

Student Handbook 2018-2019



Marion County High School

Marion County High School
 735 East Main Street
 Lebanon, KY 40033

Thad Elmore, Principal

Assistant Principals

Paula Curtis
 Haley Evans

Counselors

Rachael Trent (Student's Last Name A -L)
 Caitlin Daniels (Student's Last Name M - Z)

<u>Marion County High School</u>	<u>Phone #</u>
Main	270-692-6066
Counseling – Ms. Daniels Mrs. Trent	Ext. 21006 Ext. 21007
Attendance Clerk	Ext. 21004
Bookkeeper / Finance	Ext. 21005
Media Specialist (Library)	Ext. 21133
School Nurse	Ext. 21158
School Resource Officer	Ext. 21011
Secretary	Ext. 21001
Youth Service Center	Ext. 21221
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<u>Marion County Public Schools</u>	<u>Phone #</u>
Central Office	270-692-3721
Area Technology Center	270-692-3155
Transportation	270-692-4150

Teamwork Makes the Dreamwork



Disclaimer

This handbook has been designed as a quick reference for students, parents, teachers, and administrators. It highlights most of the major policies that affect the day to day operation of the school. All students and employees of Marion County High School are held accountable to Kentucky Administrative Regulations (KAR), Policies and Procedures Manual of the Marion County Board of Education, The District Code of Student Behavior and Discipline, and policies established by the School Decision Making Council of Marion County High School.

2018-2019 MCPS Calendar - Approved 041218

July 2018							August 2018							September 2018							
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	
1	2	3	4	5	6	7				D	1	2	3	4							
8	9	10	11	12	13	14		O	6		S	8	9	10	11						
15	16	17	18	19	20	21															
22	23	24	25	26	27	28															
29	30	31																			

October 2018							November 2018							December 2018							
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	
	X	X	X	X	X								S	2	3						
1								X	5												
7																					
14																					
21											X	H	X								
28																					

January 2019							February 2019							March 2019							
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	
			H	D										1	2					1	2
6	7	8	9	10	11	12															
13	14	15	16	17	S	18															
20	X																				
27																					

April 2019							May 2019							June 2019							
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	
	U	U	X	X	X																
1																					
7																					
14														L	17	18					
21								O	PD	PD	PD	PD									
28								X	U	U	U	U									

April 2019							May 2019							June 2019							
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	
	U	U	U	U	U																
2																					
9																					
16																					
23																					
30																					

O/C Opening / Closing
 K/X Break / Other
 PD Professional Development/No Students
 H Holiday
S First Day for Students
 U Possible Make-Up Day
 D Staff Development/No Students
L Last Day for Students
 G Early Release Day 1:00 PM

If deemed necessary by the Board of Education, days will be used as make-up in the following order: Make-up days 1-4 = May 21-23 & Feb 18 (Presidents Day); Make-up days 5-7 = NTI Days; Make-up days 8-11 = May 24, 28-30; Make-up days 12-13 = NTI Days; Make-up days 14-15 = April 1-2 (Spring Break); Make-up days 16 and above = May 31, June 3-7.

ACKNOWLEDGEMENT OF RECEIPT AND REVIEW

For Parents/Guardians of Students of Marion County High School

**As the parent(s)/guardian(s) of _____,
we have read and discussed the contents of the Marion County High School
Student Handbook for the 2018-19 school year.**

Parent/Guardian Signature

Date

I have read and understand the contents of the MCHS student handbook.

Student Signature

Date

*** Please remove and return to Main Office**

Bell Schedule

Building Opens	7:30 AM
Warning Bell	8:14 AM

**Upon arrival to school, students may report to the gym, cafeteria or library. To receive tutoring, students must arrive before 8:00 am. Students needing absentee note or bus note processed need to report to the office between 7:45 a.m. – 8: 10 a.m.*

Regular Day

Class Schedule		
Period	Begins	Ends
First	8:15 AM	9:08 AM
Second	9:12 AM	10:03 AM
Third	10:07 AM	10:58 AM
Fourth	11:02 AM	12:20 PM
Fifth	12:24 PM	1:15 PM
Sixth	1:19 PM	2:10 PM
Seventh	2:14PM	3:05 PM

Grading Scale

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

Attendance and Late Arrivals Policy

Marion County High School recognizes the importance of regular attendance for the academic success of its students. While we encourage daily attendance, we understand there are circumstances that may require a student to be absent. Parents or guardians are asked to notify the school when a student is absent. When absent it is the student's responsibility to get missing assignments from teachers. Procedures for turning in written documentation to have absences excused are outlined below.

