*“Creating life-long learners and contributing citizens through individual, flexible, structured educational experiences”*

Mercer Central



Student Handbook

2021-2022

Jaziel Guerra; Principal

Lisa Sparrow; Counselor

Lucinda Collins; Teacher

Kris Cheney; Teacher

Vicki Nolin; Teacher

Gary Hall; Teacher

Krishna Ramjahtan; Teacher

Marta Robins; Administrative Assistant

Rick Ardito; Custodian

530 Perryville Rd.

Harrodsburg, KY 40330

859-733-7120

859-733-7004 (fax)

<http://www.mercer.kyschools.us/>

**School Email Addresses**

first name.last name@mercer.kyschools.us.

Teacher email addresses can also be found on the school website

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***Important Dates   2021-2022***

|  |  |
| --- | --- |
| 1st Day for Students | August 11 |
| Labor Day (no school) | September 6 |
| End of 1st Nine Weeks | October 5 |
| Fall Break (no school) | October 6-15 |
| Thanksgiving Holiday (no school) | November 24-26 |
| Winter Break (no school) | Dec 20 - Jan 4 |
| End of 2nd Nine Weeks | December 17 |
| Martin L. King Day (no school) | January 17 |
| President’s Day (no school) | February 21 |
| End of 3rd Nine Weeks | March 4 |
| Spring Break (no school) | March30 –  April 8 |
| Last Day for Students/End of 4th 9wks | May 26 |

\*\*Ending date is likely to change due to inclement weather.  Snow days will be added to the calendar at the end of the school year.

***Safe Schools Policies and Procedures***

***Providing a safe and secure learning environment is our number one priority!***

***The following policies and procedures have been established to help ensure our students safety!***

**ARRIVAL PROCEDURES**

Students should not arrive earlier than 7:45 a.m. Upon arrival, all students must go directly to the entrance and proceed to Day Treatment Classroom.

**DISMISSAL PROCEDURES**

Students will be released at 2:55p.m. At that time the students will be escorted to their appropriate bus. In addition, all “Car Riders” and students who walk to our campus will be released once all buses have left the parking lot.  All students must immediately leave the campus and must remain off campus for the duration of the afternoon and evening. Leaving campus with another student is strictly prohibited unless the youths are “regular” walkers to or from the campus grounds.

Those students remaining on campus awaiting transportation will do so in a supervised recreational area. Students will ride their assigned bus unless they have a note from their parent or guardian permitting them to ride to another location, walk, or be a car rider.

**OFF-LIMIT AREAS**

1. Parking lot (without permission)
2. Hallways (without permission)
3. Restrooms (without permission)
4. All areas except cafeteria before 7:45 a.m.
5. Mechanical Room / Custodial Closets
6. Faculty Restrooms

Note:  Students should never be outside the building during the school day without supervision.  The only entry available during school hours is the Mercer Central Office door. All other entries are to remain locked and no one should allow anyone in these entries.

**ITEMS NOT ALLOWED ON CAMPUS**

1. Lighters or matches
2. Drug paraphernalia
3. Squirt Guns
4. Gang paraphernalia
5. Any other item inappropriate or distracting to the educational process
6. Tobacco products
7. Any dangerous or potentially dangerous weapon

**STAYING AFTER SCHOOL**

Students **cannot** stay after school for any reason unless supervised by school personnel.  Students **cannot** wait for transportation after school that goes beyond 3:30 p.m. without approval of the principal.

**BACKPACKS , OVERSIZED PURSES, AND OTHER BAGS**

Since all materials and supplies are provided for students, there is no need to bring a backpack or bag of materials and supplies. Any bags, oversized purses and other bags brought into the building must remain in the office and students will be allowed to access their belongings at the end of the day.

Vehicles should be locked and personal property secured. **The school has the right to search student’s personal property anytime it is on school property (reasonable cause).**Illegal items can be held at school and not returned to the student.  Mercer Central is not responsible for personal property stolen/ damaged from bags or vehicles on school grounds.

**MEDICATION POLICY**

**The following regulations shall guide the distribution of medication to students at school.**

Students with medical conditions will be required to have signed parent/guardian consent to release medical information to the necessary school personnel.

* The nurse shall only administer medication to students during school hours or such other person as in authorized by the school principal.
* The medication permission form must be completed by their prescribing physician, which includes the doctor’s order and doctor’s signature.
* The parent or other legally appointed guardian must sign the permission form.
* Over the counter medicines **MUST** be in the original container and will **ONLY** be given if parental consent is obtained. **Student should not possess or distribute over the counter medication. All over the counter medication should be submitted to school nurse for dispersal.**
* Tylenol will be given **ONLY** if the necessary medical card is completed and permission is given by parent/guardian.

**ACCIDENTS**

Accidents on campus that require first aid must be reported to the nurse.  An accident report must be filed in the office within 24 hours of the incident.  Students may purchase school insurance that serves as a rider for their family insurance.  This insurance will not pay until the family insurance is used and does not always pay in full.  A student who is injured in a school activity either on or off school grounds should report incident immediately to supervising staff member.

**OFF-CAMPUS VIOLENCE**

Students who participate in acts of violence off campus may be subject to the full extent of the discipline available according to school policy.  Based on a review of the incident and the relationship to a safe school environment, appropriate punishment will be given.

**FIRE/BUS/SEVERE WEATHER/DISASTER/LOCKDOWN DRILLS**

Fire, bus evacuation, severe weather, earthquake, disaster and lockdown drills at regular intervals are required by law and are important safety precautions.  Instructions for drills are posted in each classroom and throughout the school. Every teacher and student should be familiar with the drill procedures. It is essential that when the signal is given, everyone go promptly to their designated area. Fire drills will be conducted monthly, intruder lockdowns, severe weather, and  earthquake drills will be conducted once a semester or as needed.

**Discipline consequences may be assigned to any student not adhering to school rules and policies concerning their safety or the safety of others.**

**Guidance on How to Respond to an Active Shooter for Students:**

Information taken from [www.fema.org](http://www.fema.org);   Guide for Developing High Quality School Emergency Plans (p56-67) with guidance and input from Kentucky Center for Safe Schools:

No single response fits all active shooter situations; however, making sure each individual knows his or her options for response and can react decisively will save valuable time. There is no single answer for what to do, but a survival mindset can increase the odds of surviving. During an active shooter situation, the natural human reaction, even if you are highly trained, is to be startled, feel fear and anxiety, and even experience initial disbelief and denial. You can expect to hear noise from alarms, gunfire and explosions, and people shouting and screaming. Shootings can occur in any location not just at a school.  The skills listed below are skills that can be implemented regardless of location. When at school though, we have teachers and staff members who have also been given information on how to respond to an active shooter. Look to your teachers and school staff members for guidance. If you are not able to locate an adult, you need to evaluate the situation and consider whether you should run or hide. If you are currently in a safe location, hide. If your location is not safe, run to somewhere safe and hide. As the situation develops, it is possible that you will need to use more than one option. During an active shooter situation, staff will rarely have all of the information they need to make a fully informed decision about which option is best.  Often they will have to rely on their own judgment to decide which option will best protect lives.

**Run**

If you and those in your care are not in a safe place and you can relocate safely, run far away until you are in a safe location.

