



Student Handbook

2026-2027

Menifee County High School

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

[Menifee County High School Website](#)

[Menifee County School District Website](#)

Welcome to a New School Year!

Welcome to a new school year! We are excited to begin this journey together and look forward to all the opportunities ahead. This year brings a fresh start, new goals, and the chance to grow both academically and personally.

Our Student Handbook is here to support you by outlining expectations, resources, and ways to stay connected and successful. We encourage you to take time to review it and use it as a guide throughout the year.

We are committed to creating a positive, supportive environment where every student can thrive. Let's make this a great year together!

Best Wishes,

Kelli Abney, Ed.S.

Principal

kelli.abney@menifee.kyschools.us

Liz Hagerman, Ed.S.

Assistant Principal

elizabeth.hagerman@menifee.kyschools.us



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Welcome to MCHS

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

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

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

General Information:



Menifee County High School

119 Indian Creek Road
Frenchburg, KY 40322
(606) 768-8102



Menifee Central

359 Wynn Flat Rd.
Frenchburg, KY 40322
(606) 768-4102



Menifee County Board of Education

440 Wynn Flat Rd.
Frenchburg, KY 40322
(606) 768-8001





MCHS Faculty and Staff

<u>Principal:</u>	<u>Dean of Students</u>	<u>SRO:</u>	<u>Office Secretary:</u>
Mrs. Kelli Abney	Mr. Frankie Spencer	Officer Travis Birchwell	Mrs. Mildred Campbell
<u>Assistant Principal:</u>	<u>Counselor:</u>	<u>Nurse:</u>	<u>PRI:</u>
Ms. Liz Hagerman	Mrs. Kaytelyn Perry	Mrs. Jahnna Lane	Ms. Sara Franklin
<u>Athletic Director (AD):</u>	<u>Paraeducators:</u>	<u>Counseling Secretary:</u>	<u>Special Education:</u>
Mr. Thomas Wolford	Ms. Amanda Seabolt	Mrs. Tonya Alfrey	Ms. Lori Newton
			Ms. Chandra Brown
<u>Library/Media:</u>	<u>Language Arts:</u>	<u>Science:</u>	Ms. Kim Valerio
Mrs. Sally Morris	Mrs. Jasmine Collins	Mr. Dan Relinski	Mrs. Stacey Carter
	Mrs. Billie Clemons	Mrs. Terry Hutchinson	Mr. Brandin Cobb
<u>Gifted and Talented:</u>	<u>Health & PE:</u>	<u>Virtual Academy:</u>	<u>MAF Coach</u>
Mrs. Sally Morris	Mr. Paul Alfrey	Dr. Tamylin Ingram-Thompson	Mr. Justin Shephard
<u>JAG:</u>	<u>Agriculture:</u>	<u>Mathematics:</u>	<u>Social Studies:</u>
Mr. Adam Adkins	Mr. James Kash	Mrs. Tracy Nickell	Mrs. Jennifer Brown
Mr. Thomas Wolford	Mrs. Julie Lane		Mr. James Perry
<u>Health Science:</u>	<u>Business:</u>	<u>YSC Director:</u>	<u>Band Director:</u>
Mrs. Kristi Malory-Peck	Mrs. Wendy Crain-Lawson	Mrs. Lori Sorrell	** Dakota Miller
	<u>Custodians:</u>	<u>Cafeteria Staff:</u>	
	Ms, Shana Warfield	LaDonna Lawson	
	Mr. Jacob Wells	Tammy Cox	
		Jody Botts	
		Tina Brown	

**denotes teachers shared with another school

MCHS School Vision and Mission

Vision:

Menifee County High School is committed to developing the whole student and guiding each toward meaningful academic and career goals. We measure success through student progress, pathway completion, and readiness for college, career, and life.

Mission:

MCHS will empower students through rigorous instruction, high expectations, and intentional support. We will provide impactful opportunities that develop essential skills needed to build a stronger community and engage in the world around them.

MCHS Administration

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

Principal	Mrs. Kelli Abney
Assistant Principal	Ms. Elizabeth Hagerman
Counselor	Mrs. Kaytelyn Perry
Counseling Secretary	Mrs. Tonya Alfrey
Receptionist & Attendance	Mrs. Mildred Campbell

MCHS Advisory Council

Meetings of the MCHS Advisory Council will hold monthly meetings. Additional meetings are scheduled as needed. An agenda will be posted at the school and on the website at least one day prior to any scheduled meeting. Elections are held in May and parent members serve one-year terms. Teacher members are elected on a rotating basis.

Principal/ Chairperson	Mrs. Kelli Abney
Parent Member	Vacant
Parent Member	Vacant
Teacher Member	Mrs. Julie Lane
Teacher Member	Mrs. Jennifer Brown
Teacher Member	Mr. Dakota Miller

Admissions and Withdrawals:

Student Enrollment:

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

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

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

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

Updated Immunization Requirement:

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

Withdrawing a Student from School:

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

Information Notices:

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

Family Educational Rights and Privacy Act (FERPA):

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

FERPA Notice for Individual Learning Plan-ILP:

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

educational file. There are a few exceptions to this requirement; for example, the district is allowed to share the educational record with institutions, including postsecondary, where a student seeks to enroll.

