appropriate dress, personal appearance, and grooming in terms of the varied situations in which the school community operates.

The principal or his designee shall deal with extremely exaggerated or immodest modes of dress and personal appearance.

A student who is in violation of the dress code herein described shall be sent to a principal by any member of the faculty and/or staff who observes the violation. The principal may contact the parents/guardians and may send the student home to correct the violation if the violation cannot be corrected at school and shall assign punishment. The student may remove the offending clothing if appropriate, or exchange it for other clothing if available. The student will be allowed to return to school (class) as soon as the correction in dress is made. Any classes

missed are to be counted as an unexcused absence. If any student disagrees with a determination made by the principal or assistant principal as to whether a particular item is racially or sexually offensive, the student may appeal that decision to the superintendent.

1. Any decals, slogans, pictures or “sayings” on clothes that are obscene, sexually suggestive, disruptive, rude, and vulgar, advertise or promote alcohol or alcoholic beverages, or tobacco, or promote illegal drugs, or are overtly racially or sexually offensive or reference illegal or immoral behavior are prohibited and not allowed.
2. In determining whether a student’s dress is overtly racially or sexually offensive, the school administrators shall apply the following criteria:
 - a. The student’s purpose in wearing the subject clothing.
 - b. The symbols or words on the clothing in the context of all other words or symbols or images on the clothing.
 - c. The actual reaction, not perceived reaction, of other students to the clothing.
 - d. Whether the clothing materially interferes with the work of the school or infringes upon the rights of other students.
3. Only shorts, skirts, or dresses that pass the ***Fingertip Test** are acceptable.
4. Holes in pants cannot be above mid thigh. Holes in pants will also be subject to the ***fingertip test**. Holes can only be below a students’ fingertips.
5. Midriff blouses, tank tops, halter tops, crop tops and shirts that do not extend completely to the lower garment, cut away shirts, low-cut, form fitting, or see through clothing is not allowed. Any shirt, top, blouse, sweater, etc. must be long enough to be tucked into the lower garment. Shirts must have collars and sleeves; no parts of the bra may show.
6. Hats, visors, hoods, bandannas, do-rag, or other pieces of cloth worn as head coverings and sunglasses are not allowed to be worn in the school building. This applies to both female and male students.
7. Shirts and shoes must be worn at all times.
8. Clothing, jewelry and accessories that could be harmful or dangerous to other students is not allowed (i.e. slam bracelets, shoes with wheels, skateboards are NOT allowed on campus). No chains (including billfold chains or leashes) will be allowed.
9. Students shall observe modesty, appropriateness, and neatness in clothing and personal appearance.
10. Likewise, all students are not permitted to wear pants, slacks, shorts, overalls, etc., so that the waist area of the garment is lower than the waist area of the student.
11. The undergarment must not show.
12. Students are not to bring blankets, pillows, or any “sleeping materials” to school
13. Students are not allowed to wear, bring, carry any police/military holster/vest or other paraphernalia that would cause alarm or concern to other students
14. Students are not appropriately dressed if a teacher or administrator feels they are a disturbing influence in class or school because of their mode of dress. If a situation arises that is not covered above, the principal or designee will make a determination as to what is acceptable.

***Fingertip Test**—This rule states that a student should be able to stand straight, arms relaxed by their side, and not have their fingertips reach past their shorts.

CONFISCATED ITEMS

Any prohibited items or paraphernalia confiscated on campus will not be returned. For example but not limited to vape, vape material, electronic cigarette devices, drug or drug-related paraphernalia, cigarettes, dip, knives, pocket knives, laser pointers, look-alike weapons, look-alike prohibited substances, or any other prohibited items... Any illegal substances will be turned over to law enforcement.

SPEAR ACADEMY

Rules/Expectations for SPEAR Academy students.

1. Students will be searched upon entry into the SPEAR Academy facility. All backpacks, purses, and bags are prohibited.
2. Students will remain in the SPEAR Academy facility for the entire day. Students will not be permitted to enter into the main building under any circumstances unless directed by an administrator.
3. Phones will be collected upon entry into the classroom and returned at the end of the day.
4. Lunch will be brought to students. Meals will be provided by the cafeteria, but students may pack their own lunch.
5. All classwork will be brought to the student, completed on Google Classroom, and/or completed on Edgenuity.
6. Students may not sleep, put their head down, or be disruptive at any time. Students will work the entire time and complete all assignments in a timely manner.
7. Students must successfully complete all criteria of the program in order to be released.

*Any violation of these policies will result in increased time or other disciplinary action as decided by school administration.

PARKING RULES AND REGULATIONS

Students and parents are reminded that on-campus parking is a **PRIVILEGE** and it may be **revoked at any time by school administrators** for any reason deemed necessary (including but not limited to disciplinary action, violation of parking rules, excessive tardies/absences, and lack of academic performance).

Madison Central High School is not responsible for accidents, thefts, and vandalism that may occur while parked on-campus.

PARKING TAG ELIGIBILITY & PROCEDURES TO APPLY FOR A PARKING TAG

The procedure for obtaining a parking tag is as follows:

1. In order to receive a parking tag, the student must:
 - a. Have a valid driver's license at the time the parking tag is issued
 - b. Show proof of registration, license and insurance on the vehicle
 - c. Have parents permission (unless the student is emancipated)
 - d. show proof that school fees have been paid in full.
2. Obtain and completely fill out a parking application.
3. Be up to date with all immunizations and/or have proper documentation on file
4. Student and parent/guardian should carefully read, make sure they fully understand, and sign all policy sheets and application forms stating they understand and agree to abide by the policy.
5. Return all required paperwork and purchase a parking tag.
6. There is a \$30.00 charge to replace a parking tag. Replacement tags can be obtained in the Bus Note/Parking Secretary Office.
7. No REFUNDS on parking tags will be made for any circumstance.