* Leave personal belongings behind;
* Visualize possible escape routes, including physically accessible routes for students and staff with disabilities as well as persons with access and functional needs;
* Avoid escalators and elevators;
* Take others with you (if you are a student and other students won’t go, do not stay behind if you are not safe);
* Call 911 when safe to do so; and
* Let a responsible adult know where you are.

**Hide:**

Hide in as safe a place as possible.  The ideal location is where the walls are thick and have fewer windows. In addition:

* Classroom doors should always be kept locked; if they are opened: shut the door and make sure they are locked;
* If you cannot get in a classroom, you can hide in other areas throughout the building including  the kitchen, locker rooms, bathrooms, etc.;
* Barricade the doors with heavy furniture;
* Close and lock windows and close blinds or cover windows;
* Turn off lights;
* Silence all electronic devices;
* Remain silent;
* Use strategies to silently communicate with first responders if possible; and
* Remain in place (as long as safe) and until given an all clear by identifiable law enforcement officers.



**SCHOOL RELOCATION AND STUDENT/PARENT REUNIFICATION**

The district will notify you as soon as possible, in the event your child is evacuated from his/her school.  The district already has predetermined, school-specific sites in the event an evacuation because necessary. We will let you know when and where you may pick up your child once officials have deemed the situation resolved and safe**.**

In an effort to provide emergency responders, school officials, and law enforcement agencies total control of a threatening situation, the pre-determined, school-sites will not be disclosed.

The decision to evacuate and relocate will be made on a case-by-case basis depending upon the severity of the situation and evaluations by Law Officials, the Emergency Management Agency, and the Superintendent.

**DISTRICT COMMUNICATION TO PARENTS:**

IN THE EVENT OF EVACUATION AND RELOCATION

* The district will utilize the OneCall Now messaging system and the Mercer County School webpage.
* Harrodsburg Dispatch will communicate information using the Code Red messaging system.

**PARENTS-WE NEED YOUR HELP!**

Parents- The district understands that you will be concerned about the safety of your child in the event he/she is relocated from school.  We have developed these procedures in an effort to provide a safe and secure environment for all students and staff in an evacuation of the school was deemed necessary.

Before an Emergency occurs:

* Provide the school with your current phone number.  If this number changes during the school year, provide the school with your updated information immediately.
* Add additional numbers to the OneCall system by going to www. mercer.kyschools.us and to OneCall Now tab.
* Keep your child’s enrollment card up-to-date at the school.
* Sign up for the Code Red Emergency messages from the Harrodsburg Dispatch at:

<https://public.coderedweb.com/CNE/en-US/BFB7CC4C6C0A>

During an Emergency:

* If you are notified of an emergency at your child’s school, please DO NOT attempt to go to your child’s school or approach the campus as this will hinder emergency responders and emergency vehicles from getting to campus.
* Do not call the school. This will tie up phone lines that will need to be utilized to call law officials, emergency management, and other official personnel.
* Do not call your child.  If students are hiding, a ringing or vibrating phone may make your child and others with them targets.

During Reunification:

* Know that you will be able to pick up your child at the designated relocation site.
* Bring your driver’s licenses with you for identification.

***Academic Policies***

**FIELD TRIPS**

Local field trips are part of the school’s curriculum.  If you do not wish for your child to participate in these local trips, please notify the office during the first week of school.  Permission forms for each student containing approval of all teachers and office must be completed and submitted to the office prior to trip.  **Students who do not meet attendance, discipline or academic requirements may not be eligible for participation**.

**GRADE REPORTING AND POLICIES**

The school year is divided into four nine-week grading periods. **Report cards** will be issued each nine-weeks. A progress report will be sent home at the **mid-term** of each nine-week period for each student. Year-end report cards will be mailed home. To determine a student’s G.P.A., a 4-point grading scale will be used. AP/ Dual Credit classes will be weighted for class rank only.

**GRADING SCALE**

                      90-100 A 80-89   B 70-79 C    65-69 D

**SUMMER SESSION**

Students may have the opportunity to complete core requirements during summer session. There is a  $50 fee per course ($20 fee per course if free/reduced lunch).

**HONOR ROLL**

Those students that maintain a high academic standard are placed on our honor roll for that grading period and/or semester. Both honor roll classifications are listed below:

**A Honor Roll**

To achieve this classification, a student must maintain all A’s in every class.

**A/B Honor Roll**

To achieve this classification, a student must achieve all A’s and B’s with no grade below a B.

**AWARDS AND HONORS**

Awards and honors are given to students in recognition of service to school and community or for achievement in academic areas and extra-curricular activities. These awards are presented to students during special programs throughout the year, Underclassmen Awards Program, or Senior Honors Night.

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| --- | --- | --- | --- | --- |
| **MINIMUM GRADUATION REQUIREMENTS for Class of 2022** | |  | **MINIMUM GRADUATION REQUIREMENTS for Class of 2023 and beyond** | |
| **Language Arts**  (Eng I, II, III, & IV) | **4 Units** |  | **Language Arts**  (Eng I, II, and 2 additional Eng aligned to ILP) | **4 Units** |
| **Mathematics**  (Algebra I, Geometry, Algebra II, math elective) | **3.5 Units**  *(one math course each year of HS)* |  | **Mathematics**  (Algebra I, Geometry, and 2 additional math aligned to ILP) | **4 Units**  *(one math course each year of HS)* |
| **Science**  (Integrated Science, Biology, Chemistry or Physical Science or Physics) | **3 Units** |  | **Science**  (Integrated Science, Biology, Chemistry or Physical Science or Physics) | **3 Units** |
| **Social Studies**  (Survey of Social Studies, World Civ, U.S. History) | **3 Units** |  | **Social Studies**  (Survey of Social Studies, World Civ, U.S. History) | **3 Units** |
| **Health & PE** | **1 Unit** |  | **Health & PE** | **1 Unit** |
| **Visual & Performing Arts** | **1 Unit** |  | **Visual & Performing Arts** | **1 Unit** |
| **Life Skills** | **1 Unit** |  | **Life Skills** | **1 Unit** |
| **Minimum Additional Electives** | **5.5 Units** |  | **Minimum Additional Electives**  (6 units aligned to ILP) | **5 Units** |
| **Total Credits Required for Graduation** | **22 Units** |  | **Total Credits Required for Graduation** | **22 Units** |
| *Classified as 10th Grade* | *5 Units* |  | *Classified as 10th Grade* | *5 Units* |
| *Classified as 11th Grade* | *11 Units* |  | *Classified as 11th Grade* | *11 Units* |
| *Classified as 12th Grade* | *17 Units* |  | *Classified as 12th Grade* | *17 Units* |

|  |  |  |
| --- | --- | --- |
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**COMPUTER USAGE**

**STUDENT ACCEPTABLE USE PROCEDURES**

Students in the Mercer school system must sign an Acceptable Use Agreement to obtain a network account.  A written request, signed by the student and his/her parent or legal guardian for minors (those under 18 years of age or non-emancipated) is required before a student is allowed Internet or e-mail access.  This document shall be kept as a legal, binding document and shall be in effect for the entire school year. To rescind this agreement, the student’s parent/guardian (or student who is at least 18 years old or emancipated) must provide the Superintendent a written request. The following is a list, not intended to be all-inclusive, of items not permitted:

1. Sending or displaying offensive messages/pictures.
2. Using obscene language.
3. Entering chat rooms.
4. Harassing, insulting, or attacking others.
5. Damaging computers, computer systems, or computer networks, including the intentional uploading of a virus.
6. Violating copyright laws.
7. Using other’s passwords **or sharing your** **password.**
8. Trespassing in others’ accounts, files, directories or work, and harming data of another user.
9. Modifying system files used in the operation of the computer, the network, or installed software.
10. Wasting resources (including, but not limited to, sending chain letters by e-mail, installing and playing of non-instructional games, printing personal documents).
11. Commercial/Financial use of the network.
12. Posting personal info such as names or phone numbers on/off campus servers.
13. Activities deemed to be a network security risk.
14. Vandalism/Defacement of the physical equipment.
15. Installing any unauthorized software.
16. Bringing software from home and using on the school system (except software used for a class).
17. Creation/posting of Internet material without permission.
18. Revealing personal information, including home addresses, phone numbers, credit card information, or any other financial information.  Your personal signature on any e-mail must use the school address only.
19. Printing material from the Internet without permission.
20. Accessing the Internet without staff permission.
21. Accessing inappropriate Internet sites.
22. Using any e-mail software (i.e. Hot Mail, Yahoo, Rocket, etc.) that is not a school provided.

