

McLean County Secondary **Discipline Policy**

Mission Statement: Through a variety of exciting learning opportunities, all stakeholders of McLean County High School will develop lifelong learners who are college and /or career ready. We accept the responsibility to fully prepare all students to become responsible individuals.

Penalties and Offenses

Penalties

In the event that a student violates the rules and regulations, which have been set forth by the McLean County Board of Education and/or the school in which the student is enrolled, he/she shall be subject to a prescribed form of punishment. The administrator may administer the punishment as follows:

Office Disciplinary Action (ODA) - The student may be counseled, assigned detention, Alternative Education Placement, suspended, or recommended for expulsion depending upon the severity of the offense.

Alternative Education Placement – The objective of the Alternative Education Placement (AEP) is to provide a program of strict discipline, intensive instruction and class work, values examination, and rehabilitation. Students shall be assigned to AEP by the principal, or assistant principal. Any student placed in AEP all day will be prohibited from participating in or attending with coach's discretion any extracurricular activity. A student that misbehaves while assigned to AEP will be assigned to additional time in AEP or immediate suspension from school and/or referral to the Board of Education for a disciplinary hearing. A student who refuses to serve AEP will be suspended for insubordination, may be referred to the Juvenile Court system, and shall serve the AEP when he/she returns to school.

Suspension – The student is prohibited from attending school for a period of one (1) day to ten (10) days depending upon the severity of the offense. Suspended students and their parents should participate in a conference with the school administrator before the student will be reinstated in school.

Prior to any suspension, the principal or assistant principal shall:

- a) Inform the student, either orally or in writing, of the particular misconduct and the basis for such accusation. If the charges are denied, an explanation of the evidence against the pupil must be made.
- b) Provide the student an opportunity to explain his/her version of the situation.

The notice and hearing should be held before the student is removed from school. However, the principal may immediately remove any student from the school premises without benefit of the above-stated procedures, if the student is a danger to other persons or property or is a disruption to the academic process.

Expulsion – The McLean County Board of Education will bar any student from school and all school-sponsored activities for the remainder of the semester or the school year at the discretion of the Board of Education. Before the student is expelled from school, the Superintendent of McLean County Schools shall give due notice in writing that the student is entitled to a hearing before the Board as provided in KRS 158.150. A student who accumulates three (3) suspensions in one school year may be referred to the Board for a disciplinary hearing for possible expulsion.

Alternative Behavioral Center (ABC) – Students may be sent to Alternative Behavioral Center by the Board of Education on severe offenses. This program is for students, in grades 6-12 that have been removed from the regular school setting due to a level III or IV discipline infraction in the McLean Co. Public School Districts Discipline Handbook. Students placed in ABC are provided a program of strict discipline, intensive instruction (class work), values examination, and rehabilitation. Students are assigned to ABC by school administrators or the Board of Education. Any student placed in ABC will be prohibited from participating or attending extracurricular activities.

Offenses and Assigned Penalties

Minor Classroom Disturbances – The teacher shall maintain a personal record on the student for each offense and may administer appropriate punishment in proportion to the severity of the offense. The student may be referred to the office on the third offense for ODA. Each additional offense will be treated as a Major Classroom Disturbance and referred to the office for appropriate punishment.

Major Classroom Disturbances – Upon the first offense the student shall be referred to the office for ODA.

Obscene Language/Gesture/Exposure – The student may be referred to the office for ODA or suspension, depending on the severity of the offense.

Disrespect to Teachers / Insubordination – The student may be referred to the office for ODA or suspension, depending on the seriousness of the offense.

Fighting – The student will be referred to the office for ODA. Depending on the situation surrounding the fight, local law enforcement may be called upon.

Stealing / Vandalism – The student will be referred to the office for ODA and required to replace the item or items involved.

Alcohol / Drugs – The McLean County Board of Education does not allow alcohol, drugs, or any substance that “looks like” a controlled substance including synthetic substance on or about the school property. A student who possesses, sells, or distributes alcohol or drugs shall be subject to the following penalties:

1st offense – Suspension and/or referral to the Board for a disciplinary hearing, which may include expulsion. Upon the student's return to school, he or she will be placed in AEP for up to 9 weeks.