LOT ASSIGNMENTS & PARKING TAG PRICES

- The spaces in Lot A (Health Building) and Freshmen Lot that are numbered will be assigned to faculty and staff members.
- Student Lots are student lot A, B, C, Purple; Parking Tag price \$30.00

General Parking Regulations:

1. Vehicle must be in the assigned space and/or designated lot.
 - a. Parking tags must be displayed correctly and prominently.
 - b. If a vehicle is traded or if a different car is driven onto campus, the issued tag needs to be in place as indicated above.
2. If a parking tag holder should arrive on campus without a parking tag in the vehicle, or in a vehicle not listed on the application, he/she needs to report to the Bus Note/Parking office to add the car or change the application.
3. Vehicle must occupy only one lined space.
4. **Students are not permitted to go to and from vehicles between classes. For emergency cases only, permission to go to a parking lot must be obtained by principal.**
5. Students are not permitted to sit in the vehicle after parking on campus.
6. Students are not permitted to drive recklessly or squeal tires on campus.
7. Students are not permitted to park in unlined spaces, block traffic or other vehicles. **(violators are subject to immediate towing at owner's expense)**
8. Students may not litter school grounds with trash, etc.
9. Students must not park in spaces designated for visitor parking.
10. Smoking in cars or use of tobacco while on or leaving school grounds is prohibited.
11. **Vehicles must remain on campus until school is dismissed or the student is properly dismissed through the office. Leaving school grounds without permission of the proper office personnel is strictly prohibited.**
12. Anyone caught using another person's parking tag is in violation of this policy. Students who loan their parking tags to other students will have his/her parking tag revoked and will lose all parking privileges for the remainder of the school year.
13. Acceptance of a parking tag is considered student's authorization of a search of the passenger section of the vehicle when on school grounds by authorized personnel. The vehicle's owner must grant permission for a search of locked compartments.
14. **Student parking privileges may be REVOKED for the remainder of the year for the following violations:**
 - a. **Parking in the wrong lot or designated area.**
 - b. **Students who have 5 or more unexcused tardies.**
 - c. **Students have 6 or more unexcused absences.**
 - d. **Students who skip school all day or leave campus without authorization.**
 - e. **Students who are assigned to ISS on 2 separate occasions.**
 - f. **Students who have been suspended.**
 - g. **Reckless driving on school grounds that may endanger other beings or property.**

STUDENTS VIOLATING ANY OF THE AFOREMENTIONED POLICIES OR REGULATIONS FOR PARKING WILL BE SUBJECT TO TOWING (ATHIS/HER EXPENSE) OR DISCIPLINED IN ACCORDANCE WITH SCHOOL POLICY.

NO PASS / NO DRIVE LAW

The "No Pass/No Drive" statute results in the denial or revocation of a student's driver's license for academic deficiency, or dropping out of school as a result 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 absences due to suspension shall be unexcused absences.

The application of a student under the age of 18 for an operator's license or permit shall include parental consent for the receipt and release of the academic and attendance records of the student. (HB 32, amending KRS 159.051).

MADISON COUNTY SCHOOLS

Code of Acceptable Behavior and Discipline 2024-2026

Dr. David Gilliam-Superintendent
301 Highland Park Drive
Richmond, Kentucky 40475
Telephone: (859) 624-4500
www.madison.kyschools.us

Approved by the Madison County Board of Education on 07/09/24.

The Madison County Board of Education requires high standards of personal conduct from each student to promote respect for the rights of others and to accomplish the purposes of the schools. The Board also requires compliance with established standards and rules of the district and the laws of the community, state and nation.

Statement of Non-Discrimination:

In our pursuit of excellence in our community, Madison County Schools prioritizes safety and belonging as foundational to a child's emotional and academic development. Our administrators, teachers, and staff stand firmly against any form of harassment or discrimination that affects a child's learning experience in our schools. Our primary duty and responsibility are to create a safe environment for every child. A single student experience with harassment is intolerable and contrary to our mission. Achieving our ideal starts by acknowledging that harassment persists within our schools. We have heard the voices of our students who tell us we have more work to do.

Our district has proactively implemented processes and systems to address bullying and harassment systematically. Our approach is exemplified by our Harassment and Discrimination Reporting System that empowers students, parents, staff, or community members to report concerns promptly and securely. We are working hard so that each report is immediately and thoroughly investigated. The investigations are overseen by the District Equal Opportunity Department, ensuring a fair and unbiased resolution. Any family with a concern about the outcome or process of any investigation may also appeal the determination. Madison County Schools is committed to thoroughly addressing any instances of discrimination or harassment. Should you encounter issues related to harassment or discrimination based on characteristics such as race, color, national origin, sex, including sexual orientation or gender identity, religion, or disability, please report them promptly using our online reporting system located on our website at www.madison.kyschools.us.

While the reporting and resolution of harassment cases are vital initial steps in creating safe havens for all children, our commitment doesn't end there. Our schools are diligently planning engagement opportunities that build two-way bridges of communication and learning. We are also implementing programs and activities to reinforce positive behaviors and interactions among students. Our teachers and staff will continue to actively engage in targeted training and professional development sessions that center around cultivating environments of belonging and inclusion, including the obligation to report all incidents of harassment and discrimination and to uphold the standards of our school community. These actions will ensure that our commitment to inclusion isn't just a statement but an ongoing practice. It is the genuine intention of Madison County Schools and its Board of Education to exceed expectations in safeguarding every student from all forms of harassment and discrimination. We sincerely appreciate your continued support and shared dedication to our students.

The central purpose of the school system is to educate each student to the highest level possible. To support the success of the educational program, the Board directs employees to hold each student accountable to Code standards in a fair manner.

Compliance with the standards is necessary to provide:

- Orderly operation of the schools,
- A safe environment for students, district employees and visitors to the schools,
- Opportunities for students to achieve at a high academic level in a productive learning environment,
- Assistance for students at risk of failure or of engaging in disruptive behavior,
- Regular attendance of students, and
- Protection of property.

This Code applies to all students in the District while at school, on their way to and

from school, while on the bus or other District vehicle, and while they are participating in school-sponsored trips and activities. The Superintendent/designee is responsible for its implementation and application throughout the District. The Principal is responsible for administration and implementation of the Code within his/her school in a uniform and fair manner without partiality or discrimination. Each school/council must select and implement appropriate discipline and classroom management techniques necessary to carry out this Code and shall provide a list of the school's rules and discipline procedures in the school handbook.

Teachers and other instructional personnel are responsible for administering Code standards in the classroom, halls, and other duty assignment locations.

This code establishes minimum behavior standards. Recognizing that each school, grade or class may require special provisions, school councils, administrators and teachers have full authority to make rules to enforce these standards in keeping with their areas of responsibility.

Students wishing to report a violation of the Code of Acceptable Behavior and Discipline may report it to a classroom teacher, counselor, or any administrator within the building who shall take appropriate action as defined by the code. The teacher shall refer the report to the Principal/designee for further action when the report involves an offense that may warrant suspension or expulsion of a student, any felony offense, or a report that may be required by law, including reports to law enforcement. Employees and other students shall not retaliate against a student because of reporting a violation of the code or assisting or participating in any investigation, proceeding, or hearing regarding the violation. The Superintendent/designee shall take measures needed to protect students from such retaliation.