**If the user violates any of these provisions, the administration, faculty, or staff may suspend his/her account subject to review by the principal or his/her designee.**Discipline may include suspension and/or notations on the student’s permanent record. All terminations and disciplinary actions are subject to a due process hearing as outlined in District Board Policy.

**DISCLAIMER TO STUDENTS**

The use of computers, the Mercer County School’s network and the Kentucky Educational Technology System including the Internet, is solely to support the educational objectives of our school system.  Its use is a privilege, not a right, and inappropriate use will result in a loss of those privileges. Users should not expect that files, including e-mails, stored on district servers will always be private.  Network administrators may review files/communications to maintain system integrity.

The Mercer County System, its staff, employees, and/or agents make no warranties, whether expressed or implied, for the service it is providing.  Those cited will not be responsible for any damages you suffer, including loss of data resulting from delays, non-deliveries or service interruptions.  These losses also apply to any damage to files that occur to any machine that is not the property of the school district as the result of sharing data.

The Internet is unregulated and the information found on the Internet has not been verified for accuracy.  Mercer County Schools specifically denies any responsibility for the accuracy/quality of Internet information. While our intent is to make Internet access available to further educational goals and objectives, students may find ways to access other material as well.  We believe that the benefits to students from access to the Internet, in the form of information resources and opportunities for collaboration, exceed any disadvantages. Ultimately, parents/guardians are responsible for setting and conveying the standards for their son/daughter.

Note:  Students violating their AUP lose computer privileges and are still responsible for completing an alternative classroom activity.

**NOTIFICATION OF FERPA RIGHTS**

The Family Educational Rights and Privacy Act afford parents and students over 18 years of age (“eligible students”) or who are attending a post-secondary institution certain rights:

1. *The right to inspect and review the student’s education records within forty-five days of the day the District receives a request for access*.  Parents or eligible students should submit to the school principal/designee a written request that identifies the record(s) they with to inspect.  The Principal will make arrangements for access and notify the parent or eligible student of the time and place for record inspection.
2. *The right to request the amendment of the student’s education records that the parent or eligible student believes are inaccurate, misleading, or in violation of the student’s privacy or other rights.*Parents or eligible students may ask the District to amend a record that they believe is inaccurate, misleading, or in violation of privacy or other rights.  They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate, misleading, or in violation of their privacy or other rights.
3. *The right to consent to disclosures of personally identifiable information contained in the student’s ed. records, except to the extent that FERPA authorizes disclosure with consent.*
4. One exception, which permits disclosure without consent is disclosure to school officials with legitimate educational interests.  A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel);  a person serving on the School Board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary committee, or assisting another school official in performing tasks.
5. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.  Upon request, the District shall disclose education records without consent to officials of another school district in which a student seeks or intends to enroll; or *the right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA.*FERPA Address:

Family Policy Compliance Office

U.S. Department of Education

600 Independence Avenue, SW

Washington, DC  20202-4605

***Extra Curricular Activities***

**SCHOOL-SPONSORED ACTIVITIES/ DANCES**

Students are to conduct themselves properly at all school-sponsored activities on or off campus. **This includes, but is not limited to ball games, field trips, and other activities.**  All school rules are followed at school-sponsored activities.  Students suspended, or expelled are not permitted to participate in school activities during the duration of that discipline action. The following guidelines are to be followed at school-sponsored activities:

a. Only our high school students and their guest shall be permitted to attend dances and other restricted  activities. No middle school students will be allowed to attend. No person over the age of 20 will be  permitted to attend. Approval shall be made in advance through written permission with the principal.

1. Students that leave will not be permitted to re-enter.

c. All events must end by **12:00** midnight.

d. No drugs, alcohol, or tobacco (alternative) permitted.  Students or guests under the influence or in possession of alcohol/drugs will be reported to parents/guardians and law enforcement.

1. Students must be at school the day of the event or have prior approval of school administration.  If events are on Saturday and/or Sunday, the student must be in school on Friday.

**Students attending dances at Mercer County Senior High must have permission and approval from MCSH principal. Once given permission students must adhere to all MCSH school dance guidelines.**

***Attendance Policies***

Parents are allowed to write six (6) excuse notes per year for reasons they deem appropriate (illness, family emergency, college visit days, etc.).  Any other days beyond the six must be official absences (doctor, dentist, legal). Absences beyond the six parent notes and official notes will be counted as unexcused.

All notes must be turned into the office the date the student returns to school.  Any notes turned in more than (5) days beyond the student’s return to school will be counted as unexcused.

For absences and tardies without written documentation, a Parent Excuse will be used to excuse the absent/ tardy if these are available. If the limit of six (6) parent excuse absence/tardy have been reached, the absence/ tardy will be considered unexcused.  (Please refer to District attendance policy)

Unexcused absences may also result in the loss of driving privileges for students between the age of 16 and 18 under the No Pass, No Drive law.  For details on No Pass, No Drive, contact the front office.

***Mercer County School Board Attendance Policy 09.123 (excerpt)***

*Any twelfth (12th) grade student who has accumulated ten (10) unexcused absences (absent days) will not be allowed to participate in high school graduation ceremonies. Any time period in which a student withdraws from school or has a late enrollment will also be considered as “an unexcused absent day” from the school year. Transfers from one (1) public high school to Mercer County High School will be granted an exception of three (3) school days for moving and travel. Senior attendance is based on a full year enrollment and official withdrawal from school cannot be used as an avenue to circumvent the ten (10) day unexcused event rule.*

***A note is required anytime a student misses part or all of the school day.***

Other attendance issues will be governed by the policies of the Mercer County Board of Education.

**TRUANCY CHARGES:**

**Charges will be filed on the student and parent.**

Truancy Charges will be filed on the students and in the case of a minor student, “unlawful transaction with a minor in the third degree” will be filed on the parents.

**PARENT/DOCTOR NOTES:**

**SIX PARENT AND TEN DOCTOR NOTES PER YEAR TO BE USED AT PARENT DISCRETION TO EXCUSE AN ABSENCE**

Mercer County School District allows a total of six (6) written “parent notes” and ten (10) “doctor notes” for the year.   If a student is already a habitual truant, as defined by Kentucky statues, this automatically revokes the use of any parent notes.  Once a student has six written parent notes, or has already become a habitual truant as defined by Kentucky statues, all subsequent absences will require a medical statement.