School administrators shall turn over to the Sheriff of McLean County any confiscated alcohol, drugs, or look-alike drugs along with a written report of how they were confiscated. They shall also notify the McLean County Attorney in writing of the incident. School administrators shall make an endeavor to notify parents/guardians of any incident as soon as possible after the investigation of the incident but may do so earlier if they feel it is necessary. Students who possess or sell substances, which look like controlled substances, will be given the same penalties as those who possess or sell controlled substances.

Tobacco – Students shall not possess or use tobacco products including electronic vapor devices or any other nicotine delivery devices at school, on a school bus, or at an activity on school grounds during regular school hours. Students participating in any school-sponsored activity shall not possess or use tobacco products. Students possessing or using tobacco products will be punished as follows:

1st offense – 3 days AEP

2nd offense – 5 days AEP

3rd offense – 3 days suspension

4th offense – Referral to the McLean County Board of Education for a disciplinary hearing.

Firearms / Explosives / Weapons / Pepper Spray – Students carrying or using weapons or dangerous instruments will be immediately suspended, referred to the Board for a disciplinary hearing, and reported to the proper law enforcement authorities. Students are not permitted to possess a pocket knife at school. Students possessing a pocket knife will be referred to the office for ODA.

False Alarms – The sounding of false alarms of any sort will result in suspension.

Bomb Threats – Students placing a bomb threat will be suspended and referred to the Board of Education for a disciplinary hearing. They will also be referred to the proper law enforcement agencies.

Harassment / Threats / Bullying – Behaviors such as hazing, bullying, menacing, taunting, intimidating, harassment, verbal or physical abuse of others, or threatening behavior either personally, through a third party or electronically will not be tolerated and will result in disciplinary action (ODA) and possible referral to the Board of Education for disciplinary action. Serious incidents may result in criminal charges being filed with local law enforcement agencies. Students who believe they are victims of bullying/hazing shall report such incidents to District Personnel for appropriate action. Each school will place instructions at various places around the building with instructions detailing how they can report incidents of bullying/hazing.

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

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

Students who violate this policy shall be subject to disciplinary action, including but not limited to suspension, alternative school placement, and expulsion.

Threatening or violent behavior shall include, but not limited to:

- 1) Verbal or written statements or gestures by students indicating intent to harm themselves, others, or property.
- 2) Physical attack by students so as to intentionally inflict harm to themselves, others, or property.
- 3) Making bomb threats and other threats of harm against students, schools, school buses, school employees, or school functions. These offenses are now felonies. Any school time missed due to a bomb threat will be made up during that day, if possible.
- 4) Any similar act or statement.

Student Threats

- 1) A thorough investigation of the incident.
- 2) If threats were found to be true, student/students will be removed from the school setting.
- 3) Parents will be notified.
- 4) Notify law enforcement.
- 5) Student must undergo a professional psychological evaluation.
- 6) To be readmitted, student must have a successful evaluation stating that he/she is no danger to himself/herself or other students/staff members.
- 7) Punishment, if necessary.

Lunchroom Behavior – Students misbehaving in the lunchroom will be referred to the office for ODA depending on the circumstances of the incident. The student may also be assigned to clean the lunchroom if the incident created an unclean situation. All students are required to stay in commons area during lunch, unless requested by a teacher.

Auto / Parking Lot – High school students are permitted to operate licensed motor vehicles on the roads and parking areas of McLean County High School premises in a safe and courteous manner. Students are not permitted to leave the school building until the final bell.

- 1) Vehicle speed should not exceed 10mph.
- 2) Students will leave vehicles and enter the school as soon as they arrive.
- 3) Students will come to the office to get an adult to escort them to their vehicle during the school day.
- 4) Students traveling west (toward Calhoun, Beech Grove, Sacramento, etc.) will exit using the west gate. Students traveling east (toward Livermore, Island, Buck Creek, etc.) will exit using the east gate.
- 5) Students driving will yield to students walking across the parking lot.
- 6) Students exiting through the east gate yield to traffic entering onto the school property.
- 7) Students leaving their vehicle lights on will be notified during non-class time (before school, during breaks, etc.)
- 8) Students will park in areas designated for student parking. Teacher parking is at rear of building east of the yellow line and in the lot in front of the building.
- 9) Students who lose their driving privileges may ride with other drivers until their driving suspension is completed.
- 10) Students who commit any offense while driving may lose driving privileges for up to five (5) days.
- 11) A student who commits a second offense may lose their driving privileges for the remainder of the school year.
- 12) Students are required to have a parking tag form on file in the office.
- 13) Vehicles in parking lot will be required to have a visible parking tag in vehicle. Replacement Parking tag will be \$10.00.
- 14) Students will be charged \$20.00 for failure to return parking tag.