Parent Notes for Illness (limited to the equivalent of five school days (5)) –

When an absence does occur, a note from a parent or guardian explaining the absence is required. A student may have a total of five (5) full days worth of parent notes. Parent notes should be turned in each morning following an absence in the attendance office. Parent notes explaining an absence must include:

- 1.) Student's first and last name and grade;
- 2.) Date and reason for absence;
- 3.) Signature of parent with a phone number.

Upon accumulation of five (5) full days additional verification other than parent notes will be required in order for an absence to be excused (i.e. doctor's notes, proof of professional appointments, etc.).

Procedure for Documenting Excused Absences

1. A student should bring in note(s) the day following an absence for documentation/verification (includes health professional statements) explaining the absence.
2. Students are to present their parent note, documentation, or verification of their absence to the attendance office/clerk upon return to school.

Excused Absences: Reasons for which an absence may be excused:

Excused Absences:

Appointments with Health Professional

Court Appearance

*Severe Illness of Immediate Family Member
(parent, grandparent, sibling)*

*Death of Immediate Family Member
(parent, grandparent, sibling)*

Educational trips

Kentucky State Fair

Required Documentation:

*Professional note from Doctor/Dentist, etc.
the doctor must be treating the student.*

Court clerk, judge verification

Parent Note

Verification of funeral, note from parent

EEO form on file prior approval required

Ticket stub accompanied by parent note

Student Illness

Dr. Note, parent note (after 5 occurrences
Dr. Note Only)

SIGN-IN/SIGN-OUT PROCEDURES

Class begins promptly at 8:15 a.m. Any student not in their first period classroom at 8:15 a.m. is tardy to school (KRS 159.150) and must sign in as tardy to school.

**Students will be given 2 emergency tardies at the beginning of the school year that will count as excused tardies. Once these are utilized further tardies will be unexcused. Students will have the opportunity to earn an additional emergency tardy by not having any additional tardies for 2 calendar months.

If it becomes necessary during the school day for a student to leave school, he/she will be permitted to sign out only under the following conditions:

- 1. The parent or guardian will come to the office and sign out the student, regardless of the student's age.*
- 2. Parents and those people listed on the checkout form are the only people who will be allowed to check out a student.*
- 3. Parents, guardians, or other individuals who are to sign a student out of school are required to produce a photo I.D. and must be listed on the student's Household Form.*

***No phone calls or notes will be accepted for sign-outs*

<i>MCHS Discipline Consequences for Attendance</i>	
<i>1st – 4th unexcused tardies to school</i>	<i>Student could be subject to lunch detention, after school detention, in school detention, loss of driving privileges, or loss of extracurricular activities. Any check-out of school that day will result in punishment next day of school.</i>
<i>5th – 9th unexcused tardy</i>	<i>Drivers may lose their driving privileges for one week (5 school days)</i>
<i>Unexcused Absence</i>	<i>Zero for any grades for that day. Suspension days are included.</i>
<i>More than 3 Unexcused Absences</i>	<i>Students may not be allowed to participate in any activities. This includes field trips, athletic events, prom, military ball, schools to work. Students will also lose their campus driving privileges.</i>
<i>10th Unexcused</i>	<i>Lose driving privileges for year.</i>

***Any documentation/verification explaining an absence proven to be forged will result in disciplinary action and no acceptance of future notes for that date.