Student Rights and Responsibilities

Students have the right to:

- An appropriate and free public education.
- A school that will not tolerate discrimination on the basis of race while enforcing discipline.
- A school that will not tolerate discrimination on the basis of race when making referrals to law enforcement.
- Receive academic grades based only on academic performance.
- Be kept informed as is reasonably possible of all rules, regulations, policies, and penalties to which they may be subjected and be assured of all due process rights.
- Personal safety and security while at school and school-sponsored activities.
- Involvement in school activities without being subjected to discrimination on the basis of race, national origin, marital status, sex, economic status, or handicapping condition.
- Present complaints or grievances to school authorities and receive authoritative replies from school authorities.
- Receive consultation or counseling in academic, personal, social and career related concerns.
- Protection of their personal property.

Students have the responsibility to:

- Attend school regularly and to arrive on time.
- Show consideration for the rights of others within the total school environment.
- Refrain from conduct that disrupts the educational process, creates disorder, or damages or destroys private or public property.
- Immediately report student threats to harm others to a teacher, counselor or school administrator.
- Give their best effort to tasks assigned by their teachers, coaches or other persons who work with them.

Staff Rights and Responsibilities

School Staff has the right to:

- Expect all students to complete assignments.
- Work in a positive school climate with a minimum of disruptions.
- The support of fellow staff members, administrators and parents.
- Safety from physical and verbal abuse.
- Take action in emergencies to protect their own person and persons in their care.

School Staff has the responsibility to:

- Maintain a professional attitude and behavior toward all students, parents, administrators, teachers and the Board of Education.
- Aid in planning a flexible curriculum which meets the needs of all students and which maintains high standards of academic achievement.
- Maintain an atmosphere conducive to learning with mutual respect and trust with appropriate discipline.
- Follow the policies, rules and regulations adopted by the Board of Education and/or school administration.
- Deal firmly, promptly, and consistently with disruptions or violations of board policy and school procedures, and if necessary, enlist the support of administrators.
- Provide adequate supervision for students in their care.
- Provide a learning environment free from harassment for students.

Parent/Guardian Rights and Responsibilities

Parents/Guardians have the right to:

- Rights as guaranteed by the Family Educational Rights and Privacy Act.
- Expect that any classroom disruptions will be dealt with fairly, firmly, and quickly.
- Access to all school rules and regulations and the consequences for violation of these rules and regulations.
- Participate in meaningful parent-teacher conferences to discuss their child's progress and welfare.
- Expect school personnel to notify parents/guardians of important news, especially as they relate to children.
- Address a question concerning their child to the proper authority and to receive a reply in a reasonable time period.

Parents/Guardians have the responsibility to:

- Accept their own role as the primary educators of their children.
- Instill in their child the values of an education, a sense of responsibility and a sense of respect.
- Understand and support school requirements, rules, and policies and to be knowledgeable of the consequences of violations by students.
- Communicate with their child concerning academic performance and behavior.

Responses to Student Misconduct

This code is part of the Madison County Board of Education's policy on student behavior and discipline. State and federal law requires special consideration and possible designation of alternative consequences when dealing with behavior and disciplinary issues involving students with disabilities. The board has included samples of prohibited behaviors and response options to help the reader understand how the behavior standard will be enforced. **Other behaviors not included in the examples may also be prohibited.**

Positive Behavior Intervention and Supports (PBIS) is a school-wide discipline approach that focuses on creating a safe and positive environment for students and staff. PBIS aims to teach and support positive behaviors, and prevent problems rather than punish inappropriate behavior. Our school level MTSS teams utilize data during monthly meetings to determine if the PBIS system is working effectively. The goals of PBIS are: clear expectations, logical consequences, positive reinforcement and guidance for our students.

Out-of-school punishment should only be used for very serious infractions. Schools should impose punishments progressively. Schools should not jump to the most severe punishments but instead try to improve students' behaviors through a variety of less punitive interventions. Schools should involve family members to help them understand the roots of a student's behavior and consider possible prevention and remediation strategies before choosing what punishment to apply. Schools must consider all extenuating circumstances before imposing the punishment of expulsion.

LEVELS OF MISCONDUCT	EXAMPLES	DISCIPLINARY RESPONSE PROCEDURES	RESPONSE OPTIONS
<p>I. Minor student misbehavior which disrupts classroom procedures or interferes with the orderly operation of the school.</p> <p>Misbehavior which can usually be handled by an individual staff member but sometimes requires intervention of other school personnel.</p>	<p>Including but not limited to:</p> <ul style="list-style-type: none"> ● Inappropriate dress ● Non-defiant failure to complete assignments ● Failure to carry out directions ● Minor misbehavior on bus, or during school sponsored or endorsed activities ● School tardiness ● Failure to bring needed materials to class ● Minor disruption of classroom instruction ● Impolite, disrespectful, or dishonest communication with peers or staff 	<p>There is immediate intervention by the staff member who is supervising the student or who observes the misbehavior.</p> <p>Repeated misbehavior requires a parent/teacher contact or conference with the appropriate school staff.</p> <p>Proper and accurate records of offenses and disciplinary actions are maintained by the appropriate staff and/or administrator.</p>	<ul style="list-style-type: none"> ● Verbal reprimand/warning ● Special assignment ● Counseling ● Withdrawal of privileges ● Time-out ● Detention/I.S.S. ● Individual conference ● Parent contact/conference ● Confiscation of inappropriate materials ● Referral to Family Resource Center, Youth Service Center (FRYSC) or other Student Assistance Program (SAP).

