

Monroe County High School Student-Parent Handbook
Revised March 2021

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MCHS Students & Parents:

I would like to welcome each of you to Monroe County High School and let you know that we enjoy working with students and seeing them grow into young adults. In an ever changing world it is important that we do what we can to prepare students for life after high school. We want you to get an education and the skills that will be the foundation of your future; but we also hope that you have an enjoyable high school experience. We have many courses, career pathways and extra-curricular opportunities that will help prepare students in various ways.

In order to prepare them for higher education and especially the workforce it is imperative that students take responsibility for themselves. They should learn the value of working with others and following guidelines in order to be productive, well rounded members of society. This handbook outlines policies and procedures that help guide our school in order to make it orderly, safe and productive for the students of Monroe County. Please spend some time reviewing these policies/procedures. If you have any questions feel free to contact the MCHS administration. You will also want to access the MCSD Student Code of Acceptable Behavior which can be found below.

The MCHS staff are excited to help prepare our students for the next step. We look forward to a great year.

<https://www.monroe.kyschools.us/userfiles/1029/20142015%20School%20Year/Code%20of%20Acceptable%20Behavior.pdf>

Melissa T. Emberton

Melissa T. Emberton, Principal

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Monroe County Area Technology Center
757 Old Mulkey Road
Tompkinsville, KY 42167
270-487-8261

jeff.blythe@monroe.kyschools.us

Monroe County Area Technology Center welcomes students of Monroe County High School!

In today's world, it is exceedingly important for students to be truly ready for a career and/or college experience. Educational preparation requires collaboration between high schools and ATCs to provide a balance of classroom experiences full of rigorous engagement and hands-on, real-life learning that helps students understand the connections between the two. Our Vision, passed down by KY Tech, is "With high expectations and strong partnerships, Kentucky Tech will actively engage all students in the mastery of academic and technical skills needed to be ready for college and a career." We strive to work daily to provide our students with the knowledge and experiences they need in order to acquire the skills they need for their next step.

The instructors of the Monroe County Area Technology Center are excited about the opportunity to serve the needs of all students pursuing technical education and skills training. Training is provided in seven career and technical programs including: Automotive Technology, Business Education, Construction Carpentry, Electrical Technology, Health Sciences, Welding Technology, and Wood Manufacturing.

Our goal is to have something for everyone...something for them to explore as a career option, something to help them to train for the career they desire, something that will help them to acquire an industry certification while still in high school, something that will help them to earn dual credit that is transferable to many post-secondary institutions, or just something to help them develop skills and valuable experiences that will be beneficial to their future day-to-day lives.

Each program is broken down into career pathways. Within these pathways, courses are selected based upon the tasks assigned to them that will be most beneficial in helping students to learn the skills they need in order to progress to the next course, whether it be in high school or beyond, as well as to help ensure they are competent and prepared to earn Industry Certifications, to pass the End of Program Assessment, and/or to earn the dual credit associated with it. Industry Certifications must meet the following criteria: be recognized, endorsed, or required by industry; be written and verified by national or state industries; have curriculum and certification aligned with state and/or national standards; and the certification must be an end of program assessment related to the student's identified career pathway achieved through a sequence of courses. End of Program Assessments are given to students in qualifying areas as they become concentrators. Dual credit is defined as enrollment in high school and college coursework with credit awarded by both the college or university and the high school when the student meets criteria set by the awarding institution (Please note: It is the responsibility of the student to ensure proper enrollment/payment occurs.).

Please visit our website at <https://www.monroe.k12.ky.us/21/home>, our Facebook page at <https://www.facebook.com/Monroe-County-Area-Technology-Center-103571431728841>, and join us on Twitter at @MonroeCoATC. If any questions arise, we welcome your call at (270)487-8261.

At the Monroe County Area Technology Center, we serve with an open-door philosophy and are always open to ideas, suggestions, and wish to help our community in any way that we can. Please reach out to us and we look forward to working with our students, parent's schools and community.

Jeff Blythe
Principal

Mission

The mission of Monroe County High School is to ensure that all students reach high levels of academic performance so that they will be assets to their families and communities and to themselves as well. The staff, parents, and community will play an integral part in the social well-being and academic development of each student.

Belief Statements

1. All children can learn and achieve in a safe, disciplined and nurturing environment.
2. All people have worth.
3. Every person has a right to educational opportunities.
4. A good education involves meeting the needs of the whole person.
5. Education should provide opportunities for every person to become lifelong learners.
6. Striving for continuous improvement in all areas produces a successful school system.
7. Professional development, evaluation, and accountability of school faculty and staff are critical to the educational process.
8. The community benefits from active community and parental involvement in the schools and both are essential for the best education of children.
9. Respect for authority, self-discipline and accountability of the students are required for learning to occur.
10. Leadership, problem solving and communication skills are essential tools of educated people.
11. Federal, state and local resources must be provided to assure that every person has access to a competitive education.

Nondiscrimination Policy

It is the policy of the Monroe County High School that no student be subjected to discrimination on the basis of race, color, national origin, age, religion, marital or parental status, political affiliations or beliefs, sex, sexual orientation, gender identity, gender expression, veteran status or disability in any programs, service, or activity for which the Monroe County High School is responsible. The Monroe County High School will comply with the requirements of state and federal law concerning nondiscrimination and will strive by its actions to enhance the dignity and worth of all students.

Family Education Rights Privacy Act (FERPA) & protection of pupil rights amendment (PPRA) notification

Monroe County High School will distribute notification of (FERPA) and (PPRA) rights to all students and parents during registration or by the end of the first week the student is enrolled in school. All necessary documentation will be collected and maintained by the school. Reference: Monroe County BOE policies & procedures, 09.14AP.111, 09.14AP.12, & 09.14AP.122.

GENERAL POLICIES

Advisory/Enrichment/RTI

This time may be used to: intervene with students not on target, work on Individual Learning Plans (ILPs), prepare for ACT, become transition ready, have guest speakers, extra-curricular meetings, provide school wide curriculum/training to students, etc.

After School Student/Child Supervision

- Any student/child in the high school building after school hours, must be under adult supervision.
- If a student/child is not under supervision and for example, waiting for his/her ride, that student/child must remain in the front lobby.
- No student/child will be allowed to loiter in any other parts of the building after school without adult supervision.
- After school activities such as practices, tutoring, assemblies, etc. must be monitored by sponsor/coach.
- Sponsors/coaches should NOT leave students unsupervised.

Alcohol & other Drug Policy

Procedure: Possession/Under the Influence (Use)

- Being under the influence or possession of alcohol or other controlled/illegal substances while at school, on school property or any school sponsored event is expressly forbidden.
- Parents will be contacted immediately upon verification of violation.
- The student and parent(s) will be advised orally and/or in writing of the charge and the evidence of the violation of the school's discipline code and penalty incurred.
- Students will be afforded procedural due process such that they will be given the opportunity to deny the charges against them and present their side of the situation. All statements will be written and or recorded and kept on file at the school.
- A statement of understanding will be sent to the student and parent(s) outlining the policy violation, evidence gathered and the steps that are being taken. This will be signed by the parents and kept on file.
- The School Resource Officer (SRO) or other law enforcement agencies will be notified of the situation. Appropriate criminal charges may be filed as deemed appropriate by said officer or agency.
- Students that are minors (younger than 18) will be referred to the Kentucky Juvenile justice system and or Court Designated Worker (CDW) . Students that are 18 years of age or older will be taken into custody immediately by the SRO or appropriate agency.
- Students will be suspended for a minimum of 2, but no more than 5 school days, until an intake meeting can be held for alternative placement. Parents must be present at the alternative school intake meeting.
- Students must enroll in an approved substance abuse counseling program and be able to show documented proof of enrollment within 14 days of alternative placement. Students must comply with the recommendations of and complete the treatment program.
- Students in violation of this policy will be assigned to an alternative placement program for a minimum of 85 school days. Readmission to Monroe County High School (MCHS) will be considered at the appropriate nine week term or semester interval in relation to the placement. This is for the academic success of the student upon transition.
- A student may apply for readmission to MCHS after the alternative placement, provided said student can: (1) show proof of compliance of and completion of the treatment program and

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(2) have a readmission meeting before the superintendent of schools or his/her designee requesting admission to the regular school program.

- Further violation of the Alcohol and other Drug Policy while students are in alternative school placement could result in additional days of assignment to the alternative placement and or expulsion from school. Evidence gathered in such an event will be turned over to proper law enforcement agencies for possible criminal prosecution.

Procedure: Transfer, Procurement, Traffic, Sales or Possession with the intent to sell Alcohol or other illegal drugs

- The sale, procurement, trafficking in, transfer or the intent to sell alcohol or other illegal drugs/substances is expressly forbidden.
- Parents will be contacted immediately upon verification of violation.
- The student and parent(s) will be advised orally and/or in writing of the charge and the evidence of the violation of the school's discipline code and penalty incurred.
- Students will be afforded procedural due process such that they will be given the opportunity to deny the charges against them and present their side of the situation. All statements will be written and or recorded and kept on file at the school.
- A statement of understanding will be sent to the student and parent(s) outlining the policy violation, evidence gathered and the steps that are being taken. This will be signed by the parents and kept on file.
- The School Resource Officer (SRO) or other law enforcement agencies will be notified of the situation. Appropriate criminal charges may be filed as deemed appropriate by said officer or agency.
- Students that are minors (younger than 18) will be referred to the Kentucky Juvenile justice system and or Court Designated Worker (CDW) . Students that are 18 years of age or older will be taken into custody immediately by the SRO or appropriate agency.
- Students will be suspended for a minimum of 2, but no more than 5 school days, until an intake meeting can be held for alternative placement. Parents must be present at the alternative school intake meeting.
- Students must enroll in an approved substance abuse counseling program and be able to show documented proof of enrollment within 14 days of alternative placement. Students must comply with the recommendations of and complete the treatment program.
- Students in violation of this policy will be assigned to an alternative placement program for a **minimum of 170 school days**. Readmission to Monroe County High School (MCHS) will be considered at the appropriate nine week term or semester interval in relation to the placement. This is for the academic success of the student upon transition.
- A student may apply for readmission to MCHS after the alternative placement, provided said student can: (1) show proof of compliance of and completion of the treatment program and (2) have a readmission meeting before the superintendent of schools or his/her designee requesting admission to the regular school program.
- Further violation of the Alcohol and other Drug Policy while students are in alternative school placement could result in additional days of assignment to the alternative placement and or expulsion from school. Evidence gathered in such an event will be turned over to proper law enforcement agencies for possible criminal prosecution.

Definitions

Monroe County High School: MCHS

Monroe County Board of Education: MCBOE

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Alcohol: Alcoholic beverages includes, but is not limited to, beer, whiskey, bourbon, wine, vodka, gin, any distilled spirit.

Illegal drugs: Includes but is not limited to, marijuana, prescription medications, cocaine, crack, heroine, methamphetamine, bath salts, synthetic marijuana, or other synthetic drugs, any controlled regulated or illegal substance.

Look-alike substances: Any substance in any form that would give the appearance of being any of the previously mentioned substances.

Illegal substances: Drugs and/or alcohol

Possession: A student is in possession of a substance if that substance has been ingested in the body, is found to be present on the student's person or in their personal belongings, found to be present in cups, bottles or containers known to belong to said student, in their school locker, in their PE (physical education) locker, or in their vehicle if said student drives to school.

Sale, delivery, procurement, transfer, traffic: The attempt to exchange alcohol, illegal drugs or look alike substances from one party to another by whatever means, such as the exchange of money, bartering or trading items, or the giving of substances from one party to another.

Alternative placement: Students will be assigned to the Monroe County Falcon Academy and will not receive district transportation..

Expulsion: Students will not be allowed on any school property for one calendar year. Students will receive educational services in the home.

Procedure: Use, possession or transfer of tobacco products

- Possession, use or transfer of any cigarettes, tobacco product, ecig, vape or paraphernalia by any student while at school, on school grounds, or at school sponsored events, on or away from school grounds is forbidden.
- Parents will be notified. Discipline is outlined with behavior consequences.
- Vape juices/products may be considered illegal drug paraphernalia and disciplined accordingly

Monroe County High School will use drug dogs to search for illegal drugs anywhere on school grounds without prior notification. Any and all vehicles parked on school grounds are subject to search at any time. These premises are under electronic surveillance at all times.

Alternative Education Program and After School Detention Guidelines

AEP and ASD is punishment for unacceptable behaviors. It is a consequence of a student's choice of behavior. Therefore, the following guidelines have been developed to insure that AEP/ASD is a constructive program that is both firm and fair.

The student who is assigned to AEP/ASD does not have a choice between AEP/ASD or suspension. No suspension will be given as an alternate to the AEP/ASD time and if the student for reasons of his/her own suspension, he/she will be required to complete the AEP/ASD assignment when he/she returns to school after the suspension time is completed. Students in AEP are to be counted in attendance.

- Students assigned to AEP/ASD must complete the entire time he/she has been assigned. There are no exceptions to this rule without a conference between the head principal and the AEP/ASD teacher.
- Students in AEP/ASD will be isolated from the rest of the school.