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

School Safety:

Arriving at School:

All students must enter the building immediately upon arrival at school. This includes students who drive to school, walk to school, ride a bus to school, or are dropped off by parents. When students arrive at school, they must remain in the gym or in the cafeteria. Once students arrive and enter the building they must remain in the building. Students are not allowed to leave the building once they have entered in the morning unless they have permission from the principal or designee.

Transitioning Classes:

Students will have 5 minute for transition to the next class period. Students may go to the restroom or locker as needed. Tardies are documented IC and any student exceeding over 4 tardies will be referred to the Dean of Students.

Glass Bottles: Students may not carry glass bottles in the building.

Bathrooms and Hallways:

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

Hall Pass

All students will have opportunities to use the restroom throughout the day; Teachers may limit passes if students are missing excessive instructional time. Students must request and receive approval through SmartPass before leaving the classroom and are expected to check in and out within the system to accurately track time out of class. A digital pass must be active and visible to staff at all times while a student is in the hallway. Teachers and administrators will monitor SmartPass data regularly to ensure appropriate use and to identify patterns of misuse. Disciplinary consequences may be assigned for failure to follow SmartPass procedures or for abuse of hall pass privileges.

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

End of the Day Dismissal:

Student dismissal begins at **3:00 PM**. At this time, **student drivers and parent pick-up students** will be released. Parent pick-up will remain in the back lot for dismissal.

At **3:05 PM**, the **first wave of bus riders** will be dismissed. All remaining students (including second-wave bus riders) will report to the **gym**, where they will wait under supervision until their buses arrive and are called for dismissal.

Locker and Student Searches:

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

Classroom Doors:

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

Guests, Visitors and Volunteers:

Visitors are always welcome at MCHS during regular office hours and during all authorized campus events. Administrative office staff can assist you with any attendance and discipline concerns as well as documentation for records purposes. If there is a concern with a course assignment or your students' grades, please contact the teacher for assistance. If you have a concern with the transportation of your student, please contact the district transportation office. Students, parents, or guardians desiring to schedule an appointment with an administrator should contact the main office. The administrative office is open from 7:30 AM until 4:00 PM during the school year (August through May). The administrative office has limited availability and may not be fully staffed when school is not in session (i.e. Fall Break, Spring Break, Winter Break, and Summer Vacation).

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

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

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

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

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

Per Kentucky State Law, only people identified and listed on file by the parent or guardian will be permitted to pick up a student. Student pick up and late arrival sign-in

are conducted at the reception window within the secured main entrance vestibule and does not require entry into the building.

Adult Volunteers:

Kentucky State Law states that any person(s) who intends to be involved with students for field trips, observation, volunteering, or mentoring must complete and submit an annual criminal records background check prior to being permitted to interact with students. The approval process may take several days to complete; therefore, please allow for sufficient time for the results to be determined prior to your planned event. Volunteers must also complete volunteer training through the Menifee County Board of Education. Please contact the board office for training details.

Athletics

Participation in athletics at MCHS is governed by the Kentucky High School Athletic Association. Parents play an important role in ensuring student eligibility and supporting a positive athletic experience. Please review the following expectations:

- **Forms & Physicals:** Ensure all required KHSAA forms and a current sports physical are completed and submitted before your child may try out, practice, or compete.
- **Academic Monitoring:** Monitor your child's academic progress, as students must meet KHSAA and school academic eligibility requirements to participate.
- **Attendance:** Students must attend at least half of the school day to participate in practices or games unless approved by administration.
- **Transportation:** Parents should follow school guidelines regarding transportation to and from athletic events. Students may not leave events with anyone other than a parent/guardian unless prior approval is granted.
- **Communication:** Maintain communication with coaches and school staff regarding schedules, expectations, and any concerns.
- **Sportsmanship:** Support good sportsmanship by modeling respectful behavior toward coaches, officials, players, and other spectators.

Participation in athletics at MCHS is governed by the Kentucky High School Athletic Association. Parents are expected to support school and KHSAA guidelines. Failure to follow expectations may result in the following:

- **Event Restrictions:** Parents/guardians who display unsportsmanlike conduct toward officials, coaches, players, or staff may be asked to leave an event and/or may be restricted from attending future athletic events.

- **Communication Protocol:** Failure to follow appropriate communication channels (e.g., addressing concerns respectfully and through proper procedures) may result in meetings being rescheduled or requiring administrative presence.
- **Transportation Violations:** Failure to follow school transportation policies may result in loss of parent sign-out privileges for athletic events.
- **Interference with Team Operations:** Disruptive behavior that interferes with coaching or team expectations may result in administrative action, including restricted access to practices or team activities.