LEVELS OF MISCONDUCT	EXAMPLES	DISCIPLINARY RESPONSE PROCEDURES	RESPONSE OPTIONS
<p>II. Student misbehavior which increases in frequency or severity, disrupting classroom procedures or interfering with the orderly operation of the school.</p> <p>Also included in this level are misbehaviors which do not represent a direct threat to the health and safety of others, but whose educational consequences require an administrative response.</p>	<p>Including but not limited to:</p> <ul style="list-style-type: none"> ● Continuation of Level I misbehavior ● Truancy ● Using forged notes or excuses ● Directing profanity or obscene/offensive gestures toward staff ● Disruptive physical contact with other students ● Leaving class without permission 	<p>There is immediate intervention by the staff member who is supervising the student or who observes the misbehavior.</p> <p>Teacher's response includes documentation of misbehavior and notification is sent to the administrator.</p> <p>The administrator meets with the student and/or teacher and effects the most appropriate response.</p> <p>A proper and accurate record of the offense and the disciplinary action is maintained by the administrator</p>	<ul style="list-style-type: none"> ● Continuation of Level I responses ● Referral to outside agency ● Suspension

LEVELS OF MISCONDUCT	EXAMPLES	DISCIPLINARY RESPONSE PROCEDURES	RESPONSE OPTIONS
<p>III. Acts directed against persons or property but whose consequences do not seriously endanger the health or safety of others in the school.</p>	<p>Including but not limited to:</p> <ul style="list-style-type: none"> ● Repeated Level II misbehavior ● Vandalism ● Theft ● Possession of stolen property ● Use or possession of tobacco/e-cig/ vaporizer products. ● Academic dishonesty ● Behavior that demonstrates gang/neighborhood crew affiliation ● Sexual acts on school premises or at school related functions ● Leaving school without permission 	<p>The student is referred to the administrator for appropriate disciplinary action.</p> <p>The administrator initiates disciplinary action by investigating the infraction and conferring with staff on the extent of the consequences.</p> <p>The administrator meets with the student and notifies the parent about the student's misconduct and resulting disciplinary action(s).</p> <p>School officials will contact appropriate law enforcement agency if necessary.</p>	<ul style="list-style-type: none"> ● Continuation of Level I and II responses ● Alternative Education Plan ● Expulsion ● Referral to appropriate law enforcement agency ● Replacement of damaged property

LEVELS OF MISCONDUCT	EXAMPLES	DISCIPLINARY RESPONSE PROCEDURES	RESPONSE OPTIONS
<p>IV. Serious misbehaviors which pose a direct threat to the safety of others in the school or are a violation of the law.</p>	<p>Including but not limited to:</p> <ul style="list-style-type: none"> ● Repeated Level II misbehaviors ● Harassment ● Bullying and Hazing ● Threat/intimidation ● Assault/battery ● Arson ● Furnishing/selling drugs or other controlled substances including alcohol and "look alike" substances. ● Activating a false alarm ● Inciting others to violence or disruption ● Possession of a weapon or replica not subject to the Gun-Free School Act 	<p>Administrators are required to follow a set of responses outlined by the Madison County Board of Education.</p> <ul style="list-style-type: none"> ● Refer to emergency response action plan for procedures if necessary. ● Follow due process as outlined by the disciplinary referral form. ● The student is removed from the school environment by suspension. Parents are notified. ● School officials will contact appropriate law enforcement agency and assist in prosecuting violators. ● A complete and accurate report is submitted to the superintendent for consideration and possible board action. ● Inform the student of counseling, therapeutic and/or other assistive programs 	<ul style="list-style-type: none"> ● Parental Conference ● Suspension from school and/or bus ● Alternative Education Programs ● Expulsion or other board action which results in appropriate placement ● Referral to law enforcement agency ● Make restitution for damages ● Referral for Counseling or therapeutic services

LEVELS OF MISCONDUCT	EXAMPLES	DISCIPLINARY RESPONSE PROCEDURES	RESPONSE OPTIONS
<p>V. Level 5 behaviors lead to the most severe punishments</p>	<ul style="list-style-type: none"> ● Pending/current expulsion from district of prior enrollment ● Violations of the Gun Free Schools Act ● Threat of violence against school/students/staff which causes the cancellation/dismissal of school ● Documented pattern of Tier 4 behavior 	<p>Administrators are required to follow a set of responses outlined by the Madison County Board of Education.</p> <ul style="list-style-type: none"> ● Refer to emergency response action plan for procedures if necessary. ● Follow due process as outlined by the disciplinary referral form. ● The student is removed from the school environment by suspension. Parents are notified. ● School officials will contact the appropriate law enforcement agency and assist in prosecuting violators. ● A complete and accurate report is submitted to the superintendent for consideration and possible board action. ● Inform the student of counseling, therapeutic and/or other assistive programs. 	<ul style="list-style-type: none"> ● An out-of-school suspension for 11-90 days or expulsion.

Related Board Policies

Alcohol, Drugs and Other Controlled Substances - Board Policy 9.423

Assaults and Threats of Violence - Board Policy 9.425

KRS 508.078 classifies any threat/false threat to school functions, student groups, teachers, volunteer worker or school employee as Second Degree Terroristic Threatening which is a Class D felony punishable under KRS 532.060 with **NOT LESS THAN 1 YEAR MANDATORY IMPRISONMENT** nor more than 5 years **and a fine of at least \$1000** up to \$10,000 under KRS 534.030.

Bullying/Hazing - Board Policy 9.422

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.

Damages to School Property - Board Policy 9.421

Grievances - Board Policy 09.4281

Harassment/Discrimination - Board Policy 9.42811

False Complaints: Deliberately false or malicious complaints of harassment/discrimination may result in disciplinary action taken against the complainant.

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, 09.422 and/or 09.426.

Physical Restraint - Board Policy 09.2212

Search and Seizure - Board Policy 09.436

Student Records - Board Policy 09.14

Weapons - Board Policy 05.48

Suspension, Expulsion, and Due Process - See Board Policies 09.434; 09.435; 09.431

Code of conduct must describe available alternatives to exclusionary discipline: alternatives to education include: ability to place in our alternative school facility and the use of virtual school through the use of technology.

For access to complete and/or updated board policies, visit the district website at www.madison.kyschools.us

Reports to Law Enforcement Officials

KRS 158.154

When the Principal has a reasonable belief that an act has occurred on school property or at a school-sponsored function involving assault resulting in serious physical injury, a sexual offense, kidnapping, assault involving the use of a weapon, possession of a firearm in violation of the law, possession of a controlled substance in violation of the law, or damage to the property, the Principal shall immediately report the act to the appropriate local law enforcement agency. For purposes of the section, "school property" means any public school building, bus, public school campus, grounds, recreational area, or athletic field, in charge of the Principal.