All parent notes and doctor statements should be returned on the day the student returns to school.  If not returned at this time, this documentation must be provided to the school within 5 DAYS of the student’s return to schoolor it will be documented as unexcused.

**CONSEQUENCES FOR ABSENCES**

**3 UNEXCUSED ABSENCES**

* Parents will be notified by letter from school staff

**4 UNEXCUSED ABSENCES**

* Parent notified by letter from school staff
* At-risk assessment form Referral to counselor or school social worker to make contact with the parent & complete at-risk assessment form
* At-risk assessment form will be forwarded to the Director of Pupil Personnel

**5 UNEXCUSED ABSENCES**

* Home Visit by Administrator of Pupil Personnel
* Final Notice that legal procedures can be started

**6 UNEXCUSED ABSENCES**

* Truancy Charges Filed

**6 Unexcused Absences** is a habitual truant as defined by Kentucky statutes.  If a student is already a habitual truant, as defined by Kentucky statues, this automatically revokes the use of any parent notes.   A student will be excused for one day for the military deployment of a parent/ guardian and one day when a parent/guardian returns from military deployment.

**YEARLY PERFECT ATTENDANCE** - NO ABSENCES, 1-Excused TARDY (60 minutes or less), and no unexcused tardies.

**EHO (Enhanced Educational Opportunity)**

This application form (09.123 AP.2) must be completed and returned to your school principal at least five (5) days prior to the absence.  The principal then deems if it is educationally relevant and determines approval. A student may be approved for up to ten (10) days of absence per year for this purpose.  This type of absence cannot occur during the school’s state-testing window or district-wide assessments, unless there are extenuating circumstances approved by the Principal.

**STUDENTS CAN NOT LEAVE SCHOOL GROUNDS DURING SCHOOL DAY**

Students are NOT allowed to leave school grounds during the school day, unless it is part of their scheduled day of instruction. **This is considered skipping and will result in disciplinary action.** Once a student arrives on school property, they are not allowed to leave without permission (this includes car riders, bus riders, and drivers).

**SIGN IN and SIGN OUT**

-Our highest priority for all students must be safety. We want parents to know the staff of Mercer Central will do our best to ensure students are supervised and accounted for at all times. With this in mind, we must follow a clearly defined policy for students entering or leaving our building during the day.

-Students may leave the school only with a parent/ guardian or approved individuals listed on the emergency white card in the office.

-Student drivers must submit a written request from their parent/ guardian in order to sign out and reasoning must be provided.

-Any student who signs out may not return without a doctor’s note, legal excuse, or prior administrative approval.

-Students who arrive after the tardy bell must always sign in the office with a parent note indicating illness or with a doctor’s printed excuse. Failure to do so will result in an unexcused tardy.

**Parents may write up to six (6) additional notes for a check in or check out that is less than 2 hours of the school day.  These notes must be turned in within 5 days of the check in or check out.**

**STUDENTS EIGHTEEN (18) OR OLDER**

Students who are eighteen (18) years or older and are still living with a parent/guardian, may NOT, write their own notes, or check themselves out.  Only students who are not on record as being under the care or control of a parent/guardian may provide their own documentation for check out and absence events.

**STUDENT SICKNESS WHILE AT SCHOOL**

If a student becomes sick while at school, they need to see the school nurse. If the school nurse feels they are unable to remain at school, the nurse will provide documentation for an excused check-out for that day only and call the parent.  In this case, the student will remain in the nurse/office area until the parent/guardian comes to pick their child up at school.    The **parent/ guardian  or someone designated by them on the enrollment card must come in the building** and sign their child out at the office. If parents/guardians cannot be notified, the student will remain at school. Remember when the nurse sends a student home, that valid excuse is for that day only.  In the event of the nurse’s absence in the building, students must get approval from the principal/assistant principal for a check out for illness.

**WITHDRAWAL FROM SCHOOL**

Students, who are withdrawing or transferring from school for any reason, must notify the Counselor in order to obtain a proper release. All fees and debts must be paid before a proper release can be given.

***Student Driver Policies***

**DRIVING and RELATED POLICIES**

***With written parental permission, and under conditions prescribed by the Superintendent, high school pupils may be permitted to drive motor vehicles to and from school grounds.***

***Driving to and from school is a privilege (not a right) which may be revoked at any time if any one of these conditions is violated.***

**CONDITIONS FOR MOTOR VEHICLE USE**

1. Before a student may drive a motor vehicle onto school grounds, the student and the student’s parents or guardian must sign a valid parking application. A valid proof of insurance card must be provided.

2. In order to be eligible to drive a motor vehicle onto school grounds, a student must be passing five out of seven subjects at the end of each nine weeks. See Driver Verification Forms for more details.

3. Any student found to be parked without a proper permit may be fined $10 or towed at the owner’s expense.

4. All motor vehicles parked on school grounds must be registered with the school and must display a current parking permit. All students must present written parental permission, a valid driver license and proof of insurance coverage to receive a permit. This permit will be issued for one (1) school year.

5. Vehicles shall be parked in designated student parking areas on the school campus and are not to be visited or moved during the school day unless specific permission is given by the school principal. There will be no loitering in the parking lot. Students will not be allowed to leave campus for lunch.

6. Speeding, or any other form of reckless driving, will result in a loss or suspension of driving privileges on school grounds.

7. Student vehicles parked on school grounds are subject to search at any time if there is reasonable suspicion that illegal drugs, weapons, stolen property, or other illegal contraband may be present in the vehicle.

8. Student vehicles parked on school grounds are subject to search by drug dogs at any time.

9. Student drivers who transport other students off any school campus during the school hours may lose their parking privileges for the remainder of the school year.

10. The school system is not responsible for the automobile or its contents.

REFERENCES: KRS 161.180, KRS 160.290, OAG 74-783

**No Pass/No Drive and Driver Verification Forms**

Before taking the driving permit test, students must have a completed Driver Verification Form proving that they are currently in school, have passed at least **66% (4 / 6 classes)** of coursework the previous semester, and have no more than eight unexcused absences the previous semester. Students should see guidance secretary at least **24 Hours before** they need the form. This verification form is good for 60 days.

**See Appendix for Student Driver form.**

**Code of Acceptable Behavior**

Student behavior is important to providing a safe educational environment for all students.  Our goal is to be fair and consistent with all students; thus, we have developed the following guide that outlines for potential school discipline actions.  This is a guide for school personnel to follow when a student violates any of our school policies. When necessary the District Code of Acceptable Behavior will be utilized to decide consequences for inappropriate actions.  Administration reserves the right to assign disciplinary actions based on offense. This must be signed by each student and parent/guardian at the start of the school year.

**Consequences for Inappropriate Behavior**

**MERCER CENTRAL COMMUNITY SERVICE**

Administrators may choose to require a student to participate in community service in lieu of another consequence. This service may include cleaning in the building or picking up trash at various locations outside of the building under supervision.  Students who do not accept this community service opportunity will receive the maximum disciplinary action in lieu of this opportunity to reduce their disciplinary consequence. Seniors are required to complete 10 hours of community service before graduation.

**DETENTION HALL**

Detention hall is used as a disciplinary measure for students who exhibit inappropriate school behavior.   D-Hall can be held before and after school. Faculty and administration have the authority to assign D-Hall. Administrative detention halls will be assigned based on the referral.  Detention will be held after school two days a week from 3:00 – 4:00 p.m. Students who work have the responsibility of informing their employers when having detention. Failure to serve will result in assignment of Saturday school.  