MCHS is committed to maintaining a safe, respectful, and positive environment for all students, staff, and spectators.

MCHS Counseling Department:

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

Counselor	Mrs. Kaytelyn Perry
Secretary	Mrs. Tonya Alfrey

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

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

Please email the following information to the school guidance counselor:

- Name on Transcript (please include first, middle and last name)
- Date of Birth

- Year of Graduation
- Fax number or mailing address of where transcript is to be sent
- Employment agencies requesting transcripts will be charged a \$3.00 fee and must submit a signed release form

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

Graduation and Promotion

MCHS GRADUATION REQUIREMENTS

English	4 credits
Math	4 credits
Science	3 credits
Social Studies	3 credits
Health	½ credit
P.E.	½ credit
Humanities	1 credit
Electives	6 credits
Total =	22 credits

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

To graduate from Menifee County High School (MCHS), students must earn a minimum of 22 total credit hours, as required by Kentucky state regulation 704 KAR 3:305.

These credits include:

- 10 foundational credits (aligned to Kentucky Academic Standards)
- 12 personalized credits aligned to the student's Individual Learning Plan (ILP)

Additional Kentucky Graduation Requirements (Class of 2029)

In addition to earning 22 credits, students must meet the following state requirements:

- Civics Literacy Requirement:
Students must successfully complete either:

- A ½ credit civics course, OR
- Pass the Kentucky Civics Test
(Required for all students entering 9th grade in 2025–26 and beyond)
- Financial Literacy Requirement:
Students must complete a 1-credit financial literacy course as part of graduation requirements (required for students entering 9th grade after July 1, 2025)
- Individual Learning Plan (ILP):
Students must develop and maintain an ILP that guides course selection and postsecondary planning, aligning coursework to career and academic goals.
- Postsecondary Readiness:
Students must demonstrate readiness for college, career, or military pathways through assessment benchmarks, coursework, or other approved measures (as defined by Kentucky accountability systems).
- Workplace Skills / Employability Expectations:
Students are expected to demonstrate essential workplace skills as part of their overall readiness for graduation.

Grading Scale Points for Non-Weighted Classes:

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

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

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

Drop/Add Policy:

Students must complete a Drop/Add form (available in the Counseling Office) and meet with their counselor to request a schedule change.

All requests require signatures from the student, parent/guardian, teachers, and counselor and must be approved by the principal.

Guidelines:

- Requests are only accepted during the first 5 school days of the year.
- Additional changes will not be considered until the end of the quarter.
- Students may not drop courses required for a career pathway.
- Dual Credit contracts are strictly enforced.

Dual Credit Enrollment: MCHS has partnership with University of Kentucky and MCTC to offer dual credit courses to eligible students. Courses will be offered to students meeting academic criteria:

- GPA
- Credits Earned
- Assessment Scores

Advanced Coursework Policy

All students have the right to participate in a rigorous and academically challenging curriculum.

When practicable, the SBDM Council shall offer advanced coursework for students in grades four through twelve in at least these four core subjects:

- 1. Mathematics*
- 2. Reading*
- 3. Science*
- 4. English Language Arts*

The core curriculum in advanced classes will be determined by the local superintendent.

RECRUITMENT AND AVAILABILITY

Recruitment will follow the district plan adopted by a local board of education, and our council recognizes that all students have the right to participate in a rigorous and academically challenging curriculum.

Annually, *the school will notify all students, parents, and guardians of students in fourth grade and above of the:*

- (a) Long-term benefits of student participation in advanced coursework*
- (b) Advanced coursework opportunities available at the school*

Middle School

Each year, *our school will offer advanced courses* that meet our students' learning needs. That could include courses that:

- A) move students toward success in a core curriculum of Advanced Placement, International Baccalaureate, dual enrollment, or dual credit or similar, and/or
- B) are already at a college-level

These courses:

1. will be accessible to all students who have a reasonable chance of being successful in the class and will be offered at our school, online, or through arrangements with a nearby high school
2. *may* be offered for high school credit

The principal (or principal designee) will make the necessary master scheduling and student assignment decisions to make the courses available.

We will encourage all students to prepare for and take one or more college-level courses and/or advanced course(s). We will do that in the following ways:

- Counselors will advise students and parents of these options when they prepare and revise their Individual Learning Plans and encourage each student to take appropriate preparatory courses.
- Teachers will encourage all students to take challenging courses each term.
- In September and January, the principal (or principal designee) will report to the council on enrollment in these courses by total numbers, gender, ethnicity, participation in the free and reduced lunch program, and disability status.
- Based on that data, the council may amend its school improvement plan to add additional steps to ensure equitable participation in future years.

HIGH SCHOOL

Each year, ***our school will offer *advanced classes***, including college-level courses at our school, online, or through arrangements with nearby colleges/universities. The classes will be accessible to all students who have a reasonable chance of being successful.

The principal (or principal designee) will make appropriate arrangements for these courses to be offered, including communicating to students and parents any costs associated with the courses.