Late Arrivals to School

Students are considered late to school if they are not inside their 1st period classroom by the time the final bell rings. If a student is simply in the building or on campus on time you are still tardy

Anytime a student is late to school:

The student must report to the receptionist desk in the front foyer to sign the check –in book.

Students who are late to school must report to the receptionist desk in the front foyer to sign the check –in book and get an admit note to give their first period teacher. A statement from a doctor, court or permit/license should be presented at this time. If the student doesn't have a statement they can elect to use an emergency tardy for this purpose if they have one available. Parent notes will be accepted for late arrivals to school.

Two emergency tardies are awarded to each student at the beginning of the school year. These are to be used for such as oversleeping, car trouble, or any other reason that the student may have for being late to school without a statement.

After signing in the check- in book the student that receives an unexcused tardy will report immediately to class and administration will follow up for disciplinary action.

The student could be subject to lunch detention, after school detention, loss of driving privileges or loss of extracurricular school activities such as trips, prom, etc.

Once a student has both of his/her emergency tardies there is opportunity to earn another an additional emergency tardy. This can be accomplished by not being late to school for 2 calendar months. Students can NOT accumulate emergency tardies.

If a student arrives to school habitually late the administration reserves the right to enforce additional consequences, to include but not limited to after school detention, in school detention, loss of privileges, loss of extracurricular school activities, sports, prom, etc.

Harassment/Discrimination Policy

The Harassment/Discrimination Policy is a model policy recommended by the Kentucky School Board Association. Harassment/Discrimination is defined as “intimidation 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.” Harassment/Discrimination due to an individual’s race, color, national origin, age, religion, marital status, political beliefs, sex, or disability is prohibited.

Conduct and/or actions prohibited under this policy include but are not limited to:

- 1.) Name calling, stories, jokes, pictures, or objects that are offensive to one's gender, race, color, national origin, religion or disability;
- 2.) Unwanted touching, sexual advances, requests for sexual favors, and spreading sexual rumors;
- 3.) Members of one gender being subjected to sexual remarks of the other gender in the context of the classroom;
- 4.) Impeding the progress of a student in class by questioning the student's ability to do the required class work based on the gender, race, color, religion, national origin, or disability of the student;
- 5.) Limiting student access to educational tools, such as computers, based on the student's gender, race, color, religion, national origin, or disability; and
- 6.) Teasing a student's subject choice or assignment based on the gender, race, color, religion, national origin, or disability of the student.

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

VIOLATIONS AND REPORTING

Students who violate this policy will be subject to appropriate disciplinary action as outlined in the District Code. Students wishing to report a violation or who believe they are victims may report it to any staff member of Marion County High School who will take appropriate action as defined by the Code. Staff will refer the report to the principal (or designee) for further action when the report involves an offense that may warrant suspension or expulsion of a student, any felony offense, or a report that may be required by law, including reports to law enforcement. When a complaint is received that does not appear to be covered by this policy, the administrators will review other policies that may govern the allegations and take appropriate action.

RETALIATION

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

DISCIPLINE CODE

Student discipline will be in accordance with the Marion County Public Schools **Code of Acceptable Behavior and Discipline**.

The guiding philosophy is to provide a positive, safe place for students to grow and learn. Rules for student behavior have been established by the Commonwealth of Kentucky, the Marion County Board of Education, Marion County High School, and the classroom teacher. Sometimes a school or teacher may

have a specific rule that is not spelled out in the Code and such rules may vary from school to school or teacher to teacher.

Students may be disciplined through a variety of methods including, but not limited to:

- a. Talking the problem out;
- b. Being assigned to special projects/assignments;
- c. Being denied school privileges (parking, attendance at assemblies/events);
- d. Being assigned detention by the classroom teacher or administration.

For more severe cases of misconduct, the school may use:

- a. In School Detention (ISD);
- b. Office Assigned Detention;
- c. Saturday School;
- d. Out-of-School Suspension;
- e. Court Intervention;
- f. Alternate Placement;
- g. Expulsion.

Note: As discipline infractions accumulate, an option open to the school is to file a Beyond Control Petition with the court based upon review of a student's discipline record.