**SATURDAY SCHOOL**

Saturday school serves as a consequence for student behavior. As per the District Code of Conduct "Disciplinary Options," upon receipt of a disciplinary referral administrators may assign this for the next available date. Saturday school is a 1 - 4 hour supervised time period on selected days.  Students should report to the office and will be monitored by a school administrator or designee. Students are expected to cooperate with the supervisor and complete requested assignments or do community service. Parents will be notified of Saturday School assignment; students are responsible for making arrangements for transportation. Students who work have the responsibility of informing their employers when having Saturday school.  If a student fails to attend, the student will receive further disciplinary action, which may include multiple ISAP days or suspension for repeated non-compliance.

**IN SCHOOL ALTERNATIVE PROGRAM (ISAP)**

The ISAP program is designed as a discipline measure to remove the student from the regular school day but keep them in school.  It is a restrictive environment in which the student does class work assigned to them through Google Classroom and does not have the privilege to be involved in the regular school day.  It is the students’ responsibility to check their Google Classroom accounts for any assignments issued by their teachers. Students are assigned ISAP through the office. Students refusing to complete work in ISAP may face further consequences.

**SUSPENSION AND EXPULSION**

These are **the most severe measures that a student can receive.**  There are Board guidelines to follow anytime a student is suspended or expelled.  Suspension can range from **1 to 10 days**.  A suspended or expelled student is not allowed on school property and cannot participate in school activities. Parent conference will be held upon suspension.

**DUE PROCESS FOR KRS 158.150**

A student shall not be suspended from school until the following due process procedures have been provided:

1. The student has been given an oral or written statement of the charge(s) against him/her which gives cause of suspension.
2. The student has been given an explanation of the evidence of the charge(s).
3. The student has been given the opportunity to present his/her version of the facts related to the charge(s).

**HARASSMENT/DISCRIMINATION**

KRS 525.070 HARASSMENT reads as follows: A person is guilty of harassment when, with intent to intimidate, harass, annoy, or alarm another person, he or she:

\* Strikes, shoves, kicks, or otherwise subjects him to physical contact

\* Attempts or threatens to strike, shove, kick, or otherwise subject the person to physical contact

\*   In a public place, makes an offensively coarse utterance, gesture, or display, or addresses    abusive language to any person present

\*   Follows a person in or about a public place or places

\* Engages in a course of conduct or repeatedly commits acts which alarm or seriously annoy such other person and which serve no legitimate purpose

Being enrolled as a student in a local school district, and while on school premises, on school-sponsored transportation, or at a school-sponsored event:

\* Damages or commits a theft of the property of another student

\* Substantially disrupts the operation of the school

\* Creates a hostile environment by means of any gestures, written communications, oral statements, or physical acts that a reasonable person under the circumstances should know would cause another student to suffer fear of physical harm, intimidation, humiliation, or embarrassment.

**PROHIBITION**

Harassment/Discrimination due to an individual’s race, color, national origin, age, religion, marital status, political beliefs, sex, or disability is prohibited at all times on and off school property during school sponsored activities. This prohibition also applies to visitors to the school who may come into contact with employees and students.  District staff shall provide for a prompt and equitable resolution of complaints concerning harassment or discrimination.

**DISCIPLINARY ACTION**

Students who engage in harassment/discrimination of an employee or another student on the basis of race, color, national origin, religion, marital status, political beliefs, sex, or disability shall be subject to disciplinary action, including, but not limited to suspension and expulsion.  Students with repetitive harassment issues may receive an affidavit to court**. See Harassment/Bullying Consequences**

**PROCEDURES**

Students who believe they have been a victim of an act of harassment/discrimination or who have observed other students being victimized shall, as soon as reasonably practicable, inform their teacher, guidance counselor, or Principal of the incident. Alleged sexual harassment will be reported to the District’s Title IX Coordinator.  Acts deemed to be harassment must be reported to the Principal in writing within 48 hours.

**NON-DISCRIMINATION**

At Mercer County Senior High School, no pupil shall be discriminated against because of age, color, handicap, parental status, race, national origin, religion, sex, or veteran status.

**BULLYING/HAZING**

Bullying is a pattern of aggressive, repetitive, deliberate, conscious, systematic and/or premeditated behavior by an individual or group to **inflict physical, verbal, graphic, emotional, racial, and/or sexual suffering** on another individual or group.

Any behavior which displays **improper use of power** to intimidate, threaten, humiliate, distress or hurt others is bullying behavior.  Bullying includes, but is not limited to, physical, social, emotional and/or verbal communication/behavior such as assault, pushing, shoving, hitting, taunting, unwanted contact, extortion, intimidation, threats of harm or retaliation, continual teasing, offensive graphics, and/or purposeful false allegations.  It also includes using the internet and e-mail to bully and intimidate other students. Detentions, ISAP, Suspensions and legal action may result if actions persist.

**HARASSMENT/BULLYING CONSEQUENCES**

1st Offense – Policy is reviewed with student, student signs off on harassment acknowledgement form and parent is contacted.

2nd Offense – Policy is reviewed again with student, student is assigned detention, and parent is contacted, possible charges filed with CDW based on severity of incident.

3rd Offense - Policy is reviewed again with student, student is assigned afternoon school or ISAP, and parent is contacted, possible charges filed with CDW based on severity of incident.

4th offense - Policy is reviewed again with student, student is assigned afternoon school, ISAP or suspension, parent is contacted, charges filed with CDW.

**\*Depending on severity of the harassment/bullying 1st and 2nd offense consequences may be skipped.**

Bully Information Sheet

|  |  |
| --- | --- |
| **TEASING**   * Everyone is having fun * No one is getting hurt * Everyone is participating equally | **CONFLICT**   * No one is having fun * There is a possible solution to disagreement * Equal balance of power |
| **MEAN MOMENT**   * Someone is being hurt on purpose * Reaction to a strong feeling or emotion * As isolated event (does not happen regularly) | **BULLYING**   * Attacked physically, socially, and/or emotionally * Unequal balance of power * Happens more than once over a period of time * Someone is being hurt on purpose |

[**Found on mssepp.blogspot.com**](http://mssepp.blogspot.com/2013/11/is-it-bullying-what-is-it.html)

**What is the difference between Bullying and Harassment?**

|  |  |
| --- | --- |
| Bullying and Harassment sometimes overlap, but not all bullying is harassment and not harassment is bullying. | |
| **Bullying** | **Harassment** |
| To be considered bullying, aggressive behavior must include:   * A real or perceived imbalance of power: physical strength, access to embarrassing information, or popularity used to control others * Repetition-bullying behaviors have happened more than once or have the potential to happen more than once.   Types of Bullying:   * Physical-hurting someone  (hitting, kicking, pinching, tripping, pushing, mean or rude hand gestures) * Verbal-saying or writing mean things (teasing, name calling, inappropriate sexual comments, threatening to cause harm, cyber bullying) * Social or Relational-hurting someone’s reputation or relationship (leaving someone out, telling others not to be friends with, spreading rumors, embarrassing someone in public) * Damage to property-taking or breaking someone’s things (can also include cyberbullying) | Harassment is **unlawful** behavior toward a protected class.  **Harassment is covered by federal civil rights laws when the behavior is based on race, national origin, sex, disability, or religion.**  **BULLYING BECOMES HARASSMENT WHEN:**   * Bullying behaviors are severe, pervasive, persistent (the behaviors don’t stop after the offender has been told to stop) * Bullying behavior creates a hostile environment at school:   + Interferes or limits a student’s ability to benefit by services, opportunities offered by the school   NOTE: Schools are REQUIRED to report harassing behaviors (including Harassing communications) to local law enforcement, The Kentucky State Police, or the County Attorney within 48 hours of the original report. |