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- Students in AEP will not be allowed to attend or participate in extra-curricular or co-curricular activities such as sports events, shows, field trips, assemblies, club meetings, etc. for those days they are assigned to AEP/ASD.
- Students will have 2 breaks of 5 minutes each, one between 8:00 am and 11:00 am and one between 12:45 pm and 2:30 pm. These breaks will be taken during a time when no other classes are on breaks or during class changes and will be up to the discretion of the AEP teacher. AEP students will take lunch break separately from other students. All AEP students will be seated at the same table and will not be allowed to visit with other students during their lunch.
- Students in AEP/ASD will do the curriculum of AEP/ASD unless their regular classroom teachers send work that needs to be completed for them. Teachers will be asked to send work, however it will be the students' responsibility to stay caught up in regular classes. **It is NOT the teacher's responsibility.**
- As director of AEP/ASD, the AEP/ASD teacher may contact parents about students' unwillingness to work, discipline, attitude, etc. and request help. If a parent conference is needed this will be arranged by a principal or guidance counselor.
- If a student cannot function in AEP/ASD, the student will be punished in other ways, such as suspension or Falcon Academy.
- A student may request a counselor visit them in AEP/ASD. This request will be made to the AEP/ASD teacher, and he will forward the request to the counselor
- All students must complete the AEP/ASD curriculum as assigned by the AEP/ASD teacher or he may extend the time a student is required to attend.
- Students must arrive in AEP/ASD on time or additional time will be added by the AEP/ASD teacher. This means by 7:50 am for full day assignments and by the tardy bell for period assignments.
- The AEP/ASD teacher must notify the office of any extensions in time prior to the extension.
- All students who are guilty of infractions, for which they are assigned to AEP, will be assigned as soon as possible after that infraction and all AEP/ASD time will be served consecutively.
- On a space available basis, a teacher may assign a student to AEP for a single class period without coming through the office. If this is done, the teacher must send/escort the student to AEP with the proper form and make appropriate arrangements with the AEP teacher.
- On a space available basis, a teacher may assign a student to AEP for a single class period for the purpose of making up work. If this is done, the teacher should make appropriate arrangements with the AEP instructor. This is NOT punishment and documentation is NOT required.
- The maximum capacity for AEP/ASD is 10 students.
- Only high school students will be allowed to attend AEP/ASD facilities. No student from any other school in the county may attend AEP/ASD here at the high school without consent of the high school principal.

Animals

No animals are to be brought to or boarded at school except those that would be used in a school approved activity or project or presentation such as biology activity or livestock judging. Animals brought to school for such purposes are to be properly secured and under supervision of a teacher.

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Attendance

Compulsory attendance law requires that all students are to be present in school every day and all day unless they have a valid excuse for the absence or tardy. Parents/guardians need to contact the school on the day of the absence to notify them when a child is absent. One of the following “valid excuse” documents must be sent to the school per guidelines in order for absences to be excused. All excuses must be turned into the attendance clerk within **3** days. Failure to meet this deadline will result in an unexcused absence. It is the responsibility of the parent/student to see that appropriate documents turned in to the attendance clerk to excuse any absences

Valid Excuses for excused absences/tardies

- **Parent note for sickness:** 3 days or 3 tardies or a combination totaling 3 per semester can be excused with a parent note explaining that the child was sick and unable to attend school. Only **three** parent notes per semester are allowed.
- **Medical statement for sickness:** Statements from doctors, other healthcare providers or school nurse will be accepted. Students are expected to return to school unless it is medically necessary to miss the entire day. **Students are allowed 10 medically excused absences per year. After the 10th medically excused absence. Medical form must be completed by the healthcare provider to excuse the absence.**
- **Death of family member:** A funeral home card will serve as the excuse.
- **Summons to court:** A copy of the court document **requiring** the student’s presence will serve as the excuse.
- **Extreme emergency:** These will be excused per school principal’s discretion.

Checking out: Once students arrive at school, they are not allowed to leave campus unless a pass is issued from the office. Students leaving school without this authorization will be considered truant and subject to school rules. Guidelines are as follows:

- Parents/legal guardians or those designated on MCHS checkout sheet must come and sign the student out.
- NO phone check outs will be allowed.
- If students leave for any reason other than those specifically listed in our attendance policy, it will be an unexcused absence.
- Students are allowed 1 hour from check out time to take the driver’s permit exam or driver’s license road test. Students that do not return within the one hour time limit will be counted tardy upon their return to school.
- Students over the age of 18, living alone, supporting themselves may check themselves out ONLY if parents/guardians have filled out the proper paperwork stating that the student is living on their own.
- Married students, regardless of age, can check themselves out.

Educational Enhancement Opportunity (EHO): Parents may request a principal to grant EHO status for students to be away from school to participate in activities of a special educational nature for a total of **10** days per year that are directly related to a specific core content area. EHO application must be submitted to the school **BEFORE** the date of the activity. EHO’s will NOT be approved during state, local and end of term/year testing.

Homebound instruction: Parents of students who must be out of school for five or more days should contact the school or central office regarding homebound instruction.

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Makeup work: Work from an excused absence will be allowed to be made up within a reasonable amount of time (2-3 days/each day missed). Makeup work will **not** be completed during the regular school day.

Unexcused Absences

Truancy: KRS 159.150: Any child whose absences or tardies accumulate to THREE or more days, without valid excuse is a TRUANT.

Habitual truancy: KRS 159.150: Any child who has been reported as a TRUANT two or more times is a HABITUAL TRUANT.

Procedures to address truancy and habitual truancy

- **Two** unexcused absences or tardies: Parents are notified by letter from the school that their child has unexcused absences/tardies and will be reported as being a TRUANT if the child has one more unexcused absence/tardy. Attendance policy will be attached to this letter.
- **Three** unexcused absences/tardies: A letter is sent from the school to the parents/guardians stating that the child has 3 unexcused absences/tardies and are being reported as a TRUANT.
- **Five** unexcused absences/tardies: A letter is sent from the school to the parents/guardians stating that the child has 5 unexcused absences or tardies and that they will be referred to the Director of Pupil Personnel (DPP) if they have one more unexcused absence/tardy.
- **Six** unexcused absences/tardies: DPP attempts a home visit and issues the final notice to the parents either in person or by certified mail. The final notice will remain in effect for 12 months from the date it is issued.
- **Seven** unexcused absences/tardies: DPP files a formal complaint with the Court Designated Worker or the County Attorney. See below:
 - **Students age 5-12:** Parents will be reported to the County Attorney which may lead to being charged with unlawful transaction with a minor.
 - **Students age 12-17:** Students will be reported to the Court Designated Worker.
 - **Students age 18 or older:** Students will be charged with habitual truancy with the County Attorney.
- Make up work for UNEXCUSED absences: Students with unexcused absences will be allowed to make up work at the teachers' discretion. Make up work will NOT be completed during the regular school day.

MCSDistance Attendance:

- Students will communicate with teachers daily via Google Classroom or email.
- Keeping in contact with your teacher(s), staying on track with work, and meeting deadlines will ensure you are counted for attendance.
- Truancy laws will apply to MCSDistance learning. To receive credit you must participate and stay up to date.
- If students are sick and have a parent note or doctor statement those should still be turned in.
- There will be times that students will need to log on via Google Meet to meet with teachers.
- Students may come in and meet with teachers by appointment during their regularly scheduled class time.
- If students get more than 2 days behind (no work submitted and no contact), parents will be contacted and you will be referred to administration.

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Other Attendance Details

- School level policy: Each school will determine school specific rewards for good attendance and consequences for poor attendance. Each SBDM council will make these decisions as well as others to best meet the needs of their students.
- Extra-curricular Program participation: Students not in attendance for the entire day will not be allowed to compete/perform/practice in extracurricular activities that day at or after school. The following exceptions will be taken into consideration: death of a relative, doctor's excuse, mandatory court appearance, special circumstances (to be determined by principal)
- KRS 159.051 requires attendance data to be used to determine if students have met requirements for permit/license. If noncompliant, students' permit/license will be revoked.
- Perfect attendance: The student must have ZERO absence events as well as no more than 4 tardies to have perfect attendance.

Definitions

Tardy: When a child arrives late or leaves early with the total amount of time missed 60 minutes or less.

Parent note: A statement written, signed & dated by parent/guardian explaining why child was absent or tardy. This can be used 3 times per semester. **Parent notes must be turned in to the attendance clerk within 3 days.**

Medical statement: An official statement signed by a Doctor or other Health Care Provider stating that the child was unable to attend school due to sickness. **Must be turned in to the office within 3 days.**

Monroe Medical Form: Required form when a student has 10 or more doctor's statements. The form must be completed by a Doctor or Health Care Provider for the absence to be excused.

Bags

In an effort to create a safer environment, we must limit the size of bags/purses that are brought into MCHS. Backpacks, other carry bags, and/or purses should be no bigger than 9" x 11" and be easy to visibly search upon opening them up. They should not have compartments that must be emptied or gone through in order to be checked. Bags will be searched as students bring them into the building. Athletic bags should be placed in coaches rooms or another common location.

Bullying/Hazing

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

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

- That occurs on school premises, on school-sponsored transportation or at a school-sponsored event
OR
- That disrupts the education process.

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

Actions not tolerated:

- Use of lewd, profane or vulgar language is prohibited.
- Behaviors such as hazing, bullying, menacing, taunting, intimidating, verbal or physical abuse of others, or other threatening behavior.

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- This policy extends to any/all student language or behavior including, but not limited to, use of electronic or online methods.
- These provisions shall NOT be interpreted to prohibit civil exchange of opinions or debate protected under the state or federal Constitutions where the opinion expressed does NOT otherwise materially or substantially disrupt the education process or intrude upon the rights of others.
- Students who violate this policy shall be subject to appropriate disciplinary action.

Reports: As provided in the District Code of Acceptable Behavior and Discipline, students that believe They are victims of bullying/hazing shall be provided with the process to enable them to report such Incidents to District personnel for appropriate action. Employees are expected to take reasonable and prudent action in situations involving student welfare and safety, including following District policy requirements for intervening and reporting to the principal or to their immediate supervisor those situations that threaten, harass, or endanger the safety of students, other staff members or visitors to the school or District. Such instances shall include, but are not limited to bullying or hazing of students and harassment/discrimination of staff, students or visitors of any party.

Students who believe they have been a victim of bullying or who have observed other students being bullied shall, as soon as reasonably practicable, report it. The District Code shall specify to whom reports of alleged instances of bullying or hazing shall be made. In serious instances of peer-to-peer bullying/hazing/harassment, employees must report to the alleged victim's Principal, as directed by Board policy 09.42811. The Principal/designee shall investigate and address alleged incidents of such Misbehavior. In certain cases, employees must do the following:

- Report bullying and hazing to appropriate law enforcement authorities as required by policy 09.2211 and
- Investigate and complete documentation as required by policy 09.42811 covering federally protected areas.

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. Harassment/discrimination allegations shall be governed by Policy 09.42811

Buses

Buses are for transporting students to and from school, and between schools. Monroe County School buses are equipped with monitoring devices. Students are subject to the same rules & regulations that apply to the in-school situations. If a student has continuous rule violations on a bus, that student's bus privileges will be taken away. They may also be suspended or expelled from school. The student and/or their parents/guardians will be expected to make restitution for damaged property on the bus. Bus passes should be requested before the end of 4th block.

Items on buses

- NO helium balloons are allowed on any school bus at any time.
- The Kentucky Department of Education, division of Pupil Transportation takes the position that students should NOT carry onto school buses any item, i.e. instruments, class projects, etc. that may block any aisle, doorway or exit.
- Glass items such as bottles, containers or vases should not be allowed.
- The Division has received many calls regarding what can and cannot be transported on a KY school bus. There are too many items to name, however, common sense should apply. Remember, a school bus is for transporting students, not other items.
- Items such as luggage, sports equipment, instruments, coolers, etc. should NOT be transported in the passenger compartment of a school bus.

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Cafeteria/Food

In order to keep the cafeteria clean and attractive, the following guidelines must be observed. Violations will result in disciplinary actions.

- Always use a tray & keep cartons, food and waste on the tray and return the tray to window.
- All food and drinks must be consumed in the cafeteria.
- Students are not to cut in front of other students in line. They should respect cafeteria staff.
- NO outside food or drink should be brought in from outside or delivered to school.
- Students can bring lunches from home. A secure refrigerated area will be provided to store their food.
- ALL students at MCHS will have access to two meals each day. We will also have a healthy snack cart available at certain times during the day and students will be able to purchase items.
- Snacks/drinks brought should be unopened in original packaging. Yeti type cups must be empty.
- NO extra caffeinated or energy drinks are allowed.
- Any students staying after school for an extended period of time (i.e. athletes, band students, after school programs, etc.) may have food delivered to them AFTER school hours. (MCHS staff will NOT be responsible for delivering food/drink to the student). They may also take advantage of the supper feeding when available.

Class Officers

Any Monroe County High School student who wishes to be a class officer must be passing ALL classes with at least a 2.5 GPA from last semester and have good behavior and attendance in order to qualify. Every effort will be made to ensure that ALL are given time and opportunity to vote.

Class Tardy Policy

Teachers must post attendance and check Infinite Campus each period to determine if a student is present or absent. If the student is listed as present and they did not report to class on time, they are considered tardy to class. Accounting for classroom tardies will be done by administration according to the student discipline grid. Extreme tardiness could result in MC Falcon Academy referral.

Club officers, Candidates, Escorts, Etc.