We will encourage all students to prepare for and take one or more college-level courses and/or advanced course(s). We will do that in the following ways:

- Counselors will advise students and parents of these options when they prepare and revise their Individual Learning Plans and encourage each student to take appropriate preparatory courses.
- Teachers will encourage all students to take challenging courses each term.
- In September and January, the principal (or principal designee) will report to the council on enrollment in these courses by total numbers, gender, ethnicity, participation in the free and reduced lunch program, and disability status.
- Based on that data, the council may amend its school improvement plan to add additional steps to ensure equitable participation in future years.

*Courses may include ***Advanced Placement, International Baccalaureate, dual enrollment, dual credit courses***, or similar.

ADDITIONAL POST-SECONDARY OPPORTUNITIES

Our school is committed to better preparing students for success in college and career. In addition to the legally-required promotion of advanced courses for our students, our school will provide more real-world experiences that qualify students as Post-Secondary-Ready for the school's accountability rating:

1. Registered Apprenticeship
2. Internships
3. Industry Certifications
4. Cooperative Education

STUDENT ASSIGNMENT

All students may take advanced courses. They may establish that they have the level of skill to be assigned to an advanced course by any one of the following means:

- (1) Completing prerequisite courses listed in the Student Handbook
- (2) Taking and passing the examinations for those prerequisite courses
- (3) Achievement on statewide assessments
- (4) Receiving permission from one or more teachers

(5) Additional methods included in the local board of education advanced plan/policy

Students who want to take the class but don't meet the criteria above may take the class after meeting with the teacher and the guidance counselor. The purpose of the meeting will be to discuss and plan the support the student might need to be successful in the class.

Report Cards: Report cards will be sent home at the end of each quarter.

Credit Recovery Program:

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

Work Place Ethics

158.1413 Essential workplace ethics instruction program

Workplace Ethic Badge/Certification/Seal

Certificate Availability

K-11 students meeting the criteria will receive a Work Ethic certificate at the end of the school year. Graduating seniors who meet the criteria all 5 years of high school will have a special Seal on the diploma.

158.1413 Essential workplace ethics instruction program

Goals and Action Plan for the Workplace Ethics Program

- Increase graduation rate/decrease dropout rate
- Reduce achievement gap by motivating students to have better grades, attendance, and behaviors
- Prepare students for school to work transition
- Prepare students for the transition to be successful in the post-secondary environment
- Graduate students with a strong work ethic and confidence to succeed
- Increase awareness of the Work Ethic Seal in our community
- Qualifying students will have advantages over other student when seeking employment
- Participation by students is voluntary and their responsibility

Completion of a Workplace Ethics Program

Essential skills taught in this program include but are not limited to:

- | | | |
|----------------|-----------------------|----------------------------|
| • Adaptability | • Diligence | • Knowledge |
| • Reliability | • Remaining Drug Free | • Working Well with Others |
| • Initiative | | |

At Menifee County Schools, we believe in preparing our students not just for academic success, but for success in life. That's why we have implemented a comprehensive Workplace Ethics program, which begins in elementary school and continues through high school. Our goal is to create a comprehensive approach to deeper learning that supports student success, engagement, and growth. This program includes lessons, experiences, and incentives like our PBIS celebrations, as well as integration into the Individual Learning Plan for each student. We are committed to continuously improving and developing this program to ensure that our students are equipped with the skills and values necessary for success in the workplace. By incorporating academic practices and the workplace competencies, our students will have the opportunity to develop the critical thinking, collaboration, and problem-solving skills necessary to thrive in the 21st century. We believe that by combining our Workplace Ethics program with deeper learning practices, we can provide our students with the tools they need to succeed both academically and professionally.

Menifee County High School → Grades 8-12

ATTENDANCE

96% attendance

- Includes unexcused days, and unexcused check-in/out (no more than the equivalent of 7 days missed)

BEHAVIOR

- No more than TWO office referrals documented in Infinite Campus per year

COMMUNITY PARTICIPATION=

Participate in any Two

1. Organized team or individual sport at MCHS
2. Extra-curricular program or club at MCHS or community-based
3. Part-time employment working a minimum of 8 hours a week for 2 consecutive months
4. Complete 10 hours of community service OR complete a community service/volunteer project. Fill out a [volunteer service form](#) and get parents to sign it AND turn it ON Time.

GRADES

- At least a cumulative C average with no failures

Senior Workplace Ethics Seal on Diploma = The requirements are to complete the ILP components and meet attendance, behavior, community participation, and grades requirements all 5 years. Senior students who have met these requirements all 5 years of high school will receive the Workplace Ethics Seal on their High School Diploma.