**I AM OR SOMEONE I KNOW IS BEING BULLIED.**

**Who do I tell and when?**

|  |  |
| --- | --- |
| You should report any instance of bullying immediately to:   * Teachers, principals, counselors, bus drivers or others adults at school * Your parents | You can also report anonymously at  Safety Tipline, Online Prevention Logon to [www.mercer.kyschools.us](http://www.mercer.kyschools.us) to access. |

|  |
| --- |
| 1. Administrators at your school are required to document an investigation and submit a report on the findings of the investigation. 2. Administrators will make every effort to eliminate a hostile environment. 3. School and District employees involved in the investigation of complaints shall respect, as much as possible, the privacy and anonymity of both victims and persons accused. 4. Administrators will contact parents of both the victims and persons accused when bullying is reported and at the conclusion of the investigation. 5. Administrators will take measures needed to protect students from retaliation for reporting or assisting in an investigation. |

**What is going to happen after I report bullying?**

**What if the bullying continues?**

|  |
| --- |
| 1. Report any additional bullying to school administrators. 2. You can report to District Level Safe Schools Coordinator and/or the Superintendent. 3. You can also notify law enforcement if bullying persists and/or the bullying behavior escalates. |

**Resources:  District Code of Acceptable Behavior and Board Policy at** [**www.mercer.kyschools.us**](http://www.mercer.kyschools.us) **and** [**http://stopbullying.gov**](http://stopbullying.gov)

**Disruption of Classroom and School Day**

**TEACHER DISCRETION**

When dealing with classroom disruption it is the discretion of the teacher to issue appropriate consequences for inappropriate behavior. When a teacher deems it necessary for administrative support, consequences such as: Verbal Warning, Lunch Detention, ISAP, or Suspension  may be issued.

**INSUBORDINATION/DISRESPECTFUL BEHAVIOR**

Insubordination is the refusal of a student to obey the instruction of staff or gross disrespect toward a staff member.  Refusal to obey school policies is considered insubordination and will result in disciplinary action.

**USE OF PROFANITY**

Profanity directed at school personnel will not be tolerated and result in a minimum punishment of Friday/Saturday School  and may include charges for abuse of school personnel.

**KRS 161.190 ABUSE OF A TEACHER**

Whenever a teacher or school administrator is functioning in his capacity as an employee of a board of education of a public school system, it shall be unlawful for any person to direct speech or conduct toward the teacher or school administrator when such person knows or should know that the speech or conduct will disrupt or interfere with normal school activities or will nullify or undermine the good order and discipline of the school.  Effective: July 13, 1990. School consequences and court charges could be issued for any incidents involving the verbal or physical abuse of any school employee.

**APATHY/SLEEPING IN CLASSROOMS**

Students who are not prepared and/or who put their heads on their desks to rest or sleep will receive a verbal warning from the teacher on the first offense.  On the second offense, the teacher will contact parents/guardians and send a referral to the office for disciplinary action. Continued action by the student will result in Friday/Saturday School assignment until behavior is corrected.

**HORSEPLAY**

Students often like to imitate behavior they see, such as wrestling moves/holds on their peers.  These actions whether intentional or unintentional can and often do result in someone being injured or publicly embarrassed.  These actions will not be tolerated at MCSH and appropriate disciplinary action will be taken for those involved in horseplay.  Acts of horseplay should be reported to the administration.

**MISCELLANEOUS EXPECTATIONS**

In an effort to inform students of the rules and regulations of the school, we have provided this handbook as a reference.  It is difficult to include all situations and rules that affect our school. Also, teachers have the right to set classroom expectations that complement school and district policies.

1. No advertisements on campus including posted or handed out material without prior approval of the principal.
2. No selling of items such as candy, cookies, or soft drinks during the school day by students for personal gain.
3. Students are responsible to clean up their messes in the hall, cafeteria, locker, and classroom.
4. Students are to show respect to all staff members, including custodial staff, cafeteria staff, and secretaries.
5. **No outside food from a restaurant will be allowed in the building**.  Drinks and peanut free snacks will only be allowed in the classroom at the teacher’s discretion. Exceptions will be made only for medical conditions on file in the nurse’s office.  **OFF LIMIT AREAS FOR FOOD AND DRINKS:  Computer labs and computers in the classroom, media center, auditorium and gym.**

**Other Policies to Ensure Quality Instruction/School Day**

**CELL PHONES AND ELECTRONIC DEVICES**

Students will be allowed to use electronic devices before/ after school, during their lunch time and in between classes as long as they do not disrupt the school day.The use of electronic devices in the classroom or in any academic setting is at the discretion of the classroom teacher.  Electronic devices will be confiscated and disciplinary action taken if these conditions are not met or the device is deemed a distraction to learning.  SIM cards and batteries must remain in the phone when confiscated. Filming/video recording with cell phone of any school activity that includes fighting or violence to be viewed by others and posted on social media sites or venues is a violation.  Students will face consequences and phones will be confiscated and turned over to the police. **Cell phone usage time may increase or decrease at administrator’s discretion.** The discipline actions for electronic devices are:

**1st Offense** –Device is confiscated for the remainder of the school day and will be returned to the student at the end of the school day.

**2nd Offense** –Device is confiscated for the remainder of school day and is returned only to a parent or guardian no later than 4:00 pm. If parent or guardian has not picked up the device after 3 days it will be given to the student. Student will also be issued an after school detention for the consequence.

**3rd Offense** –Same as 2nd offense, except Saturday School will be assigned instead of detention.

**4th Offense** –Same as 2nd offense, except 2 Saturday Schools will be assigned.

Students refusing to give up their electronic device will receive further consequences from administration, which may include detention, Friday School, Saturday School, ISAP or suspension from school.

**Mercer Central will not be responsible for electronic items in the event of theft, damage, or other such incidents. Students are encouraged not to bring electronic devices to school.**

**DRESS CODE**

In the interest of promoting a safe, united, and orderly learning environment, students are to adhere to the following as it pertains to their daily appearance. All students are expected to adhere to common practices of modesty, cleanliness, and neatness and to dress in such a manner as to contribute to the academic atmosphere. The responsibility for these actions rests primarily with the student and his or her parents or guardians.

**Accepted Clothing**

* \* Clothing must have fabric in the front, back and on the sides and must cover the
* midriff completely.
* \* Clothing must cover undergarments including waistbands and bras.
* \* Clothing must cover all private parts and NOT be seen through.
* \* Clothing must be suitable for all scheduled classroom activities including physical
* education, science labs, AG Shop and other activities where unique hazards exist.

**Non-allowable Dress / Accessories**

* \* Clothing/Other Items may not depict, advertise, or advocate the use of tobacco, alcohol, marijuana, or other controlled substances.
* \* Clothing/Other Items may not depict pornography, nudity, or sexual acts.
* \* Clothing/Other Items may not depict guns/weapons, etc.
* \* Clothing/Other Items may not use or depict hate speech targeting groups based on race, ethnicity, gender, sexual orientation, gender identity, religious affiliation, or any other protected groups.
* \* Clothing/Other Items, including gang identifiers, must not threaten the health and safety of any other student or staff.