Any MCHS student representing the high school in any official school function, such as, but not limited to, club officer, homecoming candidate, escorts, school approved trips, etc, must be passing four (4) out of five (5) classes and have good attendance and behavior in order to qualify.

Corridor/Hall Pass

Students should NOT be out of class during class time without a corridor pass, signed agenda book, electronic sign in/out, etc. Students out of class must be accounted for by the teacher they are assigned to. No student will be allowed in the office without a valid pass.

Deadly weapons

This policy applies to students, staff members and visitors to the school.

- Carrying, bringing, using or possessing any dangerous or deadly weapon in any school building, on school grounds, in any school vehicle or at any school-sponsored activity is prohibited.
- Such weapons include, but are not limited to, any pistol, revolver, rifle, shotgun, air gun, arrow projecting device, etc. Also prohibited include: spring gun, slingshot, bludgeon, booby trap device brass knuckles or artificial knuckles of any kind, knives of any kind, or any other object that is carried for the purpose of inflicting injury on another.
- State law requires reporting any felony or misdemeanor involving deadly weapons, assault or alcohol or drug offense to law enforcement officials.

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Exceptions: An exception may be made for students participating in an authorized curricular or extracurricular activity or team involving the use of firearms and to those persons listed in KRS 527.

Posting: The Superintendent shall post the following notice in prominent locations in the schools, including, but not limited to, sports arenas, gymnasiums, stadiums, and cafeterias. The notice shall be at least six (6) inches and 14 inches wide and shall state:

UNLAWFUL POSSESSION OF WEAPONS ON SCHOOL PROPERTY IN KENTUCKY IS A FELONY PUNISHABLE BY A MAXIMUM OF FIVE (5) YEARS IN PRISON AND A TEN THOUSAND DOLLAR (\$10,000) FINE.

The *above* criminal penalty prohibiting the unlawful possession of a weapon on school property shall not apply to those persons listed in KRS 527.

Reporting: Employees of the District shall promptly make a report to the local police department, sheriff, Kentucky State Police, by telephone or otherwise, if they know or have reasonable cause to *believe* that conduct has occurred which constitutes the carrying, possession, or use of deadly weapon on the school.

Dress Code

General Expectations:

Appropriate dress is required for all students who attend Monroe Co. High School. An educational environment is not a casual social outing; therefore, a certain degree of decorum is expected. Those expectations are outlined below.

- Any apparel that attracts undue attention to itself and becomes a distraction to the school day will be responded to as deemed necessary by the administration.
- Students may not wear any apparel that displays the confederate flag or any type of discriminatory clothing.
- Students may NOT carry or wear anything that promotes gangs, drugs, alcohol, or tobacco products.
- Students may NOT carry or wear anything that promotes/suggests lewd/inappropriate messages and/or behaviors. ~ Sunglasses may NOT be worn in the building.
- No bandannas, combs (picks), or chains are to be worn or displayed. This includes but is not limited to bandanna worn around the arm or leg.
- No pajamas or lounge wear, including house shoes are to be worn.
- No caps/hats/head coverings (including hoods) are to be worn. They should be left in the locker during the school day.
- No slashes, cuts, or holes revealing skin above the knee.
- No micro or miniskirts/dresses.
- No halter tops or dresses that reveal the midriff or bare back.
- All shirts and tops must be long enough to be tucked in at the waist.
- No **sleeveless** shirts, tank tops, spaghetti strap tops, cut out T-shirts/muscle shirts, or fishnet shirts. No apparel can be worn indecently low below the waist. No sagging. Discretion of administration will be used.
- No long overcoats/trench coats can be worn unless permission is granted by the principal.
- No undergarments can be exposed.
- No clothing, jewelry or makeup of any type may be worn that are 1) a safety concern, 2) a public health concern, 3) promote illegal substances, or 4) are a distraction to the learning environment - all of which will be at the discretion of the administration.
- No revealing clothing shall be permitted, such as low cut tops that over-expose the chest area or back. (See specific expectations below)
- A student's body should be appropriately covered from just below their necks to at least their knees through a full range of motion (bending over, raising arms, etc). Clothing should fit appropriately.
- When deemed necessary by the school board and local health department, students must wear masks.

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Specific Expectations:

Pants/Shorts/Skirts/Dresses

- Pants must be worn at the waist--NO Sagging.
- No holes with exposed skin above the knees.
- No spandex, yoga pants, or leggings/jeggings are allowed. No body conforming shorts or pants (**unless worn under a top layer garment that extend to the thighs**)
- Shorts and skirts/dresses must be **knee length**. (A credit card width leeway will be recognized)

Shirts

- Must be sufficient length to stay tucked in when arms are raised.
- No Sleeveless shirts are permitted. Must have sleeves at least the width of a credit card.
- No low cut or backless shirts. Shirts must NOT extend below the first 1-2" of the shoulder blade.
- If the shirt is see-through (sheer), appropriate undergarment that meets dress code must be worn.
- No bra straps should be visible.

Coats/Jackets/Gloves

- Oversized coats or jackets are not to be worn in the building. Our building is maintained at a suitable and comfortable temperature.
- No gloves inside the classroom.

Shoes/Boots (Appropriate Footwear)

- Appropriate footwear must be worn inside the building.

Head covering

- No caps, hats, head coverings, hoods are to be worn.

Sunglasses

- Students will NOT be allowed to wear sunglasses during regular school hours without a written doctor's excuse stating the medical condition requiring sunglasses, and the approximate time the sunglasses will be required to be worn for that specific medical condition.

Masks

- Students must wear masks when and wherever mandated in order to lessen the chance of transmitting communicable disease.

A student's body should be appropriately covered from just below their neck to their knees through a full range of motion. Administration shall have the right to make an interpretation on the appropriateness of any type of clothing. Any student not dressed properly in the opinion of the principal or his designee will be detained in the office until such time that proper arrangements can be made. These include:

- Appropriate clothing can be delivered to the school.
- The school youth services program can (if available) provide acceptable clothing.
- The student will be suspended from school for the day if they fail to cooperate.
- If this becomes a recurring problem, then further disciplinary action may be required.

Email

Email accounts provided by the school are a privilege. They should be used for school related business. Infractions related to email could result in loss of the email account/suspension of internet privileges.

Consult the Monroe County School District's Acceptable Use Policy for Students for more detailed information related to the use of electronic media, telecommunications and Internet privileges.

Emergency Alert

During an emergency alert (such as tornado, etc.) no student will be allowed to leave unless the parent/guardian comes to school in person and checks the student out. Also, during the alert all passes will be cancelled or postponed until the alert is over and it is deemed safe for the student to leave.

Extended School Services

When extended school services are available, students will have the opportunity to participate in the morning and after school tutoring. Students should sign in with the teacher they are working with.

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Falcon Academy

The Falcon Academy works with all schools to provide an alternative program for at-risk students. Students referred to MCFA complete credits with access to certified staff. Opportunities offered by this program include, but are not limited to:

- Recover credits
- Behavior counseling/modification
- Truancy intervention
- Conflict resolution
- Counseling from community based organizations
- Substance abuse referral
- Transitional services
- Court services

Gym

The gym is off limits to all students or outsiders unless they are being supervised in a class situation. The gym is a classroom for PE (physical education) classes and students who have no official capacity to conduct business with the teachers using the gym are considered out of place and are subject to punishment. All students that use the gym floor must have approved gym shoes.

Harassment/Discrimination

Harassment/Discrimination is prohibited at all times on school property and off school grounds during school sponsored activities. This prohibition also applies to visitors to the school who may come into contact with employees and students. (Acts of harassment/discrimination based on sex may be committed by persons of the same or the opposite sex.)

Definition: Harassment/Discrimination is unlawful behavior based on student's race, color, national origin, age, religion, marital or parental status, political affiliations or beliefs, sex, sexual orientation, gender identity, gender expression, veteran status or disability. It is intimidation that is sufficiently severe, pervasive or objectively offensive so as to adversely affect a student's education or create a hostile or abusive educational environment. by threats of or actual physical violence; the creation, by whatever means, of a climate of hostility, or intimidation, or the use of language, conduct, or symbols in such manner as to be commonly understood to convey hatred, contempt, or prejudice or to have the effect of insulting or stigmatizing an individual.

The provisions of this policy shall not be interpreted as applying to speech otherwise protected under the state or federal constitutions where the speech does not otherwise materially or substantially disrupt the educational process, as defined by policy 09.426 or where it does not violate provisions of Policy 09.422.

District staff shall provide for a prompt and equitable resolution of complaints concerning harassment/discrimination.

Guidelines: Students who believe they or any other student, employee, or visitor is being or has been subjected to harassment/discrimination shall, as soon as reasonably practicable, report it. In each building, the Principal is the person responsible for receiving reports of harassment/discrimination at the building level. Otherwise, reports of harassment/discrimination may be made directly to the Superintendent. Additionally, if sexual discrimination or harassment is being alleged, reports may be made directly to the District Title IX Coordinator. Complaints of harassment/discrimination, whether verbal or written, shall lead to a documented investigation and a written report.

Employees who believe prohibited behavior is occurring or has occurred shall notify the victim's Principal, who shall immediately forward the information to the Superintendent. The Superintendent shall develop grievance/complaint procedures providing for:

- Investigation of allegations of harassment/discrimination to include the submission of a written report of all findings of an investigation, regardless of the manner in which the complaint is communicated to a District administrator.
- Establishment of measures to provide confidentiality in the complaint process.

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- A process to identify and employ methods to correct and prevent recurrence of the harassment/discrimination.
- A process where the provisions of this policy are disseminated in writing annually to all staff and students
- Age appropriate training explaining prohibited behaviors and the necessity for prompt reporting of alleged harassment/discrimination and
- Alternate methods of filing complaints for individuals with disabilities and others who may need accommodation.

Prohibited Conduct: Depending on the circumstances and facts of the situation, and within the definition of harassment/discrimination contained in this policy, examples of conduct and/or actions could be considered a violation of this policy include, but are not limited to:

- Any nicknames, slurs, stories, jokes, written materials or pictures that are lewd, vulgar, or profane and relate to any of the protected categories listed in the definition of harassment/ discrimination contained in this policy
- Instances involving sexual violence
- Implied or overt threats of physical violence or acts of aggression or assault based on any of the protected categories.
- Seeking to involve students with disabilities in antisocial, dangerous or criminal activity where the students, because of disability, are unable to comprehend fully or consent to the activity
- Destroying or damaging an individual's property based on any of the protected categories; and
- Unwanted touching, sexual advances, requests for sexual favors, and spreading sexual rumors.

Sexual harassment shall include, but not be limited to, unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when

- Submission to such conduct is made either explicitly or implicitly a term or condition of a student's academic advancement or participation in school programs or activities or
- Submission to or rejection of such conduct by a student is used as the basis for decisions affecting the student or
- Such conduct has the purpose or effect of unreasonably interfering with a student's performance or creating an intimidating, hostile or offensive learning environment.

When sexual harassment is alleged, the District's Title IX Coordinator, as designated in the student handbook/code, shall be notified.

Disciplinary Action: Students who engage in harassment/discrimination of an employee or another student on the basis of any of the areas mentioned above shall be subject to disciplinary action, including but not limited to suspension and expulsion.

Retaliation Prohibited: No one shall retaliate against an employee or student because s/he submits a grievance which s/he believes to be true, assisted or participated in an investigation, proceeding or hearing regarding the charge of harassment/discrimination or opposes language or conduct that violates this policy.

Notifications: Within twenty-four (24) hours of receiving a serious allegation of harassment/discrimination, District personnel shall attempt to notify parents of both student victims and students who have been accused of harassment/discrimination.

In circumstances also involving suspected child abuse, additional notification shall be required by law. (See policy 09.227).

Confidentiality: District employees involved in the investigation of complaints shall respect, as much as possible, the privacy and anonymity of both victims and persons accused of violations.

Appeal: Upon the completion of the investigation and correction of the conditions leading to the harassment/discrimination, any party may appeal in writing any part of the findings and corrective actions to the Superintendent.

If a supervisor is an alleged party in the harassment/discrimination complaint, procedures shall also provide for addressing the complaint to a higher level of authority. Failure by employees to initiate an investigation of alleged harassment/discrimination, to follow approved procedures, or to take corrective action shall be cause for disciplinary action.

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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.

Any harassment/discrimination should be reported immediately to a principal or guidance counselor. The Monroe County Harassment Policy/Procedures will be used to determine appropriate course of action.

IOUs

- Any student owing an IOU from previous years will not be allowed to participate in extracurricular activities until the IOU is paid in full.
- Teachers and coaches in charge of their respective clubs/organizations are responsible for enforcing the policy.
- Senior IOUs must be accounted for prior to graduation. They will be notified of unaccounted items and every effort will be made so the student can clear the obligations.
- Failure of students to take care of these obligations will result in their diploma being held until the obligations have been cleared.

Knives

Students are prohibited from bringing or carrying any/all knives such as pocket, hunting, fishing, utility or any other type of cutting instrument with a sharp or dull blade. Cutting knives, tools, utensils may be used in classrooms, shops and labs ONLY under the supervision of instructors following proper safety training.

Laser Pointers

Laser pointers are forbidden at MCHS by anyone at any age. This includes not only at school, but also at any school sponsored event here or away from school grounds or traveling to and from such an event. Any person with a laser pointer will have it confiscated, parents/guardians contacted and will be dealt with at the discretion of the administration.