Notes on Disciplinary Actions





All referrals are cumulative and consequences increase.

If upon investigation of an incident, it is evident that a student knowingly and willingly was untruthful when questioning that student is subject to disciplinary action or additional disciplinary action.

Conferences/Counseling/Mediation is aimed at intervention or prevention and is to be assigned along with consequences if an infraction has occurred.

Any student who quits school while a discipline procedure (**i.e. referral to District Alternative School**) is taking place must face the consequences of the infraction when he/she re-enrolls in MCHS. Those students who are assigned to the District Alternative School are not allowed to attend or partake in any MCHS function during the assignment period. Any student who withdraws from the District Alternative School during the assignment period is not allowed to attend or partake in any MCHS function during the school year.

Marion County High Discipline Matrix

<u>LEVEL I</u>	<u>LEVEL II</u>	<u>LEVEL III</u>	<u>LEVEL IV</u>
Outside food/drink Violation of Dress Code Improper Use of Technology**** Tardy to class Disruptive Behavior Failure to follow staff instructions Sleeping Class	Out of assigned area (skipping class/not returning to class) PDA Plagiarism Gambling Profanity Cheating Bullying Lying Defiance Tobacco Possession/Use Horseplay	Vandalism Harassment Fighting Videoing **** Vulgarity Threats Theft Extreme Disrespect Ethnic / Racial Slurs Forged Notes Infractions in ISD	Alcohol, Marijuana/Drug Possession/Use Weapon Possession/Use (including pocket knives) Threats to Faculty/Staff Terroristic Threats (including bomb threats) Deactivation of Fire Alarms Assault Setting Fires/Burning materials
			
1 st Offense: Detention w/ parent contact 2 nd : 1 day ISD 3 rd : 2 Days ISD 4 th : Treat offense like Level II: 2 nd offense	1 st Offense: 2 days ISD 2 nd : 3 Days ISD 3 rd : 2 OSS 4 th : Treat offense like Level III: 1 st Offense	1 st Offense: 3 OSS and 2 Days ISD upon return 2 nd : 5 OSS and Days ISD upon Return 3 rd : 7 Days OSS and Alternative School upon Return	1 st Offense: 10 Days OSS Pending Alternative School Hearing 2 nd Offense: Hearing to determine Consequences

- Examples of Improper Use of Technology include but are not limited to: using technology to cheat, using technology at inappropriate times, being on inappropriate sites (social media unless instructed to do so by a teacher), etc.
- Any videoing of fights or anything else that threatens, harasses, or disrupts the safety and learning environment.
- Leaving school without permission will result in 10 days of ISD. If a Schools to Work student aides another student in leaving school they will receive the same punishment plus of loss of Schools to Work privileges.
- Failure to comply with consequences at any level, results in advancement to subsequent level consequences.
- Following 5th consecutive offense a meeting will be held with student, parent/guardian, necessary teachers, and administrators in order to develop an individualized behavior contract.

Marion County High School Dress Code - 2018-2019

Marion County High School's primary focus is to provide students a solid academic foundation in an effort to prepare them for life following high school. While the dress code does allow some freedom we do require students to dress in a manner that is respectful and does not distract from learning.

ACCEPTABLE		
All clothing is expected to be size appropriate		
TOPS	PANTS/SHORTS/SKIRTS	FOOTWEAR
<ul style="list-style-type: none"> ● Polo tops ● Button downs ● Crew neck (t-shirt) ● Turtlenecks ● Hoodies ● Sweaters ● Jackets 	<ul style="list-style-type: none"> ● Worn at waist (no sagging) ● Comes to knee in length ● No holes, rips, tears, or "frays," above the knees 	<ul style="list-style-type: none"> ● Dress shoes ● Casual shoes ● Tennis shoes ● Flip flops ● Boots <p>*Some shoes are required for certain classes (PE, welding, labs, etc.)</p>
NOT ACCEPTABLE		
<ul style="list-style-type: none"> ● Holes, rips, tears or "frays" above the knee in any clothing ● Stretch or spandex pants (yoga, leggings, jeggings, tights, etc.) may be worn only with a top or dress that goes to the mid thigh area. ● Sleeveless shirts ● See through materials (ie. Sheer, mesh, net, lace, crochet, etc.) ● Visible cleavage or mid-section showing ● Low cut or backless shirts ● Sagging of pants/shorts/skirts ● Skirts with stockings, tights, or stretch pants underneath still needs to come to knee. ● House shoes ● Pajamas ● Spike accessories and long chains (beaded or metal) ● Reference to drugs, sex, alcohol, tobacco, racially or sexually insensitive materials ● Hoods worn up during the school day ● Hats and gloves in the building ● Sunglasses worn in the building ● Blankets 		