**Specific Prohibited Items**

* Blankets/ pillows are not permitted in the school building.
* Hats **will** **not be worn** in the classrooms This includes toboggans/beanies. If multiple issues occur, hats / bandanas, etc will be confiscated and written up as a dress code violation. **Bandanas can never be worn or displayed in the school building.**
* No dangerous jewelry such as dog collars, wallet chains, belt chains, spike jewelry, etc is permitted.
* Any items that create a distraction that disrupts learning must be removed upon request. (hand held items i.e. fidget spinner/ cubes, etc.)
* Sunglasses are not to be worn or be visible inside the building unless ordered by a doctor.
* No oversized jackets, trench coats or hoods are to be worn or carried inside the building during the day.  They should remain in the student’s locker.

**Enforcement**

The school administration shall have the right to evaluate any clothing to determine its acceptability within the guidelines of the dress code. Administrators shall also have the right to make an interpretation on the decency and appropriateness of any garment.  Parents are responsible for sending their child to school dressed appropriately. Administrators, teachers, and other certified support personnel are responsible for enforcing the dress code once the student arrives on campus.

**Consequences**

Students who fail to comply with the dress code may be sent home when deemed appropriate by school administrators and are subject to disciplinary action.  Clarification regarding apparel should be obtained from the administration PRIOR to wearing the apparel to school.

**1st offense**: Correct the infraction

**2nd offense**: Correct the infraction; notify parent/guardian

**3rd offense**: Correct the infraction; notify parent/guardian and assignment to DETENTION

**4th offense**: Correct the infraction; notify parent/guardian and assignment to ALL DAY ISAP

**5th offense**: Correct the infraction; notify parent/guardian and assignment to 2 DAYS OF ISAP

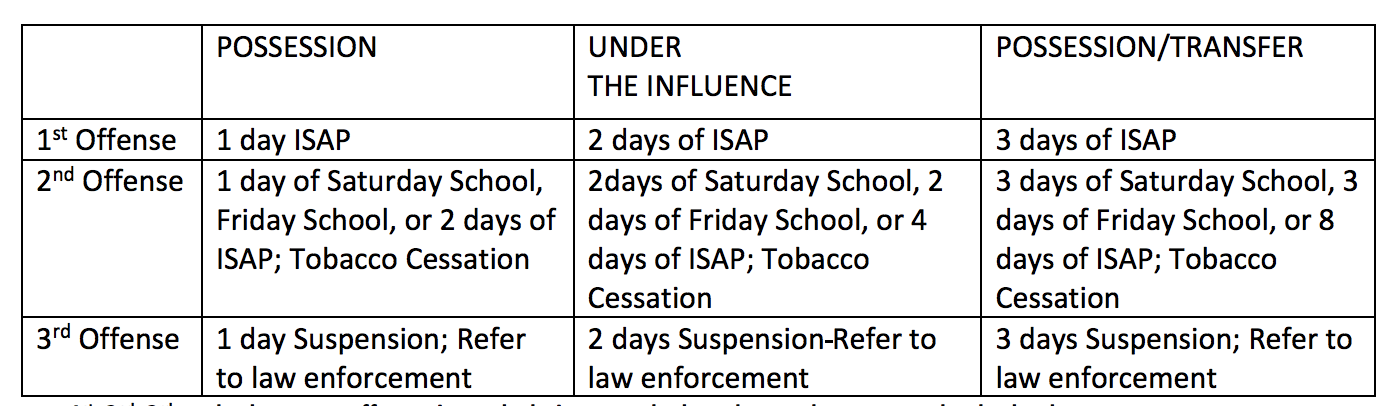
After the fifth offense, it will be treated as open defiance and handled accordingly.  This may include losing privileges such as parking on campus, field trips, and school dances.  Students may be subject to random dress code checks. Students that refuse to correct the infraction may be sent directly to ISAP or suspended.

**PUBLIC DISPLAY OF AFFECTION**

Public Display of Affection may be deemed inappropriate by staff/administration and referred for disciplinary action.  This includes, but is not limited to, kissing, prolonged hugging, and intimate touching. **1st offense – ISAP (one period), 2nd offense – Detention, 3rd offense – Friday / Saturday School, 4th offense – 2 Days Friday School / Saturday School**

**TOBACCO POLICY**

Mercer County Senior High is a designated smoke-free facility by the local Board of Education and the SBDM Council.  **Use or possession of tobacco products on school grounds, including the parking lot, by students is prohibited according to KRS 438.050 of the Kentucky State Law**.  Tobacco products will be confiscated.  **E-CIGARETTES/JUULS shall be considered a tobacco product and will be confiscated.**  Fines may be assessed by the courts. **Students caught spitting tobacco dip onto or into school property will be required to clean up their mess and will be issued an additional consequence of after school community service. (Cleaning building or grounds from 3:10-4:10)**



After the second offense, it will be treated as open defiance and handled accordingly.  This may include losing privileges such as parking on campus, field trips, and school dances.  Students may be subject to random possession of tobacco checks.

**WEAPONS/DANGEROUS INSTRUMENTS**

Students that have in possession and/or use a weapon at school, on school grounds, or at a school-sponsored activity will be in violation of school policy, state and federal law.  KRS 525.100 states UNLAWFUL POSSESSION OF A WEAPON ON SCHOOL PROPERTY IN KENTUCKY IS A FELONY PUNISHABLE BY A MAXIMUM OF FIVE YEARS IN PRISON AND A TEN THOUSAND-DOLLAR ($10,000) FINE.  Our school is committed to providing a safe educational environment for our students and this law will be carried out. Any student found in violation of this law will be immediately suspended from school for 10 days**, refer to District Code of Acceptable Behavior and Discipline for consequences including possible expulsion, and involvement of law enforcement.  This is a serious issue and MCSH is firmly committed to** enforcing this policy.  **A pocket-knife of any size or for any purpose is not allowed on school grounds.  Students with a pocket-knife may be suspended, knife confiscated, parent conference held, and possible court referral made.**

**DRUG AND ALCOHOL POLICIES**

The Mercer County Board of Education in its efforts to prohibit the use, possession, or trafficking of drugs on school grounds initiate the following:  **drugs are defined as alcohol, narcotics, illicit drugs, counterfeit or controlled substances, look-alikes, drug paraphernalia, or any substance used as a mind-altering substance including organic or synthetic substances**.

Any student who is determined to be under the influence, have possession or trafficking in drugs on school grounds, school buses, or at school sponsored activities and does not have a valid physician’s order for the use thereof, will be investigated as to the violation of **KRS 158.150** and the Mercer County Code of Conduct pertaining to drug and alcohol abuse.  A student suspected of violating the drug policy will be provided due process and is subject to a search of their person, locker, vehicle, or any other item in their possession that is on school grounds.  Charges will be filed pending results of the school investigation.

Police dogs will be used periodically to sweep school grounds/facilities for drugs.  Safety precautions will be taken and appropriate action will be taken when necessary to ensure a drug free school environment.

When a student is in violation of the drug policy, the following disciplinary actions will be taken:

Any student found in violation of this law will be immediately suspended from school and administration will refer to District Code of Acceptable Behavior and Discipline for further consequences including possible expulsion, and involvement of law enforcement.