Student Support Services:

Youth Service Center

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

School Resource Officer (SRO):

A Deputy of the Menifee County Schools Law Enforcement Agency will serve as a liaison between the school system and state and local law enforcement. The main role of the Deputy is to be a law enforcement presence in the school system, by enforcing state and federal law along with local ordinances, while protecting the student and staff

population. The Deputy may also be utilized as a counselor resource on law related topics. The deputy is not to be used as a school disciplinarian but can assist faculty in any matter deemed necessary. The on-duty deputy may be contacted via the administration office.

Menifee County Schools Anonymous E-mail Tipline:



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

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

How does it work?

Students or Parents

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

Pathways, Inc. Student Services:

Pathways, Inc. School-Based Services provide therapeutic sessions, including individual and family therapy as well as group therapy to students during school hours. These services are provided with written permission from the student's guardian and

are confidential. Examples of concerns which may warrant a referral include depression, suicidal thoughts/attempts, substance abuse, eating disorders, conduct disorders, disruptive behaviors, learning disorders and development disorders, among others.

School Nurse:

Menifee County High School has a school nurse that is available to service students' health-related needs. The nurse can administer first aid and issue medications. Students may make appointments to see the nurse during breaks, before school or after school. Students should be sent out of classes to the nurse only if an emergency is present. All students must have emergency contact information and appropriate consent forms on file with the nurse to receive treatment.

Prescription Medication:

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

Cafeteria Procedures:

Students should be prepared to submit their first and last name when entering a cafeteria line. Students must always be courteous and respectful to Food Services' Staff. No student will be permitted to leave the cafeteria during the first three (3) minutes of a lunch module or the last three (3) minutes of a lunch module. Students must ask permission to leave the cafeteria and obtain a pass.

Cafeteria Program:

Menifee County High School provides our students and the staff a breakfast and lunch program each school day in the cafeteria. We encourage all students to participate in our breakfast and lunch program.

Community Eligibility Provision (CEP):

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

Ala Carte:

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

Bus Transportation:

Bus Pick Up/Drop Off:

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

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

Bus Discipline Policy:

Bus drivers will issue warnings to students as appropriate (unless the infraction is deemed a safety issue or would appear to warrant immediate notification of the principal or designee) and may follow up with a call to the parents (that night if at all possible). If

the parents have no telephone, the driver will make a copy of the offense and the transportation office will mail the warning to the parent.

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

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

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

Consequences for Bus Referral:

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

School Sponsored Events and Student Privileges:

Conduct at School Events:

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

Parking Privilege Rules:

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

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

- ☐ Drive in a safe and courteous manner; obeying all rules and laws of the road.
- ☐ Park only in assigned/designated areas.
- ☐ Upon arrival, immediately report to the building (no sitting in cars or hanging out in the parking lot).
- ☐ Upon dismissal, cautiously exit the parking lot in a manner that is safe and courteous to others. (Heavy automobile and pedestrian traffic occurs with dismissal at MCHS)
- ☐ Yield right-of-way to all school buses that are entering or exiting the MCHS campus grounds.
- ☐ Report to school on time (**3 tardies will result in suspension of privileges**).
- ☐ Do not smoke, chew, or consume any nicotine or other tobacco related products, drugs, or alcohol on campus property.
- ☐ Obtain a parking pass from administration prior to driving.
- ☐ Properly display assigned parking pass.
- ☐ Promptly pay all fines associated with parking/driving violations or lose privileges.
- ☐ Immediately report any safety issues and/or accidents that occur on campus to staff.
- ☐ Do not enter vehicle during evacuation drills.
- ☐ No one will be permitted to go to their vehicle for any reason during the instructional day unless escorted by a staff member.
- ☐ Do not leave vehicle parked on campus overnight without permission.
- ☐ Students may not hold Menifee County Schools or any of its employees responsible for any damages to or thefts from my automobile while on the campus.

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

Parking Eligibility:

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

1. Be an MCHS Student in good standing;
2. Maintain a 2.0 cumulative GPA; and
3. Keep satisfactory attendance* in the current school year.
4. Three tardies will result in suspension of parking privileges.

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

Violations of Parking/Driving Rules:

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

Minor Parking Infractions Consequences:

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

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

Major Parking Infractions Consequences:

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

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

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

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

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

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

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

Any 16- or 17-year-old student applying for a driver's license permit (Instruction Permit) is required to have a completed **School Compliance Verification Form** per KRS

159.051 with a stamped embossed seal from the school. This form verifies that the student is compliant with the components of the statute. This form should be used for the initial application for an instruction permit only. **Students who are noncompliant will not be issued a school compliance verification form.**

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

Corrective Action Plan for student drivers (per the Menifee County Schools Code of Conduct)

Students who have permission to drive to school, who participate in extracurricular activities (sports and clubs), and who attend school sponsored field trips must abide by the following attendance policy in order to participate and retain their privileges for these activities.

If a student driver accumulates:

- Three (3) unexcused absences in one nine (9) week period=loss of privileges for the next nine (9) week period;
- Four (4) unexcused tardies in one nine (9) week period=loss of privileges for the next nine (9) week period;
- The accumulation of nine (9) unexcused absences for nine (9) tardies, or a combination of the two, will result in loss of privileges for the remainder of the school year.