*Students will be placed in ISD until dress is corrected, along with other disciplinary action as stated in the discipline policy.

**Administrators reserve the right to use discretion in applying the dress code in regards to clothing or items not specifically listed they feel may cause a disruption to the educational process.

Marion County High School Cafeteria

The cafeteria offers a nutritious breakfast and lunch each day. Low-fat milk, fresh fruits and vegetables, whole grain breads and nutritious entrees are offered daily in an effort to help provide the fuel students need throughout the day to be at a peak performance level for academic achievement. Students are encouraged to eat in the school cafeteria since it is a convenient, low cost, and nutritious option for families. Free and reduced priced meals are available to families experiencing a financial hardship.

2017-2018 MEAL PRICES

MEALS	DAILY PRICE	DAILY REDUCED PRICE
Breakfast	Free	Free
Lunch	Free	Free

Ways to Pay

- *Paying online is a secure, real time payment system, which allows families to pay and/or monitor their child's meal account from the convenience and privacy of their home.*
- *Checks*
- *Cash*
- *Money orders*

Charge Policy

- *A la carte items cannot be charged*
- *Any funds remaining in a student's account will be carried forward to the next school year, ready for the student to use*

Cafeteria Expectations

- 1.) *Be respectful of staff & students*
- 2.) *No cutting lunch line*
- 3.) *Talk quietly*
- 4.) *Clean your area, then take tray up when finished eating*
- 5.) *Remain seated until dismissed*

**Marion County High School
Student Driving/Parking Rules
2018-2019**

Driving to school is a privilege not a right. **Violation of the driving/parking rules will result in losing this privilege.** In order to secure safe and orderly parking facilities at MCHS, the following rules and regulations are to be observed by all students who use the parking facilities:

1. Students must have a valid driver's license.
2. Students **must** display a MCHS parking tag in their vehicles on the rear view mirror. Tags are available in the office. Space is limited; students are encouraged to register their vehicle as early as possible. Tags are issued on a first-come first-serve basis each year.
3. Space is provided for faculty and student vehicles. Students must park in the **student lot only**. Students are not to park at any other locations, i.e. Glasscock, or Vocational School, without permission.
4. Student cars are to remain parked in their original location the entire school day.
5. No students are to remain in their vehicles, but are to proceed directly to the building after arriving on campus. Loitering will result in the loss of driving privileges.
6. **Students who drive and are tardy to school are subject to the tardy policy. If arriving late or leaving early becomes a persistent problem, driving privileges will be revoked. Two *emergency* tardies will be granted per semester; emergency tardies cover car trouble, care wrecks, etc. (Refer to Attendance/Tardy Policy).**
7. The speed limit on campus is 10 m.p.h. This speed limit is to be observed by everyone using the parking facility. Driving privileges will be revoked for reckless operation of vehicles on campus.
8. The front circle is reserved for visitors to MCHS. No students are to park in the front circle without permission from the front office.
9. Students who must return to the parking lot during the school day must secure a parking lot pass from the front office before proceeding to the parking lot.
10. Students are to be let out or picked up in the front circle. No students are to use the back circle because that is reserved for bus traffic.
11. Students are not to loan their tag to anyone else. Students who loan their tags or otherwise try to by-pass vehicle registration at MCHS will lose their parking privileges at MCHS.
12. **Students must abide by the directives of the traffic monitor and bus duty teachers. Those failing to do so will face the loss of driving privileges and disciplinary action.**
13. Vehicles that display vulgar, obscene, racist or illegal drug messages will not be permitted to park on the MCHS campus. Loud music is not permissible on campus during the school day.
14. The Marion County High School parking lot is off limits to any student assigned to the District Alternative School. No student in the district alternative school will be permitted to ride home with student drivers. If an MCHS student driver transports any district alternative school student to or from school they will be subject to loss of driving privileges.