Library/Media Center

Mission

The MCHS Library Media Centers Mission is to provide a learning environment through technology and literature and to promote responsible digital citizenship within the school.

Vision

The MCHS Library Media Center will aid in the development of all students to ensure that they are equipped for a successful future and in turn be assets to their community.

The school's library hours are 7:35 a.m. until 3:00 p.m. Extended time is available upon request.

The librarian has the responsibility of scheduling classes to use the library and NO class will be permitted to meet there unless it has been scheduled and approved by the librarian. It must be realized that the facility is limited in space and accommodation. However, teachers are definitely encouraged to utilize this facility and take advantage of its resources.

Library Procedures

- Students do not have a scheduled library time. Students are welcome to visit the media center anytime during the school day with teacher permission.
- Teachers must check with the library before sending students down to use the library. Students must also check in and out of the library each time they enter and exit on the computer at the circulation desk.

Student checkout

- The limit on checkout is 2 items. Students may check out books any time.
- Books are checked out for two weeks. Please feel free to return or renew your book before the due date.
- Due dates are stamped in the back cover of each book to let students know when their item is due.

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- An overdue fee of .05 cents every school day is charged for late items.
- If you are returning an item that is not overdue, please place it in the book drop.
- **Reference material** can be checked out during class periods. All items need to be returned at the end of each school day. Failure to do so will result in a fine of \$1.00 per day until returned.
- MCHS carries many **magazine** titles. Please feel free to browse our selection.

Library Collection

Chromebooks and Computers

- Computers in the library media center are to be used for research by students in classes that are scheduled in the library.
- Students who need to type reports, etc. need to do this in one of the three computer labs.
- Teachers must check with the librarian before sending students to the library to use a computer.
- The library has a set of 32 chromebooks that teachers are able to check out for their class. Teachers need to reserve the chromebook in advance.
- Students are able to check out a single chromebook for an **hour** each day if there is one available at the time they need it. If the chromebook is not returned within the hour there will be a \$1.00 fine per hour returned late to the media center.
- There are also 8 computers located in the back of the library where students can use them for school related work. Teachers must check with the library before sending students down to use computers.

Books

- Books from the MCHS Library Media Center can be checked out for two weeks.
- If books are not rechecked or returned within these two weeks, students are charged five cents per day for every day the book is not returned.
- If a book is lost, the student must pay the cost of the book as recorded in accession record.

Periodicals

- The current issue of all magazines are kept in the media center.
- Audio-visual collection- This collection is for teachers' use and includes equipment, CDs, DVDs, etc.

Locker Regulations

- Pupils must use the locker they have been assigned unless given permission from the office to change.
- Lockers are school property and students are responsible for any damage due to mistreatment.
- The principal is instructed by the Board of Education to conduct a locker search if he/she deems it necessary for the safety and well-being of the school community.
- A lock is issued to each student at the beginning of the school year and if it is lost or stolen, the student must bear the expense of \$8.00 (non-refundable) to replace the lock.
- Lockers are subject to search without warning or prior notice.
- If students use a personal lock, locks will be cut off if a search is necessary.

Medications

- Medications must be stored in a secure, locked cabinet accessible only to authorized school personnel. The school will keep all records and administer all medicines to students.
- A student may be permitted to carry medication that has been prescribed, or ordered by a health care practitioner to stay on or with the pupil, due to a pressing medical need.
- Provided the parent/guardian & health care practitioner files a completed authorization form each year, as required by law, a student under treatment for asthma, diabetes, or at risk of anaphylaxis shall be permitted to self-administer medication.
- Parents are required to fill out and sign a form for prescribed medication.
- Students shall NOT share any prescription or over-the-counter medication with another student.
- All prescribed medications must be in the original pharmacy container with the prescription label attached which should include: student's name, type of medication, dosage, strength and directions for use including frequency, duration, and mode of administration, prescriber's name and pharmacy name, address and number. Labels that have been altered in any way will NOT be accepted.

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- Only the school nurse/medically trained personnel, with the parent signed permission, can issue any medication.
- All medication given must be documented on a medication log containing signature(s) of person(s) administering medication and dosage administered and kept on file.
- If a child refuses medication or is uncooperative during administration, parent/guardian will be contacted and medication administration may be omitted.
- Any medicines left here at the end of the year will be destroyed.

Memorial Policy

For the good of our student body and to ensure that parents and friends not in the school system are able to attend, all memorials will be held after school hours, when school is not in session. Also, these memorials will be held only for those students who have passed away while they are enrolled at Monroe County High School. All after-school activities will be halted during the memorial services.

No Pass/No Drive Law

The “No Pass/No Drive” statute results in the denial or revocation of the student’s driver’s license for academic deficiency, for dropping out of school or for excessive unexcused absences.

- Monroe County High School will have a principal or guidance counselor designated to account for and maintain all records necessary for the implementation of this policy.
- The designee will notify the Kentucky Transportation Cabinet when a student is academically deficient, withdraws from school or accrues nine or more unexcused absence events in the preceding semester.
- The Transportation Cabinet will then revoke the student’s driver’s license or deny the student from obtaining the permit/license.
- Students may request reinstatement from the school’s NP/ND coordinator at the conclusion of the next concurrent nine week grading period, providing the student is NOT a truant and is passing a minimum of 4 out of 5 classes when grades for that period are reported.
- If students that are reinstated fail to maintain required attendance and academic requirements, they will be reported to the KY Department of Transportation Cabinet for revocation of privilege at the conclusion of the next recurring nine week period.

Definitions

Dropping out of school: Student withdraws from school for any reason before the age of 18.

Excessive unexcused absences: Nine (9) or more unexcused absence events in the preceding semester.

Academic deficiency: Student is failing one or more classes (5 x 5 block schedule) in the preceding Semester.

Personal Belongings

Monroe County High School is not responsible for lost or stolen items and will not reimburse students for said items.

- Individuals responsible for the theft of items at school, on school grounds or at school sponsored events will be disciplined according to the student handbook and could face criminal prosecution.
- Responsibility of reimbursement for stolen items rests solely with students/individuals determined to have stolen or taken said items.
- **Students are encouraged to be aware of theft, which, unfortunately, does exist in school. Do NOT leave anything of value unprotected.**
- In Physical Education classes be sure to turn in money or anything of value to your instructor while your class is in progress. Dressing rooms are favorite targets for thieves.

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Playing cards/games

There will be NO card/game playing during class time at MCHS. Games may be utilized for review/educational purposes ONLY.

Senior Prom/Junior Fling

One of the highlights for the juniors and seniors is the Sr. prom and Jr. fling. If the prom/fling is to continue at Monroe County High School, proper attitudes and behaviors must reflect the overall philosophy of school and must be demonstrated.

- Students must be enrolled to attend the event.
- Any student attending the prom/fling is expected to be in attendance the day of/before the event.
- All Jrs./Srs. attending the prom/fling will be required to have a prom/fling permission form signed by a parent or guardian and returned in a timely fashion as directed.
- Guests of Jrs./Srs. that are enrolled at another school are required to have a "student in good standing" form completed by the administration of their respective school. It is the Jrs./Srs. responsibility to get this form from the office, get it completed and turned back into the office in a timely manner.
- Failure to follow the policy set forth will result in the student not being allowed to attend the prom. If a student is not allowed to attend the prom, the cost of their ticket(s) will be refunded.
- The administration of Monroe County High School reserves the right to remove anyone at any school event that may disrupt the harmony of the event or anyone that causes a safety concern for others.

Student Drivers

Driving to school and parking on campus is a privilege. Anyone who parks on school grounds does so accepting full responsibility for their vehicle. Damage, lost or stolen items are not the responsibility of MCHS. Traffic on this campus can be very dangerous as almost 60% of our students ride to and from school in automobiles other than buses. Speed bumps, handicapped parking, numbered parking spaces, street lights, police & faculty supervision is provided to cut down on this danger, but nothing can take the place of a safe and alert driver. In order to park on campus during the school day, students must have a parking pass. Choice of space is determined by grade level and previous year attendance. The cost of the pass is \$10.00 regardless of date issued. Any student who loses a pass must buy a replacement one. **Students parking without a proper permit can be ticketed/towed.** Students are permitted to drive only properly licensed motor vehicles to and from school. Only licensed drivers may park on campus.

Driving and/or parking on campus require following rules outlined below:

- Stay in lanes--NO passing on school grounds or cutting across parking lot.
- Obeying the speed limit (5 mph) on school grounds.
- NO passing school buses.
- Yield to buses and pedestrians on the school campus.
- Do not park in handicapped zone unless you are authorized.
- Be courteous.
- Students are not to be transported in the back of a pick-up or trunk/hatch of a car.
- Cars/trucks should have an appropriate number of passengers supported by the number of seat belts.
- At the end of the day, students must exit on the Old Mulkey Rd side while there are still buses with students on campus.
- Traffic on the front exit has the right of way.
- Student vehicles should NOT exit by MC Middle School (Gamaliel Rd) until all buses have left campus.
- Vehicles are not to be on the grass at any time.
- Any student whose driving privileges are revoked may NOT drive any other vehicle to school. No other student can drive that student's whose privileges are revoked to school.
- Students needing to return to their cars during the day must be escorted.
- Students should NOT move cars or be in cars during the school day.

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- Any student leaving without permission/checking out will be disciplined with possible loss of driving privileges.
- ANY vehicle parked on campus is subject to be searched at any time without prior notification
- The front parking lot is for STAFF & VISITORS only--NO STUDENT IS ALLOWED TO PARK IN THE FRONT.
- The wellness center is for wellness center staff and visitors--NO STUDENT IS ALLOWED TO PARK AT THE WELLNESS CENTER AND WALK OVER.

Student Restraint & Seclusion Policy

- MCHS will follow the district wide physical restraint & seclusion policy. When the situation arises that a student may need to be restrained, the SRO is in charge and will restrain that student as per his training and as the situation warrants.
- 704 KAR 7:160 requires all school personnel to be trained annually on the use of positive behavioral supports and interventions. A team of individuals selected annually to be trained to respond to dangerous behavior and are authorized to implement physical restraint of students.
- Use of physical restraint by all school personnel is permitted when a student's behavior poses imminent danger of physical harm to self or others in clearly unavoidable emergency circumstances.
- Personnel shall use only the amount of force reasonably believed necessary to protect the student or others from imminent danger of physical harm.
- In such situations, staff who have not had core team training shall physically restrain students, but shall summon core trained school personnel as soon as possible.
- Seclusion refers to confining a student to a room or area that prevents them from leaving. This may be necessary only if the student poses an imminent danger of physical harm to self or others and less restrictive interventions have been ineffective.
- Students will be supervised/monitored by staff trained to use seclusion.

Telecommunication Devices/Radios/CD Players

While on school property or while attending school-sponsored activities, students shall be permitted to possess and use personal telecommunication devices provided the following guidelines are followed:

- Students are allowed to use/listen to CD players/devices during breakfast & lunch only.
- Devices are not to be used during classes/activities unless approved by a teacher/sponsor/coach for use during an activity or assignment.
- Devices should be placed in the designated location until the end of class.
- Devices shall NOT be used in a manner that disrupts the educational process, including but not limited to, posing a threat to academic integrity or violating confidentiality or privacy rights of another individual.
- Students may use devices during extracurricular activities held before or after regular school hours.
- Students shall be responsible for keeping up with devices they bring to school. The District shall NOT be responsible for loss, theft or destruction of devices brought onto school property.
- Students shall NOT use text messaging to communicate with teachers/staff.
- Students shall NOT use a device in a manner that would violate the District's Acceptable Use Policy or its Code of Acceptable Behavior and Discipline.
- Staff may confiscate devices if they become a disruption to the learning environment.
- Failure to cooperate will result in disciplinary action.

Terroristic Threatening

Threats to our students and school staff are totally unacceptable and will not be tolerated. School district officials (in coordination with responding law enforcement agencies) will **pursue immediate legal charges for felony terroristic threatening in the second degree, to the absolute fullest extent of the law, against ANYONE who makes such threats, including students.**

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

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

- Makes false statements by any means, including by electronic communication, for the purpose of:
 - Causing evacuation of a school building, school property, or school-sanctioned activity;
 - Causing cancellation of school classes or school-sanctioned activity; or
 - Creating fear of serious bodily harm among students, parents, or school personnel

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Threats of Violence/Intimidation

Upon receipt of a threat, the following steps will be taken:

- Students will be taken to the office and/or detained in a secure location while investigation is conducted.
- Evidence will be gathered to provide clarity of the situation and the extent of the threat.
- Witness statements will be written and filed with the incident paperwork.
- Parents/guardians will be contacted and asked to come in for a conference with administration.
- Information may be turned over to law enforcement officials.
- Threat assessment must take place before students can return to school.

Use of Office Telephone

- Students should have a pass in order to use the phone in the office.
- Students are not allowed to use outside-line phones in the classrooms.
- Office phones are to be used in case of emergency, such as sickness or injury.
- No calls are to be made without principal permission.
- Parents are encouraged to contact the school if students are needed for anything.

Vending Machines

Vending machines are to be used at your own risk. NO refunds of any type can be given to anyone. Machines will only be operational at certain times during the day. The following guidelines will serve to direct the sale of snacks and drinks at Monroe County High School.