Dances:

Menifee County High School will hold at least two (2) dances each year (Homecoming and the Junior/Senior Prom). All dances are sponsored by the classes. All advisors for the sponsoring classes are responsible for advertising the dance, organizing the dance, decorating the gym for the dance, and cleaning up after the dance.

Student Dance Eligibility Requirements:

Only Menifee County High School students and their guests will be eligible to attend the dances. All **eligible** students, eighth through twelfth grade, may attend the Homecoming dance. Only eligible juniors and seniors may attend Prom. **Middle school students,**

students attending an alternative school, and the children (including babies) of MCHS students or their guests will not be allowed to attend prom.

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

Students will follow expectations set by the administration. Guests are only permitted to attend Homecoming and the Senior Prom. Students who would like to bring a guest to either dance must complete a Guest to Dance form and have it approved by the MCHS administration prior to the dance. The visitor must NOT be over twenty (20), must be in Grade 9 or above for Prom, grade 8 or above for Homecoming and meet all other requirements of being a guest to attend. Visitors must follow the dance policy guidelines and all other rules of the school. An application to attend MCHS dances (Outsider Form) must be completed by the MCHS student, or their guest and the request must be submitted to the dance sponsor for approval by the administration. Guests eighteen (18) years old or older may be asked to submit to a criminal background check. Guests who are students at other high schools will be asked to grant permission for the school to receive their attendance and discipline records or contact their school administration to make decisions about approval. Home school students under the age of 18 are eligible to attend dances as a guest of an MCHS student. Guests who are students at other high schools must meet the criteria outlined above for Menifee County High School students.

Guidelines for Eligibility to attend dances:

- Attendance
 - Homecoming – no more than 4 absences prior to the Homecoming Dance
 - Prom – no more than 9 absences prior to Prom
- Behavior
 - No more than 3 days in ISS
 - No suspensions
- Grades
 - Cannot have any missing assignments or zeros to attend Homecoming
 - Cannot be failing more than 2 classes to attend Prom

These criteria may be changed by the dance committee sponsors and be publicized to students prior to the dance.

An application to attend MCHS dances (Outsider Form) must be completed by the MCHS student, or their guest and the request must be submitted to the dance sponsor for approval by the administration. Guests eighteen (18) years old or older may be asked to submit to a criminal background check. Guests who are students at other high schools will be asked to grant permission for the school to receive their attendance and discipline records or contact their school administration to make decisions about approval. Home school students under the age of 18 are eligible to attend dances as a guest of an MCHS student. Guests who are students at other high schools must meet the criteria outlined above for Menifee County High School students. **Guests over the age of 20 years old are NOT permitted to attend MCHS school dances.**

Student Dress Code:

Student Dress Code:

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

Any student wearing clothing that is deemed inappropriate, or is disruptive to the learning environment, will be asked to change.

- Caps are at the discretion of the classroom teacher. No other head covering may be worn inside the building. No hoodies can be covering the head when inside the building.
- Sunglasses are not to be worn in the building.
- No clothing or accessories (i.e. bracelets, backpacks, notebooks, belts, and/or buckles) are to be worn that state, imply, or promote obscene language, tobacco, drug and/or alcohol use, sexually suggestive slogans and or depictions, racial, violent, gang-related, or socially offensive images or language.
- Accessories that may be used as a weapon or piercings that are deemed a safety hazard are not permitted.
- Clothing that exposes the underwear or the body, including, but not limited to, cleavage and the midriff, lowrider pants, tops with spaghetti straps, strapless tops, halter tops, bralettes, open back shirts or dresses, muscle shirts, tank tops, or basketball jerseys may not be worn. Tops must be at least 4 inches wide across both shoulders. Clothing must also cover the body when arms are raised.

- No shirts with sleeves cut out or side vents.
- See-through or mesh shirts, tops, dresses, slacks, or shorts may not be worn unless they are worn over clothing that meets the dress code standards.
- Pants or shorts that contain holes above the mid-thigh that exposes bare skin are not to be worn, unless leggings are worn underneath.
- No yoga shorts may be worn unless they are under another item of clothing but may not be worn instead of appropriate shorts or pants.
- Shorts, dresses, and skirts that are above the mid-thigh are not permitted. Shoes must be worn at all times. House slippers will not be permitted.