**RANDOM DRUG TESTING AND DRUG SAFETY PROGRAM**

(Excerpt from Mercer County Schools Board Policy 09.423)

In this day and time alcohol and other forms of drug use/abuse have grown to major proportions in our society. The middle and high-school settings are not exempt from this phenomenon. Therefore, it is critical that educators and parents continually look for ways to institute programs that encourage a drug-free lifestyle for their students/children. It is to that end that this program is created to provide the appropriate action plan to address and foster a drug-free environment for the entire Mercer County Middle and High School community.

The program consists of two components:

1. Education and Prevention Plan

2. Drug Testing Policy

**Implementation, Review, and Evaluation**

All student participants and their parents/guardians must sign the “Student and Parent/Guardian Consent to Perform Urinalysis for Drug Testing” form before the student shall be authorized to drive or park on school property.

Please see District Code of Behavior for more information about the Mercer County Schools Random Drug Testing Policy, its implementation and actions carried out if a violation of the policy occurs.

**BUS CONSEQUENCE CHART**

1. Verbal Warning/Writings
2. Assign Seat (Detention, ISAP, OSS possible depending on severity of offense)
3. Bus Suspension (3 days)
4. Bus Suspension (5-10 days)
5. Off Bus

In accordance with KRS 158.150, student’s bus privileges shall be suspended IMMEDIATELY (Number of days at the discretion of the administration) for:

* Willful disobedience of defiance of authority
* Assault or abuse of school personnel
* Use of profanity or vulgarity
* Assault or abuse of other students
* Use or possession of alcohol or drugs
* Stealing
* Destruction/defacing school/personal property
* Carrying or use of weapons or dangerous instruments
* Other incorrigible bad conduct

|  |  |
| --- | --- |
| **Mercer Central Bell Schedule 2021-22** | |
|  | |
| 8:00 - 8:25 | Homeroom |
| 8:30 – 9:25 | 1st Period |
| 9:30 - 10:25 | 2nd Period |
| 10:30- 11:25 | 3rd Period |
| *11:25 - 11:55* | *Lunch* |
| 12:00 - 12:55 | 4th Period |
| 1:00 – 1:55 | 5th Period |
| 2:00-2:55 | 6thPeriod |

MERCER CENTRAL HIGH SCHOOL

STUDENT DRIVER APPLICATION FORM

NAME \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_GRADE\_\_\_\_\_\_ AGE \_\_\_\_\_

             LAST               FIRST MIDDLE

DRIVER’S LICENSE NUMBER \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Proof of Insurance: \_\_\_\_\_\_\_\_\_

LIST ALL CARS THAT YOU MAY DRIVE DURING THE SCHOOL YEAR.

|  |  |  |  |
| --- | --- | --- | --- |
| YEAR | MAKE | COLOR | LICENSE PLATE NUMBER |
|  |  |  | KY |
|  |  |  | KY |
|  |  |  | KY |
|  |  |  | KY |

~Vehicles listed above may be driven to school by this student if they have their parking tag displayed on the mirror/windshield and they are approved by the principal.  No vehicles that take up more than one parking space may be listed above or driven to school.

PARENT/GUARDIAN NAME \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

ADDRESS \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

TELEPHONE NUMBERS

(HOME) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (WORK) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_CELL\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

LIST ANYONE WHO HAS PERMISSION TO BE RIDING WITH STUDENT

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***I accept the responsibility of a student driver and agree to follow the rules and regulations as set forth by Mercer County Senior High School.  I understand that any violation of these rules or misconduct may lead to the suspension of my right to drive any type of motor vehicle on campus during school hours.  If my tag is lost or revoked an additional charge of $10.00 must be paid for a replacement.***

**DRIVING REGULATIONS**

In order to maintain a safe parking lot and maintain driving privileges on campus,

the following rules must be maintained:

-Must have a valid Kentucky operator’s license.

-Park in assigned parking space that matches tag.

-Agree to drive in a proper manner, not reckless.

-Agree not to have any profane, sexual or other suggestive material visible on/in the vehicle while on campus.

-Agree to attend school on time regularly.

**-**STUDENTS WHO VIOLATE DISCIPLINARY PROCEDURES MAY ALSO HAVE PARKING PRIVILEGES REVOKED.

-Abide by the Kentucky Revised Statute of the Uniformed Traffic Code.

-Agree not to allow anyone to ever use your assigned permit.  This would result in automatic revocation of parking privileges.

-Agree to leave the car upon arrival on campus.  I will not return to my vehicle unless I am checking out or escorted by an administrator.

**-Agree not to bring illegal substances, tobacco, alcohol, weapons or any other items that would be cause for revocation of permit and other disciplinary actions.**

-Agree to show respect for the parking lot security personnel and school officials in matters regarding parking privileges.

-The driver is responsible for the conduct of passengers in the vehicle.

-Delinquent fees, loans or textbooks may result in having parking privileges revoked.

-Drivers must show proof of insurance.

-Student drivers who transport other students off any school campus during the school hours may lose their parking privileges for the remainder of the school year.

**-Student drivers with more than five major infractions are subject to losing their parking privilege.**

-A $10 parking violation fee may be imposed for the following:  parking in a handicapped spot, parked in reserved/visitor spot, no parking tag visible, tag/space # do not match,  inappropriate items on/in car, and reckless driving practices.

**Drug Testing Consent 09.423 AP.21**

We have read and understand the **Mercer County School Board Policy 09.423** dealing with *Use of Alcohol, Drugs, and Other Controlled Substances for athletes/ drivers.* I desire that \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ should be permitted to drive to school and use school parking facilities and I hereby voluntarily agree, individually and on behalf of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, that my student is subject to the terms of the Board policy 09.423 for as long as s/he exercises driving privileges. On behalf of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and as a parent, I consent to the means and methods used to test under the policy and I waive any rights to nondisclosure of test records/information to the extent of disclosure is required under the program and policy. I understand by signing this consent form I agree to be bound by the terms and conditions contained in the **Mercer County Board Policy 09.423.**

*We have read the above and agree to abide by these rules, regulations and consent to random drug testing.  I understand that failure to do so will result in the loss of my driving privileges on campus, either temporarily or permanently.*

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_                \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_

PRINT STUDENT NAME                       STUDENT SIGNATURE                                         DATE

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_         \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_

PRINT PARENT NAME                       PARENT SIGNATURE                                           DATE

**Handbook Awareness Statement**

We, the undersigned, acknowledge that we have reviewed the Mercer Central High School Student Handbook.  We also understand that the policies and expectations in this handbook will be enforced and it is the student and parents responsibility to have read the policies and signed off on the awareness statement.  This does not indicate that you agree with the policies and expectations, but it does indicate that you have been made aware of them and the consequences that will result by failure to comply with them. Parents should inform the school of changes in residence, custody, phone, work and emergency telephone numbers.

**Advisory Teacher \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_        Grade \_\_\_\_\_\_\_\_\_\_**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Student’s Name (Print)**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Student’s Signature         Date**

The Mercer Central student handbook is available online on the school web page. <http://www.mercer.kyschools.us/MC.aspx>

If you do not have access to the Mercer Central web page, or are unable to access these documents, please request a copy from your child’s school.

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Parent/Guardian’s Signature Date**

**Would you like a hard copy of the handbook?  Yes\_\_\_\_\_ No \_\_\_\_**