- No drinks/snacks purchased until 30 minutes after lunch.
- May be taken to class only upon approval of the teacher.
- No drinks/snacks can be taken to the cafeteria during lunch hour (Federal requirement)
- No drinks/snacks permitted in the computer lab.

Visitor Policy

No persons shall be permitted in the school building or on school grounds except under the direct supervision of principals and/or staff members.

- A “visitor” is considered to be someone who has legitimate business at the high school or has an acceptable reason approved by the office.
- No student visitors will be allowed due to safety and security reasons
- Any person visiting must first obtain a VISITOR’S PASS from the front office.
- Anyone entering the building/school sponsored events may be required to pass through metal detectors and/or be searched.
- No solicitation will be allowed at school, on school grounds or at school sponsored events without prior approval.

ACADEMICS

Credit Requirements

MCHS recognizes one diploma system. The following credits are required to earn a diploma:

English	4 credits	Eng I, II, III, IV (Must take a LArts course each year)
Math	4 credits	Algebra I, Geometry, Algebra II & College Algebra or Business Math (Must take a math course each year)
Science	3 credits	Integrated Science, Biology & Earth/Space or Chemistry I
S. Studies	3 credits	Econ/Geography/Government, World History & US History
Fine Arts	1 credit	Fine Arts or Art Appreciation or 3 credits in Art/Music
Health	½ credit	Health
PE	½ credit	Physical Education
Electives	10 credits	See MCHS Course Catalog

Students must have 22 credits by Christmas to be eligible to participate in graduation.

For more detailed information on courses offered see MCHS Course Catalog.

Credits required for promotion

- 6 credits required to be a Sophomore
- 12 credits required to be a Junior
- 18 credits required to be a Senior
- Seniors must complete 6 credits during 12th grade in order to graduate from MCHS

Civics Test

Students earning a regular diploma must pass a civics test made up of 100 questions selected from the civics test administered to persons seeking to become naturalized citizens.

- Minimum score of sixty percent (60%) is required to pass the test.
- The test has been approved by the local Board of Education.
- The test will be a part of the 9th grade Social Studies curriculum.
- Students may take the test as many times as needed to pass.

College Days for Seniors

Students may visit the college or post-secondary institution of their choice 3 days during their senior year.

Students need to present a valid appointment card or other verification of an appointment to a guidance counselor in order to schedule this day. Only one day per Senior will be allowed. A college day request form must be filled out and turned in to the office at least a day prior to the college day in order for it to be school approved. These will not be granted during the final 15 days of the year.

Dual Credit

Dual credit allows high school students to earn college credit at a reduced rate per class than traditional college classes, while getting credits needed to graduate high school. Dual credit courses follow the college curriculum and requirements as well as the college grading scale (AP weighted scale) Currently MCHS offers dual credit with the following institutions:

- Campbellsville University
- Eastern Kentucky University
- Murray State University
- South Central Kentucky Community & Technical College
- Western Kentucky University

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When considering dual credit, please keep in mind:

- There is a fee for ALL dual credit courses.
- The fee varies from college to college and is subject to change without advance notice.
- If a student fails a dual credit class the 1st semester, he/she will NOT be allowed to take dual credit classes the 2nd semester.
- ONLY classes listed on the student's MCHS schedule will appear on his/her high school transcript.
- Each institution (College or University) has their own specific requirements for admittance into their program.
- When enrolled in dual credit courses, students are college students and must adhere to the deadlines, guidelines, attendance requirements, etc set forth by the college & instructors.
- If you have any issues with your college classes, you MUST contact your college professors.

For more detailed information about dual credit, please see the dual credit handbook.

Early Graduation

Students wishing to follow an early graduation pathway shall notify the Principal prior to the beginning of grade nine (9) or as soon thereafter as the intent is known, but within the first thirty (30) school days of the academic year in which they wish to graduate. Students working toward receipt of Early Graduation Certificate shall:

- Be supported by development and monitoring of an ILP to support their efforts
- Score proficient or higher on the state-required assessments
- Meet college readiness exam benchmarks established 13 KAR 2:020 for placement in credit-bearing courses without the need for remediation
- Be awarded a diploma and an Early Graduation Certificate if they have met all applicable legal requirements.
- Students indicating intent to graduate early may participate in the student's state administration of the college readiness exam prior to the junior year, if needed.

GPA

- Colleges require GPAs (Grade Point Average) be figured on a 4.0 scale for scholarship consideration and admission purposes; therefore all GPAs at MCHS will be based on 4.0 scale.
- Class rankings will be on a weighted scale.
- CP (College Prep), AP (Advanced Placement) & DC (Dual Credit) courses are weighted differently from general courses. Weighted scale is as follows:

AP Course	A	5.0 quality points
DC Course	A	5.0 quality points
CP Course	A	4.5 quality points
General Course	A	4.0 quality points

Grading Scale

The scale will be used for ALL levels of classes:

90-100	A
80-89	B
70-79	C
60-69	D
0-59	F

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Graduation Policy

Requirements to earn a diploma and participate in the graduation ceremony:

- Earn a minimum of 26 credits in prescribed areas (must earn 22 by Christmas of senior year).
- Complete a minimum of 15 community service/volunteer hours during their senior year. (Amended for students graduating in 20 & 21)
- Be post-secondary ready based upon state requirements.
- Complete an approved senior project/presentation, etc. (Amended for students graduating in 20 & 21)
- Pass Civics Test with at least 60%.
- Demonstrate performance based competency in technology.
- All fees owed must be paid before a student can receive their diploma.

2019-2020 Incoming Freshmen and all classes that follow MUST also complete 1 or more of the following qualifiers:

- Satisfy pre-college curriculum
- Benchmark score in 1 section of a college admissions OR placement exam.
- Complete 3 or more post secondary credit hours of KDE approved dual credit with a grade of C or higher.
- Complete 1 AP course and complete assessment with a 3 or higher.
- Earn an approved Industry Certification.
- Complete 4 courses within a KDE approved career pathway
- Two years of KDE or Kentucky Labor Cabinet approved pre-apprenticeship or apprenticeship
- KDE approved process to approve 500 hours of exceptional work experience OR alternative requirements as prescribed in a student's IEP.

2020-2021 Incoming Freshmen and all classes that follow MUST also demonstrate competence in reading & math by meeting at least 1 of the following:

- Score at least apprentice (minimum criteria), on 10th grade state reading & math assessment. Students will retake up to twice a year in 11th & 12th grades if necessary.
- Score at least proficient in reading and/or math on the 8th grade state required assessment.
- Principal may submit a collection of evidence including ILP with transcript, evidence of progress on measurable IEP goals (if applicable), performance on 10th grade assessments in reading & math and interventions targeted to student's needs to show support was available to help students meet their target in these areas.
- Receive instruction in Financial Literacy
- Demonstrate essential workplace skills

Graduation ceremony:

- To be eligible to walk the line at graduation, a senior must have earned a minimum of 22 credits by the end of the 1st semester (December) of their senior year.
- They **MUST** successfully complete the required credits and fulfill ALL requirements.
- Students **MUST** take part in practice in order to be in proper placement during the ceremony.
- Exceptions include death of an immediate relative, court appearance, college class, standardized testing, extraordinary/unusual circumstances to be determined by the administration.

Graduation and awards day seating:

- Row 1 will include the valedictorian, salutatorian, class officers and Gatton Academy Scholar(s)
- Remaining students will be seated by the administration.

Dress Code:

- Seniors will be required to dress appropriately for the occasion.
- Boys should wear a shirt with a collar, long dress pants and dress shoes.
- Girls should wear dress pants, dresses/skirts, and dress code appropriate tops with dress shoes.
- No athletic shoes or jeans are to be worn.
- No beach style flip-flops may be worn.
- No attire or jewelry that distracts from the ceremony will be allowed.
- No sunglasses are to be worn.

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- Masks will be worn when necessary.
- Caps and gowns are not to be altered by writing, graphics, or any other decorations.
- Appropriateness of apparel for each student will be determined before each event by senior sponsors and administration.
- Students not following the dress code will change the inappropriate clothing or jewelry articles.
- Refusal will result in forfeit of participation in the ceremony.

Content awards will be given during graduation in Math, English, Science & Social Studies.

Requirements are:

- Math: Algebra I CP, Algebra II CP, Geometry CP, and one additional CP or higher math course (College Algebra, Pre-Calculus, Calculus or Trigonometry)
- English: English I CP, English II CP, English III AP, English IV AP or Dual Credit English course.
- Science: Integrated Science, Biology, Chemistry I CP and Anatomy & Physiology
- Social Studies: Economics/Geography/Government, World Civilization, US History AP
- The top 4 academic awards will be determined on a weighted scale, same as class rankings.
- AP/Dual Credit Class (A)--5.0 pts, College Prep Class (A)--4.5 pts, General Class (A)--4.0 pts.
- Ties are broken by going back to numerical average from each class taken.
- The scale is based on 0-100.
- Preference will be given to those students taking advanced level courses, such as CP, AP, Dual credit or Advanced Apex Courses.

Student recognition:

- Summa Cum Laude--Diploma of distinction--Weighted GPA of 3.8 & above
- Magna Cum Laude--Diploma of great honor--Weighted GPA of 3.5-3.79
- Cum Laude--Diploma of honor--Weighted GPA of 3.0-3.49
- Students will receive graduation sash/cord indicating their accomplishment
- Each will be a different color determined by administration and senior sponsors.
- Sashes/cords will be presented to seniors before graduation.
- Valedictorian: The student with the highest weighted GPA (Ranked #1 in the class) will be recognized as the valedictorian.
- Salutatorian: The student with the second highest weighted GPA (Ranked #2 in the class) will be recognized as the salutatorian.
- In the event of a tie, a numerical average from each class taken will be used to determine the rank order/top two positions. The numerical scale will be based on 0-100.

Speakers:

- The top two scholars (Valedictorian & Salutatorian) will address the class during the graduation ceremony with a speech no more than 3 minutes.
- The class president & vice president will participate in ceremonies under the direction of the administration.
- If a graduate has attended the Gatton Academy, that student(s) will be allowed to address the class with a speech of no more than 3 minutes.
- All ceremony speeches must be submitted one day in advance to administration for review and approval.
- The speeches shall not exceed 3 minutes in length.
- Delivery of the speech must be appropriate.
- If deemed inappropriate or in poor taste by the administration, the student's diploma will be held according to the graduation policy.

Diplomas:

- Students will receive diploma covers during roll call. NO diplomas will be given out during graduation.
- The Chairman of the Monroe County Board of Education will present diploma covers.
- Diplomas, grade cards and transcripts will be provided for each student following graduation from senior advisory teachers, provided ALL the conditions of the graduation policy have been successfully met by the student.
- Other pick up times can be arranged by calling the guidance office.

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Ceremony:

- Behavior that distracts from the ceremony or acts of disrespect toward presenters, guests, or classmates will result in diplomas being held by administration.
- Prohibited items for the graduation and or awards ceremony include but are not limited to: silly string, marbles, marshmallows, water/squirt guns, sunglasses, food/drink, disruptive cell phones, any items handed to or given to presenters/speakers or other items/behaviors that detract from the formality of the ceremony.
- Diplomas, grade cards, and transcripts will be held until the student and administration make arrangements such that the student completes twelve (12) hours of community service at the school.
- Community service will be under the direct supervision of custodial staff.
- Successful completion will be determined by the administration.

An agreement of understanding must be signed by student and parent/guardian acknowledging the acceptance of the policy.

Monroe County School of Innovation (MCSI)

Students must apply for the Monroe County School of Innovation. The program is designed to help students go above and beyond in order to focus on one of the following goals.

- Earn an associates degree
- Apply for leadership academies like Gatton & Craft
- Focus on Fine Arts (Music, Art, Drama)
- Graduate Early

For more information on the school of innovation, consult the MCSI handbook.

Performance Based Credit

Performance based refers to credits earned by a student outside the traditional structure of a 120-hour course.

The program must include the minimum content as specified in the *Kentucky Academic Standards* and/or Career or Technical Education Programs of Study and provides the student opportunity to learn the standards.

Performance based credit may be awarded for these types of courses:

- Course work that allows satisfactory demonstration of learning.
- Course work that constitutes satisfactory demonstration of learning in a course for which the student failed to earn credit when the course was previously taken.
- Standards-based portfolios, including senior year or capstone projects.
- Standards-based online or other technology-mediated courses.
- Standards-based dual credit or other equivalency courses.
- Standards-based internship, cooperative-learning experience or other supervised learning experience in the school and the community.

Progress Reports

- Progress reports will NOT be sent home. Parents and students are encouraged to use the IC parent portal to keep track of progress.
- Grade cards will be sent home 4 times a year at the end of each 9 week term.
- Academic progress is also monitored by MCHS administration. RTI (Response to Intervention) for required core content courses will be assigned as needed and may result in pulling students from electives.
- Students enrolled in online dual credit courses will not receive progress grades from MCHS; only final grades sent from the college/university will be placed on student transcripts.
- Students enrolled in APEX courses should track their progress through Apex. Final grade in apex courses will be placed on student transcripts.

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Scholarships

Several scholarships are offered at MCHS from outside agencies. Most of these have their own requirements, deadlines & selection committee. In the event that a scholarship committee is needed it will consist of the head principal, or his/her designee, one of the guidance persons, one teacher, and one lay person..

Senior Breakfast/Senior Day

Senior breakfast is provided by community members to honor the seniors with breakfast and an inspirational/motivational program.