Vocational School Drivers

Students who need to drive to the vocational school occasionally are to secure from the vocational school office a temporary driving permit. This permit is good for one day only and must be signed by the principals at both schools.

Driver's License Revocation / No Pass - No Drive

Students who are sixteen (16) or seventeen (17) years old who become academically deficient or deficient in attendance shall be reported to the Transportation Cabinet for driver's license, permit or driving privilege revocation. Schools shall make reports to the Transportation Cabinet following the end of each semester. High schools shall make reports following summer school if a student who was academically non-compliant becomes academically compliant as the result of their summer school attendance.

ACADEMIC AND ATTENDANCE DEFICIENCIES

Academic and attendance deficiencies for students age sixteen (16) or seventeen (17) enrolled in regular, alternative, part time, and special education programs shall be defined as follows:

1.) They shall be deemed academically deficient if they have not received passing grades in at least four (4) courses, or the equivalent of four (4) courses, taken in the preceding semester.

2.) They shall be deemed deficient in attendance when they drop out of school or accumulate nine (9) unexcused absences for the preceding semester. Suspensions shall be considered unexcused absences.

REINSTATEMENT OF DRIVING PRIVILEGE

Students whose driving permits are revoked, but later meet standards for reinstatement, must then apply to the designated administrator to have their standing confirmed. A student may reapply as early as the end of the semester during which he/she successfully completes the attendance and academic requirements. This means the student must be in compliance (good standing) for a full semester before regaining driving privileges.

EXTRACURRICULAR ACTIVITIES AND SPORTS

Clubs

Band
Beta Club
Skills USA
Pep Club
Key Club
Student Council
National Honor Society (NHS)
Future Farmers of America (FFA))
Teen Leadership Marion County
Technology Student Association (TSA)
National Technical Honor Society (NTHS)
Future Business Leaders of America (FBLA)
Student Technology Leadership Prog (STLP)
Family Career & Community Leaders (FCCLA)
Health Occupation Students of America (HOSA)
Students Against Destructive Decisions (SADD)

Sports

Baseball
Basketball
Bass Fishing
Cheerleading
Cross Country
Football
Golf
Soccer
Softball
Swim
Tennis
Track
Volleyball

IMPORTANT INFORMATION

Academic Eligibility (KHSAA)

The Kentucky High School Athletic Association (KHSAA) states that each athlete must have for the current academic school year (up to and including Friday of the week preceding the week in which the contest occurs) a passing average in 4 of their 6 full-credit classes.

When a student is absent from school, he/she cannot participate in a club or sports activity for that day without prior arrangements with the athletic director or club sponsor. The individual sponsor determines criteria for participation in extra-curricular and co-curricular activities.

Students must meet the following KHSAA grade level requirements by the first day of school to be eligible to participate in athletics for that school year:

Grade Level	Number of Credits Required
10 th	6.5
11 th	13
12 th	19

Cancellation of School

In case of inclement weather or other emergency situations, WLBN-WLSK and WAKY will broadcast any announcement concerning school closing or a later starting time. Also, several Louisville and Lexington TV stations will carry the announcement. The Board of Education has designated the phone number 692-3721 ext. 411 as an information number for all activities and school closing announcements. One call will be made from The Board of Education to each home. ONE CALL NOW will send out a district wide call to each staff member and all students enrolled in MCPS.

Distribution of Medication to Students

Medication should be given at home when possible. Parents and health care providers shall complete the required Permission Form for Prescribed or Over-the-Counter Medication before any person administers medication to a student or before a student self-medicates. Permission forms are available in the main office. The parent/guardian, school personnel and the health care provider must complete the permission form.