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

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

MCHS Attendance Policy:

Tardy to School:

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

Tardy to Class:

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

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

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

Departure from School:

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

Excused Absences:

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

Unexcused Absences:

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

Habitual Truancy (HB 72 and KRS 159.150):

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

Excessive Unexcused Absences:

(Refer to Menifee County Schools District Code of Conduct)

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

All Absent Notes:

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

Parent or Guardian Notes:

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

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

Sign Outs Due to Emergency:

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

Sign Outs Due to Illness:

Students who become ill at school are to ask the teacher for permission to see the school nurse. If the nurse deems it necessary, the nurse will call the parent or guardian

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

Physicians Appointments:

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

Educational Enhancement Opportunity (EEO):

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

College, Career and Military Visits:

College and/or vocational visits must be pre-approved in advance or they will be considered unexcused visits. Students may be allowed up to two (2) visits to a prospective college and/or vocational campus. An EEO form, available in the main office, must be completed. Visits must be pre-approved by the main office and students requesting the visit must have less than nine (9) unexcused absences. Students trying to enter military service are authorized two (2) visits to the Military Entrance Processing Stations (MEPS) for processing into military service. Upon return to school, the student should provide written verification from MEPS or the recruiter that they have been to the MEPS station. Any additional visit to MEPS will require verification from the station or

the recruiter making the visit stating the reason the additional visit is required (medical, administrative, etc.). Prior approval must be completed for the absence to be excused. No requests will be granted for this type of absence during mandatory standardized testing.

Make-Up Work:

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

Infinite Campus:

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

Teacher Websites/Google Classroom:

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

Student Fees and Extra Requirements:

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

GENERAL FEES

High School Breakfast	No Cost
High School Lunch	No Cost
Lost Chromebook	\$250.00
Lost Chromebook Power Supply	\$25.00
Damaged Chromebook	See Policy

Lost Textbooks	Varies by Course
Replacement Student ID	\$5.00
Student Parking Pass	\$15.00
Replacement Parking Pass	\$5.00

Extra-Curricular Activities:

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

Students participating in extracurricular activities may attend a half day on the day of an event and still participate.

School Lockers:

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

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

Consequences for Misconduct:

Discipline Matrix

MCHS Discipline Matrix

Levels	Examples	Potential Level of Responses/Procedures
Level 1 Classroom-Managed	- Cheating/Dishonest - Disrespect - Disrespectful language - Disruption - Excessive talking - Failure to bring supplies to class - Failure to follow staff directions - Inappropriate language/hands/gestures - Interpersonal communications issues (peer to peer conflict) - Maintain personal space/PDA - Physical contact <u>without</u> intent to cause harm (Horseplay) - Tardy	Record all interventions/behavior documentation in MCHS PBIS Intervention Tracker log. This will be located in Google Drive/Classroom. 1st Offense: Choice one of Following strategies <i>Reteach or practice desired behaviors</i> <i>Increase Positive feedback (4:1) (10:1)</i> <i>Planned ignoring of behavior/extinction</i> <i>Increase Opportunities to Respond</i> <i>Increase Active Engagement</i> 2nd Offense: Student/Teacher Conference, reteaching of the expectation. 3rd Offense: Student/Teacher/ Parent Conference, reteaching of the expectation. 4th Offense: Office Referral in IC. *Any additional offense after the 4th offense will result in Office Referral in IC.
	Dress Code Violation (1st – 3rd violation)	1st offense Warning and correction of violation 2nd offense Parent conference and correction of violation. 3+ offenses: Office Referral in IC.

PBIS Mission Statement

“The mission of the Menifee County High School PBIS team is to create and maintain an effective learning environment by establishing behavioral supports and the social culture needed for all students in our school to achieve social, emotional, and academic success.”

Staff Responsibilities

A school-wide approach to behavior means that it is important for all teachers and staff to follow the same patterns of behavior support.

Staff responsibilities include:

- Teach, model, and practice behavior expectations throughout the year
- Teach behavior expectations during opening days, “Reset” days, and as a part of normal day to day instruction
- Be prepared to, and use, the Menifee Money in the classroom and throughout campus
- Know and follow the Discipline Matrix consistently
- Complete office referrals using the Behavior Referral tab in IC when a student’s behavior indicates the necessity
- Post school-wide expectations matrix in each classroom and refer to it often

• Use the MCHS Tier 1 Student Academic & Behavior Interventions Contact Log via Google Classroom and request assistance when needed • Attend Tier II and Tier III meetings to discuss specific students as necessary • Celebrate successes!		
Level 2 Office - Managed	Misbehaviors which seriousness tend to disrupt the learning climate of the school. (6) Cheating/Plagiarism (7) Dress Code Violation (3+ documented offenses at Level 1) (8) Profanity/Vulgarity (9) Skipping class (10) Vandalism/Minor Damage to Property (ex: writing on bathroom walls, desk, textbooks; cutting desks etc...) (11) Tobacco/Vape (1st offense-student conference/intervention-notify parent, 2nd -referral to tobacco cessation class (SRO)-notify parent, 3rd -1 day ISS, 4th-2 days ISS, 5th-3 days ISS)	1st offense: 1 day ISS 2nd offense: 3 days ISS 3rd offense: 5 days ISS 4th offense: 1 day Suspension 5th offense: 3 day Suspension All cumulative offenses: result in Office Referral *See tobacco/vape on left
Level 3 Office - Managed	Acts directed against persons or property but whose consequences do not seriously endanger the health or safety of others in the schools. • Fighting/Major physical aggression with intent to cause harm (*1st offense-refer to SRO for legal review) • Intimidation/Threats • Leaving school without permission • Major Defiance/Failure to Follow Staff Instructions • Major Disrespect • Major Disruption • Theft under \$500 • Vandalism/Serious Damage to Property - (cost to replace/repair between \$50-\$499)	1st offense: Restitution (if applicable) + 3 days ISS 2nd offense: Restitution (if applicable) + 5 days ISS 3rd Offense: Restitution (if applicable) + 5 days ISS 4th Offensive: Will be dealt with on an individual basis. <i>Note: Vocational/College Students may attend off campus classes, then report to ISS for remainder of day. Decided at discretion of the administrator.</i>