- This is NOT a public event.
- Students are expected to be dressed appropriately. Young ladies should wear dresses/dress pants. Gentlemen should wear khakis and a button up shirt.
- Attendance will be taken. Students should be at the church by 8:00 in order to be counted in attendance.
- Once the program is over, students will be given time to return to school, and report to their advisories.
- Students will receive T-shirts then report to the band practice field for a picture.
- Senior day festivities will occur at the Wellness Center and on the field between MCMS & MCHS.
- Lunch will be provided.
- Students who check out will use normal procedures. NO phone check outs will be allowed.

Virtual School Policy

The Monroe County High School Site Based Council approves the curriculum, instructional practices, and use of Kentucky Virtual High School (KVHS) and the Monroe Virtual Program as a means by which our enrolled students may acquire instruction and course credit. These credits are to be included on the student's transcript and will be counted toward graduation from our school.

Work Based Learning

Work based learning will be offered to Seniors the second semester provided that they meet the qualifications below:

- An employer MUST make a request for the student to be assigned at that location.
- The work-based learning must fit the student's ILP/career pathway.
- Students must have NO novice scores on state assessments.
- Student must have at least a B cumulative average (3.0)
- Students must have at least 85% attendance the first semester (tardies and absences).
- The student must have completed ALL required courses for graduation.
- Students MUST have transportation to the job site.
- ALL required insurances must be in place with proper documentation turned in.

Working Schedule--All Grades

1st Period:	7:50-9:05
2nd Period:	9:10-10:15
3rd Period:	10:20-11:25
4th Period:	11:30-1:00
Adv/Enrich:	1:10-1:40
5th Period:	1:45-2:50

EXTRA CURRICULAR

Activities

There are numerous clubs and organizations in which students are encouraged to take part in at Monroe County High School.

- Clubs are extensions of MCHS curriculum organized with academics/athletics in order to provide leadership and community involvement opportunities.
- Each club will be permitted to have an organizational meeting each month per schedule set by administration. Each sponsor should share a membership list with staff and administration.
- Any clubs wishing to have a homecoming candidate must pay \$7.00 per semester. Designation of club officers will be up to each individual club sponsor(s).
- The following is a list of clubs available at MCHS/MCATC:
Academic, Art, Beta, Drama, Esports, FBLA, FCA, FCCLA, FFA, HOSA, International, Jr. Guard, KYA, Pep, Skills USA, STEaM, STLP, Young Republicans, Youth Prevention Council

Athletics

Participation in organized team sports builds character, teaches responsibility, helps students grow when they experience defeat and encourages teamwork. Determination of athletic eligibility shall be made in compliance with applicable administrative regulations and Kentucky High School Athletic Association (KHSAA) requirements. Students may be required to meet additional requirements as recommended by the Principal and approved by the Board.

Grade level eligibility:

- On the first day of each year, a student must be at his/her proper grade level.
- To be considered to be at the proper level, a student must have been enrolled during the previous grading period AND must be on schedule to graduate on the first day of school.
- ALL coursework, including summer and correspondence work, must be complete by the first day of the school year for the student body.
- For students in the ninth (9) grade to be on schedule, they must have been promoted from the eighth (8) grade and be in compliance with all other bylaws.
- For students in the 2nd year following initial enrollment (normally 10th grade) to be on schedule, they must have received twenty (20) percent of the requirements of the school/district for graduation prior to the first day of the second year following initial enrollment AND be in compliance with all other bylaws.
- For students in the 3rd year following initial enrollment (normally 11th grade) to be on schedule, they must have received forty-five (45) percent of the requirements of the school/district for graduation prior to the first day of the third year following initial enrollment AND be in compliance with all other bylaws.
- For students in the 4th year following initial enrollment (normally 12th grade) to be on schedule, they must have received seventy (70) percent of the requirements of the school/district for graduation prior to the first day of the fourth year following initial enrollment AND be in compliance with all other bylaws.
- Eligibility of a student failing to meet these requirements may be reinstated a maximum of one (1) time if the student passes twenty five (25) percent of the requirements of the district for graduation during the year he/she is ineligible. The student shall remain eligible as long as they pass twenty five (25) percent of the requirements of the district for graduation for each subsequent year.

Other requirements:

- Grades are checked weekly. Athletes must pass 4 out of 5 classes each week to be eligible for the following week.
- Athletes must maintain a high attendance rate to be eligible to participate.
- Students must have a current physical form and parent consent before they can participate, including practice.

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- Students must have on file a drug consent form for the current season.
- Athletes should avoid using social media to post negative/inappropriate content.
- The following is a list of athletic programs offered at MCHS:
Esports, Baseball, Basketball, Bass Fishing, Cheer, Cross Country, Football, Golf, Soccer, Softball, Swimming, Tennis, Track, Volleyball

For additional policies related to athletics, refer to MCHS Athletic Department Handbook.

Band

A well-rounded music program is offered at Monroe County High School. This program is designed to provide opportunities for students to perform for athletic events, community events as well as participate in competitions. Band camp is required for all high school band members. Students may be dismissed from the band by the coach/instructor for a history of attendance or behavioral problems.

For additional policies related to band, refer to the MCHS Falcon Band Handbook.

Extra Curricular Random Drug Testing Procedures

Testing Protocols:

- High School and Middle School principals will ensure training as necessary to staff members regarding the District's student random drug testing program.
- Each extracurricular activity sponsor shall establish a roster of student participants and submit the roster to the Drug Coordinator. Changes in the roster should be reported immediately to the Drug Coordinator.
- Students and parents or legal guardians will have the opportunity to participate in a district informational meeting concerning the District's random drug testing policy. Prior to driving to or from school or participating in an athletic team or club not required by a class, students and parents or legal guardians must read Board policy 09.423 and Board procedure 09.423.AP.1 and must acknowledge in writing that they have read the policy and procedures, understand the policy and procedures, and agree to be bound by the terms and conditions contained in the policy and procedures. Immediately prior to giving a urine specimen, each student shall complete all forms required by the testing company selected by the District.
- **Testing will occur for the following:**
 - Amphetamines (300 NG/ML),--Amphet., Methamphet. (mAMP), MDMA, MDA-(500 NG/ML)
 - Barbiturates (BARB) 300 NG/ML, 300 NG/ML
 - Benzodiazepines (BZO) 300 NG/ML, 300 NG/ML
 - Cocaine Metabolite (COC) 300 NG/ML, 150 NG/ML
 - Opiates (OPI)--Morphine, Codeine, Hydrocodone--300 NG/ML
 - Oxycodone (OXY) 100 NG/ML, 100 NG/ML
 - Phencyclidine (PCP) 25 NG/ML, 25 NG/ML
 - Marijuana Metabolite (THC) 50 NG/ML, 15 NG/ML
 - Methadone (MTD) 300 NG/ML, 300 NG/ML
 - Methaqualone (MTQ) 300 NG/ML, 300 NG/ML
 - Propoxyphene (PPX) 300 NG/ML, 300 NG/ML
 - Buprenorphine (BUP) 5 NG/ML, 5 NG/ML
 - Creatinine
 - Nitrates
- No fewer than twenty percent (20%) annually of all students anticipated to be subject to random drug testing during the entire school year will be tested.
- The testing company approved by the Board shall determine which students are to be tested by the random selection of names from among all student participants during the entire school year.
- The collection of urine specimens and the scientific analysis of the collected specimens shall be conducted by a professional testing company selected by the Board.

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- Collection procedures for urine specimens shall be developed, maintained, and administered by the testing company in an effort to minimize any intrusion or embarrassment for each student, ensure the proper identification of students' specimens, minimize the likelihood of the adulteration of a urine specimen, and maintain confidentiality of test results.
- The collection of urine specimens shall be conducted on school premises. If a test result is found to have been adulterated, the student may be required to be retested.
- Each specimen shall initially be tested using a highly accurate immunoassay technique ("EMIT"). Initial positive results must be confirmed by gas chromatography/mass spectrometry ("GC/MS"). If the initial presumptive positive result is not confirmed by the GC/MS technique, the test shall be deemed to be negative. Only after the GC/MS confirmation shall a test result be reported as positive.
- Survey data will be collected by school personnel. Survey information is anonymous. Results are to be used for the sole purpose of determining program success as related to student, parent, and teacher attitudes toward drug use and the testing program. Surveys conducted for the evaluation of the program are voluntary. Students will not be penalized for not participating in the surveys.
- A split sample of each urine specimen given by each student shall be preserved by the testing laboratory for a minimum of six (6) months.
- Written confirmation of all test results shall be forwarded by the testing company to the Drug Coordinator, who shall provide the results (negative or positive) to the Principal/Designee and Head Coach or Organization Advisor. All test results are confidential and shall be maintained by the Drug Coordinator under the strictest security.
- The test results forwarded to the Drug Coordinator shall indicate that positive results were confirmed by the GC/MS technique and shall indicate the name of the individual for whom the test results are being reported; the type of test indicated on the custody and control form; the date and location of the test collection; the identity of the persons or entities performing the collection and analysis of the specimens and reporting test results; the verified results of the controlled substances test; and, if positive, the identity of the controlled substance(s) for which the test verified positive. Test results shall be forwarded to the Drug Coordinator in a manner to ensure that the Drug Coordinator cannot determine that any test was a presumptive, positive test unable to be confirmed by GC/MS.
- In the event that a student's urine specimen produces a positive result (after the GC/MS confirmation), the Principal/Designee, the Organization Advisor and/or Head Coach shall meet with the student's parent(s) or legal guardian(s) to disclose and discuss the test results. At this meeting, the Principal/Designee or Head Coach or Organizational Advisor shall advise the student and the student's parent(s) or legal guardian(s) of further procedural rights under this policy.
- Any student who has tested positive or the student's parents or legal guardians may contest the test result by informing the Principal within seventy-two (72) hours of receipt of written notice of the positive test result. The student and parent shall be entitled to present any evidence they desire to defend the charge of violation of this policy prior to implementation of sanctions. The Principal may require written documentation (such as a doctor's statement) of any evidence the student may wish to present that the student feels may have affected the test results. Failure to present written documentation to support the student's defense of the case shall result in the student being subject to the sanctions provided in this procedure for a positive test result. Upon request by the student's parents or legal guardians, further laboratory analysis shall be conducted with the student's remaining urine specimen preserved by the testing laboratory at the student's expense.
- The final determination of the student's eligibility shall be made at the school level by the school level by the Principal.
- Any refusal by a student to be tested shall be treated as a violation, and the appropriate sanctions will be assessed (See sanctions). The student's parent or legal guardian shall be notified by the Principal of the refusal and sanction.
- Violations shall be deemed to accumulate throughout the student's involvement in extracurricular activities and driving privileges.

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- Any violation by a student shall be reported to the student's parents or legal guardians, but no disciplinary action will occur.
- If a student is eighteen (18) years of age or will turn eighteen (18) years of age during the school year, the student must agree to release all test results to the student's parents or legal guardians.
- One (1) year after the student turns eighteen (18) years old or one (1) year after the student's graduation, whichever is later, all records in regard to this procedure concerning each student shall be destroyed, and at no time shall these results or records be placed in the student's academic file or be voluntarily turned over to any law enforcement agency, or used for any purpose other than those stated herein. For students who transfer out of the District or otherwise do not fulfill the requirements for graduation, the records of that student shall be destroyed one (1) year after the student turns eighteen (18) years old.

Sanctions

- **First violation:**
 - The student shall be suspended for the next two (2) consecutive weeks (10 days) from driving to or from school and/or from extracurricular activities. If necessary, the suspension shall carry over to the student's subsequent participation on another team and/or organization to the following season. Participation consists of practicing, dressing-out, traveling with, or receiving recognition with or for the activity(s) in which the student is involved in the reinstatement to the team or organization, or re-issue of the parking permit after a first violation. The student must receive an assessment of evaluation for chemical dependency and provide verification of an assessment by a qualified chemical dependency professional. The evaluation provider must be selected from the approval list issued by the Drug Coordinator. Prior to admission to the team or organization or re-issue of the parking permit, the student must submit to a new drug test at the student's expense, administered in accordance with the same procedures utilized for random drug testing. The testing company currently under contract with the Board must conduct all subsequent drug tests. A positive result shall be treated as a second violation.
 - If a student is reinstated to the team or organization, or re-issued a parking permit following a first violation, the student's participation in another team or organization shall not be restricted solely because of the existence of the first violation, as long as the student has completed the period of suspension and was appropriately reinstated to the prior team or organization, or re-issued a parking permit. If the student elects not to seek reinstatement to a team or organization, or re-issued a violation (either because of the student's own election or the season concluded prior to the expiration of the student's own suspension), the student is still required to serve the unexpired portion of the suspension before the student can be eligible for any other activity and must provide a negative drug test result from the testing company currently under contract with the Board at the student's expense. If the student successfully makes the team/organization, prior to participation, the student must serve the unexpired portion of the previous suspension. A positive result shall be treated as a second violation.
- **Second violation:**
 - The student shall be suspended for the next *twelve* (12) consecutive weeks from driving to or from school and/or extracurricular activities with no association with teams or organization. If necessary, the suspension shall *carryover* to the student's subsequent participation on another team or organization, or the issuing of a parking permit and/or to the following season. Before reinstatement to the team/organization or re-issue of the parking permit after a second violation, the student must successfully complete recommendations that resulted from the chemical dependency assessment as evidenced by a written statement to that effect issued by a qualified chemical dependency professional. Prior to readmission to the team or organization, or re-issue of the parking permit, the student must submit to a new drug test at the student's expense, administered in accordance with the same procedure utilized for random drug testing. A positive result shall be treated as a third violation.