All medications must be transported to school by the parent/guardian in amounts specified by the Principal/designee. Students are not permitted to bring any medication to school or carry medication on the bus unless a documented presenting medical need exists. Labels that have been altered in any way will not be accepted. The first dose of any medication or dosage change should be given at home. Non-prescription (over-the-counter) medications may be accepted on an individual basis as provided by the parent or legal guardian when a completed authorization to give medication Permission Form for Prescribed or Over-the-Counter Medication is on file. **The medication should be in the original container, dated upon receipt and given no more than three (3) consecutive days without a physician's order.** NOTE: Self-administration of asthma medication shall be permitted in compliance with state law.

Educational Enhancement Opportunity

Students shall be granted an excused absence for up to ten (10) school days to pursue an educational enhancement opportunity determined by the principal to be of significant educational value. **Prior approval** must be obtained in writing from the principal at least **two weeks** in advance; no more than 10 days will be excused. **Such requests will not be honored during semester exams or state testing.**

Graduation

Seniors must meet all requirements for graduation in order to participate in the commencement exercise. In order to participate in the commencement exercise, seniors must: attend the graduation practice sessions, dress appropriately (determined by principal) and exhibit proper behavior, and have paid all fines, fees, etc., completed all disciplinary assignments, and meet all requirements listed below. Requirements as approved by the SBDM Council for graduation will be distributed to MCHS students at the beginning of each year during orientation by the counselors. MCHS does have a Community Service Policy and attendance requirements for participation in graduation ceremonies. Per Board Policy, those students who are assigned to District Alternative School in the spring semester shall petition in writing the opportunity to participate in graduation. If a student's suspension period falls during the graduation date will not be allowed to participate in graduation ceremony.

Homebound Services

A homebound teacher is available for students anticipating absence from school for five or more days for medical reasons. It is the responsibility of the parent to notify the student's counselor and to obtain a homebound form to be completed and signed by a licensed physician stating that the student's condition renders attendance at school inadvisable. A student cannot be enrolled in the homebound program until the form is returned to the school. Pursuant to 707 KAR 1:055, Section 9, the condition of pregnancy is not to be considered a physical or health impairment in and of itself.

In-School Detention (ISD)

Students may be assigned to ISD by the administration of the high school and Area Technology Center. Upon assignment, parents may be notified of this action by letter or telephone from the administration. Such notifications will include length and reason of assignment.

The following are the expectations of students while in ISD:

1. Immediately upon arrival at MCHS, the student will report directly and promptly to ISD or the designated area where the ISD instructor will escort the students to the ISD room.
2. Two restroom breaks per day will be allowed at specific times.
3. Unless excused, a student will remain in his or her assigned seat at all times.
4. Failure to comply with the directives of the ISD instructor will result in suspension.
5. During the ISD assignment, students are not permitted to attend school activities or functions.

Insurance

An economical insurance policy is available for all students. Information will be provided during registration and in the office. In case of an accident, the student should report the accident to the office immediately. Policyholders must file insurance claims within thirty (30) days after the accident.

Non-Prescription Medicine Policy

Abuse of prescribed drugs/over-the-counter medications shall be considered in the same manner as illegally obtained substances. Students are to see the school nurse for over-the-counter medication for headaches, coughs, etc; students are to refrain from distributing over-the-counter medications to others for obvious safety reasons and may face disciplinary actions for dispensing such items.

Report Cards

Grade reports are issued to students every 3 weeks with final grades awarded at the end of the year. Parents can request a copy of their son/daughter's grades at any time. Report cards will be available at the school at the end of the year. Marion County High School grading scale is as follows:

A = 90-100 B = 80-89 C = 70-79 D = 60-69 F = 59 and below.

School and Class Fees

A yearly fee charged at registration. This charge covers student agenda, student locker, mailings and class dues. In some classes, workbooks and other materials required by the instructor will need to be purchased by the student. Class fees are paid yearly. Class dues pay for graduation programs, diplomas, senior banquet as well as other incidental costs. Seniors are to have all class fees paid before senior activities in the spring term.