KRS 158.155

An administrator, teacher, or other employee shall promptly make a report to the local police department, sheriff, or the Department of Kentucky State Police, by telephone or otherwise if:

- (4) (a) 1. The person knows or has reasonable cause to believe that conduct has occurred which constitutes: A misdemeanor or violation offense under the laws of this Commonwealth and relates to:
- Carrying, possession, or use of a deadly weapon; or
 - Use, possession, or sale of controlled substances; or
2. Any felony offense under the laws of this Commonwealth; and
- (b) The conduct occurred on the school premises or within one thousand (1,000) feet of school premises, on a school bus, or at a school-sponsored or sanctioned event.

KRS 158.156

Any employee of a school or a local board of education who knows or has reasonable cause to believe that a school student has been the victim of a violation of any felony offense specified in KRS Chapter 508 committed by another student while on school premises, on school-sponsored transportation, or at a school-sponsored event shall immediately cause an oral or written report to be made to the Principal of the school attended by the victim. The Principal shall notify the parents, legal guardians, or other persons exercising custodial control or supervision of the student when the student is involved in an incident reportable under this section. The Principal shall file a written report with the local school board and the local law enforcement agency or the Department of Kentucky State Police or the county attorney within forty-eight hours of the original report.

KRS 620.030

Any person who knows or has reasonable cause to believe that a child is dependent, neglected, or abused shall immediately cause an oral or written report to be made to a local law enforcement agency or the Kentucky State Police; the cabinet or its designated representative; the Commonwealth's Attorney or the County Attorney; by telephone or otherwise. Any supervisor who receives from an employee a report of suspected dependency, neglect, or abuse shall promptly make a report to the proper authorities for investigation.

Code of Conduct must outline classroom management and student discipline strategies, including defining specific circumstances in which it is appropriate to request the involvement of an SRO or other law enforcement agencies.

Code of Conduct must state that the district will not tolerate discrimination on the basis of race when making referrals to law enforcement.

Statement on Academic Integrity

Academic integrity is a fundamental value for the Madison County School System. It should be clearly understood that academic dishonesty is not tolerated and incidents of it will have serious consequences. Anyone who knowingly assists in any form of academic dishonesty shall be considered as responsible as the student who accepts such assistance and shall be subject to the same sanctions. Academic dishonesty can occur in different forms, some of which include cheating, plagiarism, and fabrication. Each school will develop procedures to communicate and respond to instances where there is a lack of academic integrity.

Notification of FERPA Rights

The Family Education Rights and Privacy Act (FERPA) affords parents and “eligible students” (students over 18 years of age or students who are attending a post-secondary 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 to 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.** One exception that permits disclosure without consent is disclosure to school officials with legitimate educational interests. A “school official” is a person employed by the district as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the school Board; a person or company with whom the District has contracted to perform a special task such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official

committee, such as a disciplinary 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.

STUDENTS 09.14 AP.111 Upon request, the District shall disclose education records without consent to officials of another school district in which a student seeks or intends to enroll or to other entities authorized by law.

4. 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 eligible 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.

5. 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
400 Maryland Avenue, SW
Washington, DC 20202-4605

NOTICE OF RIGHT TO REQUEST TEACHER QUALIFICATIONS

The educators in the Madison County Schools are committed to providing a quality instructional program for your child. This letter is just one of the ways of keeping you informed of the educational commitment of our schools and our district.

Our district receives federal funds for Title 1 programs as a part of the No Child Left Behind Act (NCLB). Under NCLB, you have the right to request information regarding the professional qualifications of your child's teacher(s). If you request this information, the district will provide you with the following: Whether the teacher has met the state requirements for licensure and certification for the grade levels and subject matters in which the teacher provides instruction. Whether the teacher is teaching under emergency or other provisional status through which state qualification or licensing criteria have been waived. The college major and any other graduate certification or degree held by the teacher, and the field of discipline of the certification or degree; and whether your child is provided services by para educators, and if so, their qualifications.

Integrated Pest Management Notification

Each school district in the Commonwealth is required to implement a program of "integrated pest management" with the primary goal of preventing and controlling pests through strategies that may include judicious use of pesticides. The application of pesticides in the school or on school grounds during times when children are present is limited by state regulation, but there may be occasions when, after consulting with a certified pesticide applicator, the school administration determines that a pesticide application is necessary when children are present in the school. As required by state regulation, we have created a registry for parents or guardians who wish to receive an electronic message or telephone call prior to the application of pesticides in the school when children are present. Please provide the school administration your email address or phone number if you wish to be placed on this registry.

TECHNOLOGY POLICIES AND PROCEDURES

The following policy applies to all students of Madison Central High School who use the computer and telecommunications resources made available by the Madison County Board of Education. Students have the responsibility to use these resources in an efficient, effective, ethical and lawful manner. The function of the computers and computer accounts made available to students are to assist them in the performance of their educational tasks and duties.

Student computer users are governed by the following provisions, which apply to all use of computer and telecommunications resources and services. These resources include, but are not limited to: computer systems (host computers, file servers, work stations, printers, scanners, stand-alone computers, laptops, software, etc.), audio/visual equipment (DVD/VCRs, television, scan converters, digital cameras, etc.), communications equipment (telephones, fax machines, etc.), and internal or external communications networks (Internet, commercial online services, bulletin board systems and electronic mail systems) that are accessed directly or indirectly from the computer facilities provided by Madison County Schools.

MADISON COUNTY SCHOOLS ACCEPTABLE USE POLICY

Introduction (08.2323)

The following policy applies to all users of the computer and telecommunications resources made available by the Madison County Board of Education. The Board supports reasonable access to various information formats for faculty, staff, and students, who have the responsibility to use these computer resources in an efficient, effective, ethical, and lawful manner. Access to these services is a privilege, not a right. The school District provides access to electronic mail, the Internet and a wealth of other technology services to faculty, staff, and students.

The computers and computer accounts made available to faculty, staff, and students are to assist them in the performance of their educational tasks and duties. The school District has the right to monitor any and all aspects of its computer system to ensure compliance with this policy. This right includes monitoring electronic mail and network and Internet access and the blocking/filtering of objectionable content and services as determined by the schools and school District. Those who have access to computers and computer accounts in the Madison County School District should never have an expectation of privacy in anything they create, send, or receive on the computer. The computers, network, and related equipment belong to the Madison County Board of Education and may be used for educational purposes only.

The provisions listed in this policy govern technology users. These provisions apply to all use of computer and telecommunications resources and services.