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- If a student is reinstated to the team or organization, or re-issued a parking permit following a second violation, the student's participation in another team/organization shall not be restricted solely because of the existence of the second violation, as long as the student has completed the period of suspension and the required chemical dependency program and was appropriately reinstated to the prior team or organization, or re-issued a parking permit. If the student elects not to seek reinstatement to a team or organization, or the re-issue of the parking permit after the second violation (either because of the student's own election or because the season concluded prior to the expiration of the student's period of suspension), the student is still required to serve the unexpired portion of the suspension before the students can be eligible for any other activity and must provide a negative drug test result from the testing company currently under contract with the Board at the student's expense. A student serving a suspension for one team organization or with a *revoked* parking permit may try out for a second activity if the student provides a negative drug test result from the testing company currently under contract with the Board at the student's expense. If the student makes the team, prior to participation, the student must serve the unexpired portion of the previous suspension. A positive result shall be treated as a third violation.
- **Third violation:**
 - The student shall be suspended for a period of one (1) calendar year from the date of the most recent test that yielded positive results. The student must successfully complete recommendations that resulted from the chemical dependency assessment as evidenced by a written statement to that effect issued by a qualified chemical dependency professional. Also, the student must submit to regular drug testing administered in accordance with the same procedures utilized for random drug testing at the student's expense. A positive test will be treated as a fourth violation.
- **Fourth violation:**
 - The student shall be excluded from obtaining a parking permit and from participation in any extracurricular activity for the remainder of the student's enrollment in the District.

Confidentiality Appropriate measures shall be taken to protect student confidentiality throughout the testing process and in the handling of test results.

Notice to Participants Prior to participation for any team or organization, or the issue of a student parking permit each year, the District shall provide all participating students and their legal guardian with a written copy of District Policy 09.423 and Procedure 09.423 AP.1. Each student who chooses to participate and a parent or legal guardian of that student shall be required to sign a statement indicating that the student and the student's parent or legal guardian have read, understand and agree to be bound by the terms and conditions of the policy and procedure.

Homecoming

Monroe County High School will have a football homecoming and basketball homecoming each school year.

- Candidates will be chosen by each class and approved school organization (clubs and athletic teams) by popular vote.
- Candidate must select an escort from her club/class.
- Each candidate AND escort MUST meet the following criteria:
 - Be in good academic standing in all of his or her classes.
 - Must have a good history of positive behavior. No major disciplinary infractions.
 - Must be an **active** member in the nominating organization.
- Each candidate and escort will have the opportunity to participate in our annual football homecoming parade.

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- It is the candidate's responsibility to procure transportation during the parade.
- The driver must have a valid driver's license and be 18 years or older.
- ALL homecoming parade participants must have appropriate permission forms turned in.

Senior Night

Senior athletes, cheerleaders, band members and pep club members and parents will be recognized. Some senior recognition may be combined at sporting events.

MCHS Behavior Violations & Consequences

A behavior point system may be used by the administration to determine punishment and/or alternative placement. All disciplinary decisions are subject to administrative discretion.

State law requires reporting any felony or misdemeanor involving deadly weapons, assault, terroristic threatening, alcohol or drug offense to law enforcement officials.

Code of Acceptable Behavior

The information contained in the Monroe County High School Student-Parent Handbook is for informational purposes for use by students and parents. All policies, procedures, guidelines and explanations of discipline for specific behaviors are established in accordance with the Monroe County Schools Code of Acceptable Behavior and Discipline for Students. District Handbook. August 2016 Revision. The Code of Acceptable Behavior may be obtained from the Monroe County Board of Education, 309 Emberton Street, Tompkinsville, KY 42167 or may be located on the school district's website.

Written copies of The Monroe County School District Code of Acceptable Behavior are available for all students and parents/guardians at the high school during registration. Parents are required to sign a statement of understanding concerning the code.

Concerning Suspensions

Make up work for specific classes will be at the discretion of the classroom teacher.

Due Process:

This procedure provides, in instances of misconduct:

- Notice of the charge against a student and the evidence to support the charge
- An opportunity for a hearing and to present evidence
- A decision supported by the evidence

ACADEMIC DISHONESTY (ACADEMIC FRAUD-CHEATING-PLAGIARISM, ETC.)

1st OFFENSE	NOTIFY PARENTS/REDO WORK TEACHER DISCRETION ON RETAKING EXAMS--2 BLOCKS AEP	4 PTS.
2nd OFFENSE	NOTIFY PARENTS/WORK NOT ACCEPTED STUDENT RECEIVES A ZERO--1 FULL DAY AEP	6 PTS.
3rd OFFENSE	NOTIFY PARENTS/WORK NOT ACCEPTED STUDENT RECEIVES A ZERO--3 FULL DAYS AEP	10 PTS.

ACCIDENTAL DESTRUCTION/DAMAGE TO SCHOOL PROPERTY

_____ PARENTS CONTACTED AND ARRANGEMENTS MADE FOR RESTITUTION. PARTS AND LABOR WILL BE INCLUDED. STUDENT WILL BE PLACED ON IOU LIST UNTIL PAYMENT IS RECEIVED IN FULL.

BULLYING/HARASSMENT/DISCRIMINATION/INTIMIDATION--THREATS OF VIOLENCE

_____ PARENTS WILL BE CONTACTED IMMEDIATELY. ADMINISTRATION AND SRO WILL CONDUCT INVESTIGATION AND DETERMINE THE NATURE OF THE THREAT. **MINIMUM 3 DAY** SUSPENSION FROM ALL DISTRICT CAMPUSES UNTIL PROFESSIONAL THREAT ASSESSMENT, EVALUATION & CLEARANCE HAS BEEN COMPLETED AND DOCUMENTATION RECEIVED BY SCHOOL. **MINIMUM 10 DAY** PLACEMENT AT FALCON ACADEMY ONCE ASSESSMENT CLEARANCE HAS BEEN RECEIVED. ADMINISTRATIVE DISCRETION WILL BE USED ON A CASE BY CASE BASIS.

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BULLYING/HARASSMENT/DISCRIMINATION/INTIMIDATION--NO THREATS OF VIOLENCE

_____ 1st OFFENSE	1 DAY AEP/ASD	4 PTS.
2nd OFFENSE	2 DAYS AEP/ASD PARENT CONFERENCE	6 PTS.
3rd OFFENSE	3 DAYS AEP/SUSPENSION PARENT CONFERENCE	8 PTS.
4th OFFENSE	FA REFERRAL OR EXPULSION SRO WILL REFER TO CDW	

BUS MISBEHAVIOR

_____ 1st OFFENSE	RESTITUTION IF NECESSARY RESERVE THE RIGHT TO REMOVE STUDENT FROM BUS FOR A DETERMINED PERIOD OF TIME--1 DAY AEP	4 PTS.
2nd OFFENSE	RESTITUTION IF NEEDED, MEETING WITH PARENT, PRINCIPAL, STUDENT & TRANSPORTATION DIRECTOR--5-10 DAY BUS SUSPENSION	8 PTS.
3rd OFFENSE	2nd OFFENSE PUNISHMENT AND LOSS OF BUS PRIVILEGES FOR REMAINDER OF THE YEAR.	10 PTS.

CLASSROOM DISRUPTION/FAILURE TO FOLLOW TEACHER DIRECTIVE

_____ 1st OFFENSE	OFFICE REFERRAL	0 PTS.
2nd OFFENSE	1 BLOCK AEP/ASD PARENT CONFERENCE	4 PTS.
3rd OFFENSE	1 FULL DAY AEP PARENT CONFERENCE	8 PTS.
4th OFFENSE	FALCON ACADEMY REFERRAL, MULTIPLE DAYS IN AEP, PARENT CONFERENCE	10 PTS.

DISHONESTY

_____ DEGREE AND SITUATION WILL BE TAKEN INTO CONSIDERATION AND HANDLED WITH
ADMINISTRATIVE DISCRETION.

DISRESPECT, DEFIANCE, INSUBORDINATION, RUDE BEHAVIOR

_____ 1st OFFENSE	1 FULL DAY AEP PARENT CONFERENCE	4 PTS.
2nd OFFENSE	2 FULL DAYS AEP PARENT CONFERENCE	8 PTS.
3rd OFFENSE	FALCON ACADEMY REFERRAL, MULTIPLE DAYS IN AEP, PARENT CONFERENCE	12 PTS.

DEPENDING ON SEVERITY OF SITUATION, CHARGES MAY BE FILED AGAINST STUDENT.

DRESS CODE VIOLATION

_____ 1st OFFENSE	WARNING & STUDENT REMINDED OF DRESS CODE, MAY BE ASKED TO CHANGE	
2nd OFFENSE	WARNING, PARENT CONTACT, ASKED TO CHANGE	
3rd OFFENSE	1 DAY AEP/ASD AND PARENT CONTACT	
ADDITIONAL	ADMINISTRATIVE DISCRETION	

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ELECTRONIC DEVICE VIOLATION

_____ 1st OFFENSE	DEVICE TAKEN UP RETURNED AT THE END OF THE DAY	2 PTS.
_____ 2nd OFFENSE	DEVICE TAKEN UP & KEPT PARENT CAN PICK UP	4 PTS.
_____ 3rd OFFENSE	DEVICE TAKEN UP & KEPT FOR 3 SCHOOL DAYS	6 PTS.

FAILURE TO COMPLY WITH ADMINISTRATIVE DIRECTIVE

_____ DEPENDING ON SEVERITY OF SITUATION, STUDENT WILL BE SUSPENDED FOR A MINIMUM OF 1 DAY IN ADDITION, SRO MAY FILE APPROPRIATE CHARGES.

FAILURE TO TAKE TRAY LEAVING MESS IN CAFETERIA

_____ 1st OFFENSE	STUDENT WILL RETURN AND CLEAN AREA	
_____ 2nd OFFENSE	STUDENT WILL CLEAN UP AREA AND BE ASSIGNED LUNCH DETENTION	4 PTS.
_____ 3rd OFFENSE	STUDENT WILL CLEAN UP AREA AND BE BE ASSIGNED LUNCH DETENTION/2 BLOCKS AEP/ASD--ADMINISTRATIVE DISCRETION	6 PTS.

FIGHTING

(IF CLEAR INDISPUTABLE EVIDENCE IS AVAILABLE AS TO THE ORIGIN OF THE FIGHT, THE PRINCIPAL MAY USE ADMINISTRATIVE DISCRETION IN ASSIGNING DISCIPLINE)

SCENARIO 1: Student 1 attacks student 2. Student 2 does NOT fight back. Student 1 will receive 3 days of AEP/suspension, referral to court designated worker, and possible consideration for Falcon Academy. Student 2 receives no punishment. All of the above is at the discretion of the administration. Parent conference with concerned parties.

SCENARIO 2: Students 1 & 2 equally desired to fight. Both students will receive 3 full days of AEP/suspension, referral to court designated worker, and possible consideration for Falcon Academy. All of the above is at the discretion of the administration. Parent conference with concerned parties.

SCENARIO 3: Student 1 attacks student 2. Student 2 retaliates in self defense and it is determined that student 2's actions were deemed self-defense. Student 1 will receive 3 days of AEP/suspension, referral to court designated worker, and possible consideration for Falcon Academy. Student 2 shall receive 1 day AEP/suspension. All of the above is at the discretion of the administration. Parent conference with concerned parties.

Students will be disciplined for videoing altercations/events at school and posting to social media outlets. Students will receive 2 days AEP/suspension and possible referral to court designated worker. All of the above is at the discretion of the administration.

FIGHTING/STRIKING STAFF/ASSAULT/SEXUAL ABUSE/ARSON/POSSESSION OF DEADLY WEAPON ON SCHOOL GROUNDS/EXTORTION/ROBBERY/ACTIVATING FALSE FIRE ALARMS/SHOOTING OFF FIREWORKS/BOMB THREAT/TERRORISTIC THREATENING

PARENTS CONTACTED IMMEDIATELY. FALCON ACADEMY REFERRAL PROCEDURES INITIATED. MATTER TURNED OVER TO SRO OR OTHER LAW ENFORCEMENT OFFICIALS FOR CRIMINAL PROSECUTION. SUSPENSION AND/OR EXPULSION PROCEDURES INITIATED. STUDENTS

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GAMBLING/GAMING

1st OFFENSE	1 BLOCK AEP/ASD PARENT CONTACT	4 PTS.
2nd OFFENSE	1 DAY AEP/ASD PARENT CONTACT	6 PTS.
3rd OFFENSE	2 DAYS AEP/ASD PARENT CONTACT	8 PTS.
4th OFFENSE	FALCON ACADEMY REFERRAL	

INCITING/INSTIGATING VIOLENCE

1st OFFENSE	2 DAYS AEP PARENT CONTACT	4 PTS.
2nd OFFENSE	2 DAY SUSPENSION	6 PTS.
3rd OR MORE	ADMINISTRATIVE DISCRETION/FA REFERRAL	

INDECENT EXPOSURE

PARENT/GUARDIAN WILL BE CONTACTED. THE STUDENT WILL BE SENT HOME RECEIVING A MINIMUM OF A 1 DAY SUSPENSION. ADMINISTRATIVE DISCRETION WILL BE USED DEPENDING ON SEVERITY OF SITUATION AND OTHERS INVOLVED.