School Resource Officer

Marion County High School has benefited from the Lebanon Police Department's assigning of a School Resource Officer to serve in the district. This officer works out of the high school and interacts with students daily. His presence helps to ensure a safe school environment and he has demonstrated a willingness to work with students and parents on a variety of concerns, both in and out of the traditional school setting.

School Library

The school library is open from 8:00 am – 3:30 pm. The following are the general rules for the library:

1. All books and materials checked out of the library must be checked out at the circulation desk.
2. All books except reference books may be checked out for a period of two weeks. Reference books may be checked out for one night. Books should be returned to the library as soon as students finish using them.
3. The number of books borrowed by a student is four (4) books unless there are extenuating circumstances such as more than one class researching the same topic.
4. A fine of five cents a day is charged for overdue books. Fines for reference books and books on-

loan from the Marion County Public Library are twenty-five cents per day the book is overdue.

5. The person who has checked out the book must pay for lost or damaged books. The price will be determined by the condition of the book when checked out and the price of a replacement copy.
6. The librarian will charge a fine to any student for tearing, cutting, or writing in books or magazines.
7. Students are expected to conduct themselves properly when using materials in the library.
8. Any student who “breaks” into the mainframe applications of the school will lose computer privileges in the library and throughout the school.

School to Work Policy

- 1.) Seniors only - must be on grade level and passing ALL classes.
- 2.) Must have met College or Career Readiness standards **or** be on track to complete a career pathway.
- 3.) STW students must attend Academic Time, take the ACT Work Keys, and KOSSA Exam or Industry Certification in their career pathway.
- 4.) Applications for established businesses only – no baby-sitting, etc. Students must turn in a monthly evaluation from the employer and a pay stub or check.
- 5.) No student will be allowed to participate in school to work (or attend college classes) until after 4th period.
- 6.) Attendance guidelines – no more than 3 unexcused absences during the school year.

* If students fail to comply with the established guidelines they may lose the privilege to participate in the School to Work Program and be placed back in a traditional schedule.

*Schools to Work students will lose the privilege of participation in the program if found transporting other students off of campus without prior approval.

Telephone Use Policy

Students will only be called to the phone in case of emergencies. Messages will be taken by the secretary and delivered to the student at the end of the day. Students are not to use the office phones without approval by an administrator. Students are not allowed to use telephone during instructional time.

Visitors

All visitors to the school must secure a clearance from the principal’s office before contacting students or staff members. Visitors are not allowed in classrooms during the normal school day unless for educational purposes. Visitors will be issued an identification card to wear at MCHS. This regulation applies to sales people, parents, and relatives, as well as any other visitor.

Youth Services Center

The mission of the Marion County Youth Services Center is to help academically at-risk students succeed in school by helping to minimize or eliminate non cognitive barriers to learning.

Youth Services Center's are strengthened by community partnerships in their ability to provide vital programs, services and referrals to students and their families. These partnerships are critical in efforts on behalf of students to promote: academic achievement and well-being; and graduation and transition into adult life.

The goal of the YSC is to meet the needs of all children and their families served by the Centers as a means to enhance student academic success. YSC serve students in middle and high school and coordinate:

- 1.) referrals to health and social services;
- 2.) career exploration and development;
- 3.) summer and part-time job development (high school only);
- 4.) substance abuse education and counseling; and
- 5.) family crisis and mental health counseling.

Director: YSC Coordinator
270-692-3517 or 270-692-6066

Marion County High School SBDM Policies

All MCHS Site Base policies can be located at:

http://marion.k12.ky.us.schools.bz/school_forms.aspx?schoolID=1

Marion County High School Site-Based Decision Making Council 2018-2019

Daniel Mattingly , Teacher
Jordan Reinle, Teacher
Carol Stayton, Teacher
Dot Caldwell, Parent
Kenya Reyes, Parent
Kathy Jo Underwood, Recorder