These resources and services include, but are not limited to, the following: computer systems (host computers, file servers, workstations, printers, scanners, standalone computers, laptops, software, etc.), audio/visual equipment (VCRs, television, scan converters, digital cameras, laser disc players, etc.), communications equipments (telephones, fax machines, etc.), and internal or external communications networks (Internet, commercial online services, bulletin board systems, and electronic mail systems) that are accessed directly or indirectly from the computer facilities provided by Madison County Schools. The term "user" refers to all faculty, staff, students, and other persons or entities accessing or using computer and telecommunication resources and services of the Madison County Schools.

Employees and students shall be subject to disciplinary action for infractions of this policy and acceptable use rules and regulations established by the school or District up to and including possible termination (employees) or expulsion (students), and/or legal action. Violators may find that computer and telecommunications access privileges will be revoked or reduced if they violate the terms and conditions of this policy. Any infraction will be reported to the user's supervisor or Principal, and immediate action will be taken to correct the violation.

This policy may be amended or revised periodically as the need arises.

General Use of Technology

1. Technology equipment is to be used only by persons authorized by the Superintendent or designee and in accordance with its intended function. Students who do not attend school in this District or persons who are not employed by the school system must have authorization from the Superintendent or designee before using any technology equipment owned by Madison County Schools. Upon approval by the Superintendent, community members may have access to the Internet and other electronic applications, provided they attend any required training and abide by the rules of usages established by the Superintendent/designee.
2. Users must comply with all software licenses, copyrights, and all other state and federal laws governing intellectual property. Intellectual property includes, but is not limited to, software programs, graphics and pictures, sound or music files, and text-based information. Software from all media shall be installed and used in accordance with the Board of Education's copyright policies. Only persons authorized by the Superintendent or designee will install computer software. All computer uses are subject to the terms and provisions of the Madison County Board of Education's copyright policies.
3. The user shall take steps to learn the proper care and use of technology equipment and is expected to maintain and use equipment in a proper and responsible manner. Users should realize that neglect might cause extensive damage to the equipment. The external cleaning of technology equipment is the responsibility of the individual who will use the equipment.
4. Equipment shall not be removed from school system property without written authorization by the Superintendent or designee. The user shall take appropriate care against loss, theft, or damage of all equipment, software, media, and network services. Equipment not designated as portable shall not be moved from its assigned location without authorization by the Superintendent or designee. If the area where the equipment is located is to be vacant for a substantial period of time (such as during spring break, summer vacation, or other holidays and absences), the equipment should be put away and locked up to avoid theft or damage.
5. Users should not alter or copy a file belonging to another user without first obtaining permission from the owner of the file. The ability to read, alter, or copy a file belonging to another user does not imply permission to read, alter, or copy that file.
6. The computer and telecommunication resources and services of the Madison County Schools may not be used for the transmission or storage of commercial or personal advertisements, solicitations, promotions, destructive programs (viruses and/or self-replicating code), political material, sexually explicit material, or any other unauthorized or personal use.
7. All employees who will use the computer and telecommunications services and equipment provided by the Madison County Board of Education must read, understand, and agree to comply with this policy. Employees who will have access must sign an agreement form, which will be kept in their personnel file at Central Office.
8. Madison County Schools cannot be responsible for the actions of individual employees/users.

Portable Technology Equipment

1. All portable technology equipment must be signed out by the user according to procedures established by the Superintendent or designee, regardless of the intended period of use. The user must read and agree to the terms and conditions listed here and on the agreement signed by the user when receiving the equipment.
2. All portable technology equipment must accompany the user to the user's work site during the user's regular work hours. Equipment shall not be left at home or at any other location during working hours except by written authorization of the Superintendent or designee.
3. The user accepts a heightened responsibility to protect against loss, theft, or damage of portable equipment and additionally accepts personal liability for the equipment in the case of loss, theft, vandalism, or damage due to negligence on the part of the user while under his/her care.
4. All portable technology equipment must be returned immediately upon request of the Superintendent or designee.

Use of Electronic Communications

1. Fraudulent, harassing, embarrassing, indecent, profane, obscene, intimidating, or other unlawful material may not be sent by electronic mail or other form of electronic communication or displayed on or stored in computers of the Madison County Schools. Users encountering or receiving such material should immediately report the incident to their supervisor.
2. Users should use the same care in drafting electronic mail and other electronic documents as they would for any other form of written communication. Anything created on the computer may, and likely will, be reviewed by others.
3. The state prohibits the use of electronic mail systems such as Hotmail, which do not meet state standards. The state also discourages the use of chat rooms. No students should reveal their name and personal information to or establish relationships with "strangers" on the network, unless the communication has been coordinated by a parent or teacher. A student's personal identity, work or picture may not be transmitted without written parental consent.
4. All users are expected to follow state and federal regulations regarding confidentiality and privacy. The users must also comply with the District policy regarding the release of student and personnel records. Confidential information transmitted electronically shall include the following statement: "The following information is confidential. Do not forward without the original sender's express permission to do so."

Network and Internet Services

1. Users are responsible for safeguarding their passwords for the system. Individual passwords should never be printed, stored online, or given to others. Users are responsible for all transactions made using their passwords. They are also responsible for any changes made or deletions of data made using their passwords. Passwords should be kept confidential and private, and are assigned by the users themselves. The technology staff may assist in the creation or modification of user passwords.
2. Passwords that may be easily guessed by others should not be used. For example, maiden names, names of family members, school mascot names, etc., should not be used. Users are encouraged to develop creative passwords for their accounts that will be easy for them to remember, but difficult for others to guess. Passwords are essential and required for security on the network. Using another's account name or password is prohibited.

3. A user's ability to connect to other computer systems through the network does not imply a right to connect to those systems or to make use of those systems unless specifically authorized by the operators of those systems.
4. It is important to realize that the Internet is a global network. As such, its users should be aware that online time is a limited resource that should not be wasted. Users should conduct research on the Internet as quickly as possible.
5. All students under the age of eighteen (18) must return a consent form signed by a parent or legal guardian. Students over the age of eighteen (18) may sign their own form, but all users must return a completed and signed form to the school before access to the Internet and electronic mail services will be granted.
6. Students shall be provided instruction about appropriate online behavior, including interacting with other individuals on social networking sites and in chat rooms and cyberbullying awareness and response.
7. During school hours, teachers will guide their students to appropriate materials. The school will not be responsible for continuous monitoring of every communication and Internet session for every student and staff member. Outside of school, families bear the same responsibility for such guidance as they exercise with information sources such as television, telephones, movies, radio, and other media that may carry or broadcast information.
8. Students or staff members who deface a District web site or otherwise make unauthorized changes to a web site shall be subject to disciplinary action, up to and including expulsion and termination, as appropriate.
9. No student may observe others using the Internet on equipment provided by Madison County Schools, or in any building used by the school system, without having a completed and signed consent form returned to the student's school. It is acceptable for a teacher to use materials copied from the Internet, such as text, pictures, or video, as long as the material is appropriate, and all "fair use" provisions of copyright law are followed. Specific expectations for appropriate Internet use shall be reflected in the District's code of acceptable behavior and discipline, including appropriate orientation for staff and students.