Secret Societies – No secret society, fraternity, or sorority may be established or operate in McLean County High School.

Bus Behavior - Students shall obey the instructions of the bus driver and the policies of the Board of Education when boarding, riding, and departing the buses.

Punishment for any misconduct may result in the following:

- 1) Conference with the assistant/ principal.
- 2) AEP or riding privileges suspended for 2 – 10 days.
- 3) Riding privileges suspended for 2 – 10 days.
- 4) Riding privileges suspended for 30 days & a bus behavior contract.

Some misconduct is so serious that bus-riding privileges may be forfeited on the first offense. Some examples are (but not limited to): smoking on the bus, fighting with the intent to harm, vandalism, abusive cursing directed at the driver, possession or use of controlled substances on the bus.

The school authorities will notify parents of students who lose their bus-riding privileges as soon as possible.

Computer Policy – Students may have access to the Internet in some of their classes. This is to be used for academic purposes only. At the beginning of the school year, students will be given a copy of the acceptable use policy of the McLean County School System regarding the use of computers and the Internet. Students violating policy may lose their computer privileges and be referred to the office for ODA.

Cell Phone Policy – While on school property or while attending school-sponsored or school - related activities, whether on or off school property, students shall be permitted to possess and use personal telecommunications devices as defined by law, provided they observe the following conditions:

- 1) Devices shall not be used in a manner that disrupts the educational process.
- 2) Students are responsible for keeping up with devices they bring to school. The District shall not be responsible for loss, theft, or destruction of devices brought onto school property.
- 3) Students shall comply with any additional rules developed by the school concerning appropriate use of telecommunication devices.

When students violate this prohibition, they shall be subject to disciplinary action, including losing the privilege of bringing device onto school property. Students who fail to comply with this policy will be subject to the following:

1st offense - Phone is collected and kept with administration until the end of the day. Parent is notified.

2nd offense - Parent/guardian is called to collect phone.

3rd offense - Parent/guardian is called to collect phone.

4th offense - Student is placed in AEP for 1 day

Subsequent offenses- Student is placed in AEP for 1 day

Laser Lights – Students may not possess laser lights during the instructional part of the day.

Sick Room – Students spending time in the sick room will be counted as being unexcused absent for their class unless they leave school and bring a note verifying their illness when they return.

Property Damage – A student who willfully cuts, breaks, or defaces in any way any portion of the school building, furniture, textbooks, or any other public property shall be financially responsible for the full amount of the damages. The student will also be referred to the office for ODA. A student who damages or destroys the property of school personnel on or off school property shall be suspended and referred to the McLean County Board of Education for a disciplinary hearing. The student may also be referred to the proper legal authorities.

Assault and Battery – A student who commits assault and battery upon school personnel or another student will be referred to the office for ODA and may be referred to the McLean County Board of Education for a disciplinary hearing. The student may also be referred to the proper legal authorities.

Dress Code – All students will be decently dressed and practice good personal hygiene. The only restrictions on a student's hair style or his/her manner of dress, will be when there is a "clear and present" danger to the student's health and safety, a cause for interference with work, or a creation of classroom or school disorder. Students are reminded to use the following McLean County Board of Education guidelines.

All students WILL:

- 1) Wear shoes
- 2) Wear shirts in an appropriate manner.
-Students must wear shirts with sleeves. (Cap sleeves are considered sleeves.)
- 3) All shirts must be long enough that they could be tucked into pants, shorts, or skirts
- 4) No plunging necklines
- 5) No bare midriffs

All students WILL NOT:

- 1) Wear clothes with holes or shorts/skirts above fingertip length where skin is visible.
- 2) Wear swimwear.
- 3) Wear sleepwear.
- 4) Wear hats/hoods in the building. However, some areas may allow hats to be worn for safety reasons. (e.g. Agriculture Shop).
- 5) Wear clothing/accessories with obscenities, drug or alcohol related implications, racial implications, or suggestive pictures, drawings, or phrases.
- 6) Wear pants at other than waist level (NO SAGGING!).
- 7) Wear bandanas, (Do-rags shall not be carried, worn, or possessed.)
- 8) Wear sunglasses in the building unless a physician prescribes the use and said prescription is presented to the administration to receive a permission slip.
- 9) Wear clothes/accessories with the Playboy emblems.
- 10) Have visible undergarments.