Level 4 Office- Managed	Acts which result in violence to another person or property, or which pose a direct threat to the safety of others in the school. • Alcohol • Bullying/Harassment • Drugs or paraphernalia • Intimidation with the intent for malice • Possession, use, or transfer of weapons • Sexual misbehaviors • Threat/Crimes against persons • Vandalism/Major Damage to Property - total repair/replacement cost over \$500 • Criminal violations of the law not previously covered.	These crimes will be dealt with on an individual basis and are aligned with District Code of Conduct/Policy. • <u>Potential Consequences:</u> 5) Court Referral 6) Expulsion 7) Referral to law enforcement 8) Suspension
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In-School Suspension (ISS):

When a student is reprimanded for certain misconduct, they may be assigned by the administration to ISS. The ISS Program is an alternative to out-of-school suspension because of inappropriate actions taken by students. Students assigned to ISS must report each day they are assigned and remain there all day.

Suspension:

When a student is reprimanded for certain misconduct, they may be suspended from school. . Students are not permitted to participate in extracurricular activities on the day or days of their suspension.

Alternative Virtual Setting (Alternative Education Program):

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

Expulsion:

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

Consequences for Use or Possession of Alcohol or Drugs:

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

Possession and/or Use

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

Transmittal/Distribution

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

Consequences for Academic Dishonesty:

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

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

Consequences for Bullying and Harassment:

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

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

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

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

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

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

Bullying Policy:

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

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

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

RETALIATION:

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

COMMUNICATION:

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

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

Bullying is defined as “any unwanted verbal, physical, or social behavior among students that involves a real perceived power imbalance and is repeated or has the potential to be repeated. Examples of bullying include, but are not limited to unwanted physical contact, threatening comments, name calling, starting and/or sharing rumors or gossip, manipulation, etc. This also includes “Cyber Bullying,” which is the use of information and communication technologies including, but not limited to, email, text messaging, photography, video, social media, Internet sites and/or blogs to support deliberate, repeated, and hostile behavior by an individual or group that is intended to cause harm to others.

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

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

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

Consequences for Unauthorized Use of Cell Phones/Electronic Devices:**Telecommunication Devices (District Policy 09.4261)**

MCHS recognizes that student access to cell phones, mp3 players, iPads, iPods, laptop computers, and other electronic devices are commonplace in 21st Century society. However, it is imperative that students and parents alike understand there are appropriate and inappropriate times for the use of such devices. **Cell phones and electronic devices may be used by students before school, during class changes, and in the cafeteria during breakfast or lunch. Cell phones and said devices may be used during class at the teacher's direction only for instructional purposes (i.e. researching on the Internet, Edmodo, Kahoot, Poll Everywhere, Remind101, etc.).** Failure to adhere to this policy will result in the consequences outlined below. Failure of a student to relinquish a device that is to be confiscated by a staff member is a more serious violation of school policy (defiance) and will result in more severe consequences.

- **1st Offense** – Device is confiscated, tagged/ labeled, and turned into the Administrative Office. Device will be returned to the student at the end of school day.
- **2nd Offense** – Device is confiscated and parent or guardian notified to pick up the device at the end of school day.
- **3rd Offense** – Device is confiscated, parent or guardian notified to pick up the device, and privilege is suspended for the remainder of the school year.
- **4th Offense +** – Device is confiscated, parent or guardian notified to pick up device, and 2 days of ISS.

Student Activities:

Academic Eligibility for Participation in all Extracurricular Activities:

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

Medical Examination:

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

Club Meetings:

Club meetings will be held on alternating days and during alternating class periods to minimize interruption to the instructional day. Club meetings may be held before or after school outside of the instructional day.

Club Sponsor Responsibilities:

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

Cancellation Due to Inclement Weather:

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

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

Menifee County High School Regular Bell Schedule	
Building Opens for Students	7:30 – 7:55 (Students in cafeteria or gymnasium)
Homeroom begins with the Pledge & a Moment of Silence	8:00-8:05
1st Period	8:10-9:05
2nd Period	9:10-10:05
3rd Period	10:10-11:05
4th Period	11:10-12:05
5th Period	12:05-1:05
6th Period	1:05-2:00

7th Period	2:05-3:00
Dismissal	3:00