YOUTH SERVICES CENTER

Youth Services for Madison Central High School believes in helping ALL students have a safe, healthy, happy, and positive educational environment, assuring success in their educational needs and goals.

The MCHS Youth Services Center is located on the ground floor at Madison Central High School next to stairwell 2 in room 1203.

The Center has a second location across the street from MCHS in the back of the Phillips Building.

Tonya Snyder, Director
(859)625-6109 Ext.5429

tonya.snyder@madison.kyschools.us

Programs Offered by the Youth Services Center

Central In Action (CIA) Club
Volunteer Training
Parenting of Teens Programs and Support Services
Health & Hygiene Classes
Teen Parent Support Services
Holiday Assistance Program
Prom Dress Giveaway
Child Abuse and Adult Prevention Programs
Bully-Free Schools Program
Life Skills Programs
Substance Misuse Programs
Truancy Prevention
Mental Health Awareness Programs
Career Development Programs
Food Backpack Program

Information Distribution and Referrals

Summer and Part-time Job Assistance
Student Clothing Closets
Home Visits for School Success
Teen Leadership
Summer Camp
Student Needs Assessments
Mental Health
Substance Misuse
Housing
Health Insurance Information
Food Bank Information

Please scan the QR code to access community resources, mental health resources, crisis lines, employment opportunities, virtual calming rooms, and program information.



KDE Early Graduation

Per KRS [704 KAR 3:305](#), Early Graduation has been possible for students who intend to progress through high school on an accelerated timeline and graduate college-ready in three years or less.

Students must:

- Notify the school counselor and pick up an intent form.
- Submit the Intent for Early Graduation form **within thirty (30) days** of the year in which they intend to graduate early and the school shall flag the participant in IC by October 15th of the academic year in which the student intends to graduate.
- Graduate in three years or less. Students exceeding three years do not qualify for the incentives identified with Early Graduation.
- Meet with the Guidance Counselor to utilize the student's ILP to assist with post-secondary goals and career aspirations. The student's ILP will be utilized to identify remaining EGP requirements and develop a strategy within the ILP for meeting those requirements for the academic year they intend to graduate (ten foundational credits).
- Working with the Principal or designee to help prepare the student for completion of an entrance interview articulating post-secondary goals and career aspirations. The student must then complete an entrance interview with the principal, or designee to discuss those aspirations.
- The student must complete a professional resume and complete one (1) postsecondary admissions application to a Kentucky public two-year community and technical college, or a Kentucky four-year public or nonprofit independent institution accredited by SACS that qualifies for the EGP scholarship offered through KHEAA.
- Obtain a passing grade on the civics test (70% or higher), complete the school's financial literacy requirement, and demonstrate established district essential workplace ethics indicators.
- Take the state-administered college readiness exam and meet the college readiness exam benchmarks as set by the Council on Postsecondary Education in 13 KAR 2:020 for placement in credit-bearing courses without the need for remediation.

For any EGP student who enrolls in the 2024-2025 academic year and beyond, program requirements will include an additional performance-based component. By July 1, 2024, 704 KAR 3:305, Section 5 requires each local board of education to establish a policy for expectations of EGP students in completing a performance-based requirement. The local schools shall determine performance descriptors and evaluation procedures for an EGP performance-based project, portfolio, or capstone.

704 KAR 3:305, Section 4(4) requires all Kentucky students to complete the following foundational credits and demonstrated competencies as provided in the Kentucky Academic Standards (KAS), established in 704 KAR 3:303 and 704 KAR Chapter 8:

- English/language arts - two credits (English I and II)
- Social studies - two credits
- Mathematics - two credits (Algebra I and Geometry)
- Science - two credits that shall incorporate lab-based scientific investigation experiences
- Health - one-half credit
- Physical education - one-half credit
- Visual and performing arts - one credit
- Financial Literacy - one credit (starting with the Class of 2029)

EGP Performance-Based Requirement (effective 2024-2025)

Any student who chooses to enroll in the EGP for the 2024-2025 academic year and beyond must meet all state and local graduation requirements specified under 704 KAR 3:305, Section 5, including the successful completion of a performance-based project, portfolio, or capstone, which shall be required of all EGP students.

EGP Design Considerations

A capstone is a multifaceted assignment that serves as a culminating academic and intellectual experience for students, typically during their final year of high school or middle school or at the end of an academic program or learning-pathway experience. Capstone projects may take a wide variety of Characteristics of a High-Quality Performance-Based Experiences forms, but most are long-term investigative projects that culminate in a final product, presentation or performance

Elicits evidence of learning that matters:

- The critical skills being demonstrated are in high demand and/or are highly transferable to the real world.
- The capstone aligns to the Kentucky Academic Standards so that the student may demonstrate acquisition of knowledge.
- The capstone is cognitively complex and challenges students to apply higher-order thinking skills while navigating and adjusting to novel experiences.

Criteria is specific:

- It is clear to students what skills and knowledge are required to successfully complete the capstone.
- Students know what learning is expected of them in order to demonstrate the requirements of the capstone, at a developmentally appropriate level.

Student-led:

- Students are expected to take charge of their capstone experience.
- The capstone experience is personalized by allowing students to:
 - o Choose and design their own process and product;
 - o Express their own views; and Access personal strengths, interests, passions, backgrounds and cultures.

Authentic:

- The capstone is driven by a clear purpose and offers solutions to real-world problems that directly impact the community and world around them.
- Provides opportunities for the student to engage with people of influence.
- The capstone allows the student to take intellectual risks.

A learning experience in and of itself:

- Students learn through the capstone experience itself.
- Learners can see how they have been challenged to think differently.
- Students understand the importance of their ability to effectively apply critical skills needed for postsecondary success.