Students who fail to comply with the dress code will be subject to the following:

1st offense: Student must correct violation, change clothes, or call someone to bring correct dress.

2nd offense: Parent notified and must correct violation.

3rd and subsequent offense: 1 day AEP and conference with parent/guardian

These guidelines were established by a committee of students, parents, and faculty members as directed by the McLean County Board of Education. This dress code will be reviewed annually to ensure that style changes in attire will be properly addressed. School officials may deal on an individual basis with dress that will interfere with the educational process or that is deemed inappropriate.

Public Display of Affection (Kissing or other inappropriate physical contact) Students may be referred to the office for ODA.

Report to Authorities

- 1) Students should report incidents of bullying or a violation of the Code of Acceptable Behavior and Discipline to any staff member, who shall take appropriate action as defined by the code. The staff member shall refer the report to the Principal/designee for further action when the report involves an offense that may warrant suspension or expulsion of a student, any felony offense, or a report that may be required by law, including reports to law enforcement.
- 2) When they have reasonable belief that an act has occurred on school property or at a school sponsored function that involves assault resulting in physical injury, a sexual offense, kidnapping or each instance of assault involving the use of a weapon, the principal shall immediately report such an incident to law enforcement officials.

Retaliation

Employees and other students shall not retaliate against a student because s/he reports an incident of bullying or a violation of the code or assists or participates in any investigation, proceeding, or hearing regarding the violation. The superintendent/designee shall take measures needed to protect students from such retaliation.

Grievance Procedure

Any student, parent, representative of a student, or citizen having complaints or questions relative to any McLean County education program or practices, including but not limited to: Chapter I, Chapter II, IDEA-B, Title II, Title V, Title IX, Section 504, Migrant Education Program, Vocational Education, as amended by the acts of 1976 and 1984, E.D.G.A.R., and the program for Gifted and Talented students, shall follow the procedures outlined below when having the need to pursue a grievance of an official nature:

- 1) Report grievance to local school principal; if satisfaction is not received:
- 2) Report grievance to McLean County School Superintendent; if satisfaction is not received; then,
- 3) Request a hearing before the McLean County Board of Education by placing, in writing, the areas of disagreement and relief sought.
- 4) If grieving party is still not satisfied, appeal may be made to the Kentucky State Board of Education or any other hearing body designated by the Kentucky State Board of Education to hear appeals.
- 5) The principal and Superintendent will respond to any grievance within five (5) days after receipt. The Board of Education will respond within fifteen (15) days after receipt of grievance.

Special Education

Students with disabilities are those students for whom there is an Individual Education Program (IEP) or 504 Plan as provided in federal and state regulations. These students shall be disciplined as other students with the following exceptions:

The School Based Admission and Release Committee (SBARC) or 504 committee will conduct a meeting to review the appropriateness of the IEP or plan and regular and/or the special education placement as well as the adequacy of their implementation in each of the following circumstances:

- 1) The disabled student is suspended for more than a total of ten (10) days during a school year, or
- 2) The disabled student is recommended to the Board of Education for expulsion.

If after the review, the committee determines that there is a need to change the IEP/504 Plan/and/or placement or the location in which the IEP is to be delivered, the committee shall initiate (with the assistance of the administration and/or the Administrative Admissions and Release Committee, AARC) the appropriate program changes or transfer and the student shall be reinstalled under the new conditions. If the committee finds the IEP, placement and location appropriate and the program is being correctly implemented, they must then consider if the behavior is related to the student's disability.

If after the review, the committee certifies that there is no need for the change in the IEP/504 Plan or placement or the location of services delivery and the problem behavior is not related to the disability, a long-term suspension or expulsion can be imposed and alternate instructional services, such as home instruction, be provided. The written determination must be forwarded to the Superintendent. If the committee finds the student's misconduct is related to the student's disabling condition, the written

determination must be forwarded to the Superintendent. In such circumstances the student is not subject to the long-term suspension or expulsion.

If parents/guardians disagree with the SBARC determination in the above process, they may request a due process hearing.