INTIMIDATION OF STAFF

PARENTS CONTACTED IMMEDIATELY. FALCON ACADEMY REFERRAL. SRO WILL INITIATE PROCEDURES FOR PROSECUTION. SUSPENSION AND/OR EXPULSION ARE ALSO OPTIONS. ADMINISTRATIVE DISCRETION 30 PTS.

LEAVING SCHOOL GROUNDS WITHOUT PERMISSION

1st OFFENSE	1 FULL DAY AEP & LOSS OF DRIVING PRIVILEGES FOR A MINIMUM OF 10 DAYS PARENT CONFERENCE	6 PTS.
2nd OFFENSE	2 FULL DAYS AEP & LOSS OF DRIVING PRIVILEGES FOR A MINIMUM OF 30 DAYS PARENT CONFERENCE	10 PTS.
3rd OFFENSE	FALCON ACADEMY REFERRAL	12 PTS.

MALICIOUS INFLICTION OF BODILY HARM IN ANY MANNER

FALCON ACADEMY REFERRAL, MATTER TURNED OVER TO SRO FOR POSSIBLE CRIMINAL PROSECUTION. ADMINISTRATIVE DISCRETION WILL BE USED.

NOT IN ASSIGNED AREA

1st OFFENSE	1 BLOCK AEP/ASD	2 PTS.
2nd OFFENSE	2 BLOCKS AEP/ASD	4 PTS.
3rd OFFENSE	1 FULL DAY AEP, PARENT CONFERENCE	6 PTS.
4th OFFENSE	FALCON ACADEMY REFERRAL	

PARKING ON SCHOOL IMPROPERLY (NOT IN ASSIGNED SPOT/ WITHOUT PARKING PASS)

WARNING/PARENTS NOTIFIED/ VEHICLE MOVED OR TOWED/TICKET ISSUED/DRIVING PRIVILEGES REVOKED FOR A MINIMUM OF 10 DAYS

PARKING ON SCHOOL GROUNDS AFTER PARKING PASS HAS BEEN REVOKED

PARENTS NOTIFIED & VEHICLE REMOVED/MINIMUM OF 2 DAYS ADDED TO REVOCATION.

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POOR ACADEMIC PERFORMANCE/FAILURE TO PARTICIPATE

1st OFFENSE	OFFICE REFERRAL, POSSIBLE RTI PLACEMENT
2nd OFFENSE	WARNING, RTI PLACEMENT & PARENT CONFERENCE
3rd OFFENSE	MEETING WITH PARENT, RTI PLACEMENT & PARENT CONFERENCE
4th OFFENSE	MULTIPLE DAYS AEP/FALCON ACADEMY REFERRAL PARENT CONFERENCE

POSSESSION OF POCKET KNIFE

1st OFFENSE	KNIFE WILL BE CONFISCATED PARENTS CONTACTED, KNIFE RETURNED TO PARENT, 2 DAY SUSPENSION-PROBATED	5 PTS.
2nd OFFENSE	5 DAY SUSPENSION	10 PTS.
3rd OFFENSE	10 DAY SUSPENSION OR EXPULSION. REFERRED TO SRO	20 PTS.

POSSESSION/USE/TRANSFER OF TOBACCO PRODUCTS AT SCHOOL/SCHOOL SPONSORED EVENT

1st OFFENSE	PARENT CONFERENCE, 1 DAY AEP	6 PTS.
2nd OFFENSE	PARENT CONFERENCE, 1 DAY SUSPENSION	10 PTS.
3rd OFFENSE	REFERRAL TO FALCON ACADEMY FOR 10 DAYS	20 PTS.

POSSESSION/UNDER THE INFLUENCE OF ALCOHOL OR ILLEGAL DRUGS

PARENT CONTACTED, SRO FILES APPROPRIATE CRIMINAL CHARGES, TAKES STUDENT INTO CUSTODY IF 18, 2-5 DAY SUSPENSION, FALCON ACADEMY PLACEMENT FOR A MINIMUM OF 85 SCHOOL DAYS, STUDENT ENROLLS IN APPROVED SUBSTANCE ABUSE PROGRAM.

POSSESSION WITH INTENT TO SELL/TRANSFER/PROCUREMENT/TRAFFIC OF ALCOHOL OR ILLEGAL DRUGS

PARENT CONTACTED, SRO FILES APPROPRIATE CRIMINAL CHARGES, TAKES STUDENT INTO CUSTODY IF 18, 2-5 DAY SUSPENSION, FALCON ACADEMY PLACEMENT FOR A MINIMUM OF 170 SCHOOL DAYS, STUDENT ENROLLS IN APPROVED SUBSTANCE ABUSE PROGRAM.

PROFANITY/VULGARITY/INAPPROPRIATE TALK (STUDENT TO STUDENT)

1st OFFENSE	1 FULL DAY OF AEP	4 PTS.
2nd OFFENSE	2 FULL DAYS AEP PARENT CONFERENCE	6 PTS.
3rd OFFENSE	FALCON ACADEMY REFERRAL PARENT CONFERENCE	10 PTS.

PROFANITY/VULGARITY/INAPPROPRIATE TALK (STUDENT TO STAFF)

1st OFFENSE	3 DAYS AEP/SUSPENSION PARENT CONFERENCE	20 PTS.
2nd OFFENSE	SUSPENSION UP TO 5 DAYS PARENT CONFERENCE	30 PTS.
3rd OFFENSE	FALCON ACADEMY REFERRAL SRO WILL REFER TO CDW	40 PTS.

PROMISCUOUS SEXUAL BEHAVIOR/SEXUAL HARASSMENT

PARENT CONTACT IMMEDIATELY. EVIDENCE WILL BE GATHERED FOR HARASSMENT HEARING AND CRIMINAL PROSECUTION IF WARRANTED. AEP/ASD/SUSPENSION/FALCON ACADEMY REFERRAL/EXPULSION ARE ALL OPTIONS DEPENDING ON SEVERITY. ADMINISTRATIVE DISCRETION WILL BE USED BASED ON EVIDENCE.

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PUBLIC DISPLAY OF AFFECTION

_____ 1st OFFENSE	WARNING	
_____ 2nd OFFENSE	REFERRAL TO COUNSELOR PARENT CONFERENCE	
_____ 3rd OFFENSE	1 BLOCK OF AEP/ASD PARENT CONFERENCE	4 PTS.
_____ 4th OFFENSE	1 FULL DAY AEP, PARENT CONFERENCE	6 PTS.

RECKLESS DRIVING/SPEEDING/IMPROPER TAKEOFF

_____ 1st OFFENSE	WARNING	
_____ 2nd OFFENSE	LOSS OF DRIVING PRIVILEGES FOR 20 SCHOOL DAYS, CONFERENCE WITH SRO. POSSIBLE TRAFFIC CITATION.	
_____ 3rd OFFENSE	LOSS OF DRIVING PRIVILEGES FOR 30 DAYS. SRO WILL ISSUE A TRAFFIC CITATION.	

SELF MUTILATION, PIERCING OR TATTOOING WHILE AT SCHOOL

PARENTS NOTIFIED. REFERRAL TO SCHOOL NURSE/AEP/ASD/FALCON ACADEMY
REFERRAL. ADMINISTRATIVE DISCRETION WILL BE USED.

SKIPPED CLASS

_____ 1st OFFENSE	1 FULL DAY AEP/ASD	2 PTS.
_____ 2nd OFFENSE	3 FULL DAYS AEP/ASD PARENT CONFERENCE	4 PTS.
_____ 3rd OFFENSE	SUSPENSION/FA REFERRAL PARENT CONFERENCE	6 PTS.

SOCIAL MEDIA MISUSE--SEND/TRANSFER INAPPROPRIATE INFORMATION

_____ PARENT CONTACT, MINIMUM OF 1 FULL DAY AEP/ASD SUSPENSION/FALCON ACADEMY REFERRAL/
_____ EXPULSION ADMINISTRATIVE DISCRETION WILL BE USED BASED ON EVIDENCE AND SEVERITY.

TARDIES TO CLASS

_____ 1-3 OFFENSE	WARNING	2 PTS.
_____ 4-5 OFFENSE	1 DAY OF BREAK DETENTION	4 PTS.
_____ 6-7 OFFENSE	1 DAY OF LUNCH DETENTION	6 PTS.
_____ 8-9 OFFENSE	1 FULL DAY OF AEP	10 PTS.
_____ 10th OFFENSE	MINIMUM 10 DAY FALCON ACADEMY PLACEMENT	

TARDIES TO SCHOOL (UNEXCUSED)

_____ 3rd OFFENSE	PARENT CONTACT, WARNING	
_____ 4th OFFENSE	PARENT CONTACT, 1 DAY LUNCH DETENTION	
_____ 5th OFFENSE	PARENT CONTACT, LOSS OF EXTRA CURRICULAR PRIVILEGES FOR 1 WEEK	4 PTS.
_____ 6th OFFENSE	PARENT CONTACT, LOSS OF EXTRA CURRICULAR PRIVILEGES FOR 2 WEEKS	6 PTS.
_____ 7th OFFENSE	REFERRAL TO DIRECTOR OF PUPIL PERSONNEL POSSIBLE FALCON ACADEMY REFERRAL	10 PTS.

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TECHNOLOGY VIOLATION

_____ 1st OFFENSE	NOTIFY PARENTS/REVOKE PRIVILEGES FOR MINIMUM OF 2 WEEKS	2 PTS.
2nd OFFENSE	NOTIFY PARENTS/REVOKE PRIVILEGES FOR NINE WEEKS	4 PTS.
3rd OFFENSE	PARENT CONFERENCE/REVOKE PRIVILEGES FOR SEMESTER	6 PTS.

THEFT/VANDALISM/DESTRUCTION OR DAMAGE UNDER \$100.00

_____ 1st OFFENSE	AEP/ASD OR FALCON ACADEMY REFERRAL PARENT CONFERENCE, FULL RESTITUTION	10 PTS.
2nd OFFENSE	FALCON ACADEMY REFERRAL OR SUSPENSION PARENT CONFERENCE WITH SRO, FULL RESTITUTION	20 PTS.
3rd OFFENSE	FALCON ACADEMY REFERRAL OR EXPULSION SRO WILL REFER TO CDW	30 PTS.

THEFT/VANDALISM/DESTRUCTION OR DAMAGE OVER \$500.00

_____ 1st OFFENSE	EXTENDED AEP OR FALCON ACADEMY REFERRAL PARENT CONFERENCE WITH SRO, FULL RESTITUTION	20 PTS.
2nd OFFENSE	FALCON ACADEMY OR EXPULSION REFERRED TO SRO FOR PROSECUTION	

VERBAL/WRITTEN/POSTED INTIMIDATION--THREATS OF VIOLENCE

_____ PARENTS WILL BE CONTACTED IMMEDIATELY. ADMINISTRATION AND SRO WILL CONDUCT INVESTIGATION AND DETERMINE THE NATURE OF THE THREAT. **MINIMUM 3 DAY** SUSPENSION FROM ALL DISTRICT CAMPUSES UNTIL PROFESSIONAL THREAT ASSESSMENT, EVALUATION & CLEARANCE HAS BEEN COMPLETED AND DOCUMENTATION RECEIVED BY SCHOOL. **MINIMUM 10 DAY** PLACEMENT AT FALCON ACADEMY ONCE ASSESSMENT CLEARANCE HAS BEEN RECEIVED. ADMINISTRATIVE DISCRETION WILL BE USED ON A CASE BY CASE BASIS.

VERBAL/WRITTEN/POSTED INTIMIDATION--NO THREATS OF VIOLENCE

_____ 1st OFFENSE	1 DAY AEP/ASD	4 PTS.
2nd OFFENSE	2 DAYS AEP/ASD PARENT CONFERENCE	6 PTS.
3rd OFFENSE	3 DAYS AEP/SUSPENSION PARENT CONFERENCE	8 PTS.
4th OFFENSE	FA REFERRAL OR EXPULSION SRO WILL REFER TO CDW	

VIOLATING CONDITIONS OF SUSPENSION

_____ PRINCIPAL'S DISCRETION/EXTENDED TIME ON SUSPENSION/FALCON ACADEMY REFERRAL/
EXPULSION OR MATTER MAY BE TURNED OVER TO SRO.

DEFINITIONS:

AEP: ALTERNATIVE EDUCATIONAL PROGRAM (IN SCHOOL SUSPENSION)

ASD: AFTER SCHOOL DETENTION

FA: FALCON ACADEMY

POINTS SYSTEM: THE ACCUMULATION OF EXCESSIVE POINTS MAY RESULT IN FALCON ACADEMY REFERRAL.
25 PTS. 1 WEEK FA PLACEMENT

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35 PTS. 2 WEEKS FA PLACEMENT

45 PTS. 3 WEEKS FA PLACEMENT

50 PTS. 9 WEEKS FA PLACEMENT

ADMINISTRATIVE DISCRETION WILL BE USED IN MAKING FA REFERRALS. CERTAIN BEHAVIORS MAY RESULT IN IMMEDIATE FA REFERRAL.