Example Capstone Types As a student-led experience, capstones can take many forms, and 704 KAR 3:305, Section 5 does not limit students in their design. Some examples may include, but are not limited to:

Action research project	Co-curricular experience	Community engagement experience
Portfolio	Design/Prototype	Independent research project
Oral/visual presentation	Experience-based reflection	Argument or informational text

The principal shall select a committee of three to evaluate the student's capstone project utilizing the Madison County Schools EGP rubric. It is suggested that the committee be composed of a teacher, guidance counselor, and administrator.

MCHS CLUB DESCRIPTIONS

STAND—Students Taking A New Direction is a diversity club who invites all students to stand up for what is right such as stand up against bullying and report it, et.

CIA - The CIA club does service learning activities for our school and the community. Many times the CIA students act as a liaison between the Madison County community and Madison Central to bring resources and services into the school. The Club is designed without student dues and welcomes all MCHS students.

HOSA – HOSA is Future Healthcare Professionals. We are a co-curricular organization. We also participate in community service such as blood drives, food drives, and National service projects. We have helped to support various community projects and hope to continue. Students learn leadership, teamwork, organizational skills, and participate in State Competitions using the skills they learn in the classroom.

JROTC – is a federal program sponsored by the United States Armed Forces in high schools and also in some middle schools across the United States and United States military bases across the world. The purpose of JROTC is "to instill in students in [United States] secondary educational institutions the values of citizenship, service to the United States, and personal responsibility and a sense of accomplishment.

National Honor Society (NHS) - Established in 1921, the National Honor Society recognizes students who have demonstrated excellence in the areas of Scholarship, Leadership, Service, and Character. Induction into the National Honor Society is a prestigious distinction for young people and a mark of good citizenship. The purpose of our organization is to encourage members to excel in academics, to develop leadership skills and to be of service to our community, setting a positive example for others to follow.

FCCLA – To promote personal growth and leadership development through Family and Consumer Sciences education. Focusing on the multiple roles of family member, wage earner and community leader, members develop skills for life through: character development, creative and critical thinking, interpersonal communication, practical knowledge, and career preparation

Pep Club - We are a club that supports Madison Central sports and activities. We organize pep sections for events, decorate lockers, and make signs of support. We collect \$5.00 dues from each member to pay for general supplies.

DECA – DECA (An Association of Marketing Students) – The mission of DECA is to enhance the co-curricular education of students with interests in marketing, management, and entrepreneurship. DECA helps students develop skills and competence for marketing careers, build self-esteem, experience leadership and practice community service.

First Priority – First Priority is a Christian-centered organization which helps young people learn about the Good News of Jesus Christ and equips students with strategies to help share the Gospel around school. All people of all faiths are invited! The club meets before school weekly.

Young Democrats – An organization for progressive thinkers who are interested in taking a political stand and becoming involved in the local political process. We will discuss political issues as well as work with democratic and progressive leaders in our community to further understand the political process and the progressive ideology.

African American Male Mentorship Program (AAMMP) - The AAMMP is a program to educate, motivate and activate the potential for excellence that lies within every African American Male. The Club will include specialized orientation activities, peer and community mentoring sessions, special workshops, community and college field trips.

The Hood – We are a diverse mentoring group that focuses on volunteerism and community service. Part of our mission is to enhance the lives of at risk youth and disadvantaged families. One of the ways we try to accomplish this is exposing youth to a positive environment and providing opportunities for positive growth and development through the work they do.

Skills USA – Skills USA is made up of the Automotive, Carpentry, CMM, Drafting, Electrical, and Welding students here at Madison Co. ATC. . Skills USA is a national organization that networks closely with industry and post-secondary education to assure students are aware, and utilize, career and education opportunities currently available.

FCA - Unite your two passions, Faith and Athletics, to positively impact Madison Central by spreading the good news of the gospel and the availability of Christ to everyone. FCA equips and supports students to use their gifts in the school and community.

FFA - The National FFA Organization is dedicated to making a positive difference in the lives of students by developing their potential for premier leadership, personal growth and career success through agriculture education.

Book Club – The book club promotes the love-of-reading through collective student choice of reading material and discussion in a relaxed atmosphere.

SOUL - Sisters of Color United in Leadership is open to all young ladies who want to develop leadership skills, career options, college choice and learn how to dress for success.

FBLA – FBLA is the largest national student organization. FBLA helps students prepare for a career in business and success in college. FBLA is very active in community service, competition, career exploration, and fun monthly meetings.

Musical Theatre - An environment for those who love and want to inquire more about music and theatre! Whether you're working off stage, playing in the orchestra, cheering in the audience, or taking center stage.

Dance Blue - A student-run organization at the University of Kentucky that raises money for pediatric cancer research.

History Makers - This club is focused on recording and publishing the history of Madison Central and Madison County.

Minority Council - As a student leader, you are in a position of responsibility to have a positive impact in the school and community. The MSC helps share ideas, interest, and concerns with administrators, teachers and others.

Debate Club - A student led group that engages in structured discussions and arguments over various topics.

Tribe Unified - Inclusive youth leadership group that includes students with and without intellectual and developmental challenges. Students of all abilities work together to lead and plan advocacy, awareness, and other inclusive activities.

Student Name: _____

Homeroom Teacher: _____

Grade: _____

Receipt of Student Planner/Handbook

My signature below verifies I received the current Madison Central High School Student Handbook/Planner with the Madison County Board Policy and Madison Central High School guidelines outlined and described. I understand that it is my responsibility to read and abide by the rules declared by the Madison County Schools Board of Education and Madison Central High School. I acknowledge my responsibility in conducting myself in the appropriate manner while at school and while attending any school sponsored activities as outlined in the handbook.

I also understand that should I need to replace this planner each additional handbook is \$5.00.

Student Signature

Date

As the parent/legal guardian of the student above, I have reviewed the Madison Central Student Handbook/Planner with my child/student and agree to its contents.

Parent/Guardian Signature

Date

Please sign, detach, and return to your studio teacher.
Studio teachers, please keep these on file in your room.

Bell Schedules

Daily Schedule - Schedule A

1st 8:05 - 9:00

2nd 9:05 - 10:00

3rd 10:05 - 11:00

4th 11:05 - 12:00

5th 12:05 - 1:00

6th 1:05 - 2:00

7th 2:05 - 2:55

CLUB Day — Schedule B

1st Period 8:05 - 8:55

2nd Period 9:00 - 9:50

3rd Period 9:55 - 10:45

4th Period 10:50-11:40

5th Period 11:45 - 12:35

6th Period 12:40- 1:30

*Club Time 1:35 - 2:00

7th Period 2:05 - 2:55