A disabled student may be transferred to the Alternative Education Program for an individually prescribed time period and according to the procedures set forth for all students, provided the daily classroom assignments required to achieve IEP/504 Plan objectives. These assignments are to be delivered to the student and are monitored and evaluated by the student's teacher(s) of regular and/or special education.

A disabled student may have bus riding privileges suspended according to the procedures set forth for all students unless transportation to and/or from school are a specified related service on the IEP or 504 Plan. The relevant steps and time guidelines outlined in this section for making decisions regarding suspension from school must be followed when suspension of bus riding privileges is being considered in the case of a student for whom transportation is a related service specified on the IEP or 504 Plan.

A district may seek temporary injunctive relief through the courts if the parent and the other members of the admissions and release committee cannot agree upon a placement and the current placement will likely result in injury to the students or others.

McLean County Secondary Attendance Policy

Absences and Excuses – The Board of Education requires pupils to attend regularly and punctually the school in which they are enrolled. Tardiness is not just being late for school. As traditionally interpreted; it is defined by law as any amount of instructional time missed. This includes being late to school or leaving school before classes are dismissed. Students must sign in on an entry log if late to school or signed out by an authorized person on an exit log if leaving the building during any part of the instructional day. The principal/assistant principal shall determine whether the absence will be excused or unexcused. State law requires faithful attendance as set forth in the following Kentucky Statutes:

KRS 150.010

“Except as provided in KRS 159.030 each parent, guardian, or other person residing in the state and having custody or charge any child who has entered Primary school or any child between the ages of six (6) and eighteen (18) shall send the child to a regular public day school for the full term that the public school of the district in which the child resident is in session, or to the public school that the board of education of the district makes provision for the child to attend.”

KRS 159.150

“Any child who has been absent from school without valid excuse for three (3) or more days, or tardy on three (3) or more is a truant. Any child who has been reported as a truant three (3) or more is a habitual truant. Being absent for less than half of a school day shall be regarded as being tardy.”

KRS 158.030

“Any child, who is five (5) years of age by October 1, may enter a public school Primary Program.” Students under six (6) years of age who have attended first year Primary for two months shall be subject to compulsory attendance laws.

Excused Absences

A valid excused absence includes student illness, visits to a physician or dentist, death in the family, religious holidays, court appearance, driving test, one day attendance at the Kentucky state Fair, or other reasons approved by the school administrator. Written verification of excused absences must be given to the appropriate school staff upon the student's return to school. Parental statements verifying illnesses are limited to five (5). After the student has missed the maximum number of days allowed under this provision, a physician's statement shall be required for five (5) additional absences for personal illness. After a total of ten (10) absences the principal may refer the student to the attendance committee for an attendance review. The student or his/her parents or both may attend the attendance committee review and discuss the reasons for the absences. At their sole discretion, the attendance committee may require, at the sole expense of the student or his/her parents, the opinion of a physician other than the physician writing the majority of the previous excuses for future absences. Students may be granted excused absences for unusual or extreme circumstances:

- a) after review of the student's academic, behavior, and attendance records.
- b) And with a written request submitted at least a day prior to absence.

Any approved absence will be deducted from the five (5) parental note days.

Unexcused Absences

Students under the age of eighteen (18) years old, which have accumulated three (3) unexcused absences, will be referred to the McLean County Court Designated Worker.

Procedures in the attendance policy are as follows:

1st unexcused absence: Letter to parents from the Director of Pupil Personnel.

2nd unexcused absence: Final notice letter to the parents from the Director of Pupil Personnel.

3rd unexcused absence: Referred to the Court Designated Worker (CDW) for diversion the CDW will notify parents and student of the time and location of the diversion agreement meeting.

Non-attendance at Diversion Meeting: The CDW will refer student directly to District Court.

Postponements: Only granted on conditions that the student, at the time, is attending school each and every day. At time of postponement hearing, if it was determined that the student had any unexcused absences during the time between the receipt of the initial letter and the final conference date, then no diversion agreement would be entered into and the child would immediately be referred to court.

Hall Pass: Students will use the digital hall pass, and leave their phone in the classroom

Tardy (per semester)

After being tardy 3 times to class the student will be referred to the office. Each subsequent tardy will be a discipline referral.

-1st referral and conference with student

-2nd AEP for the class period

-3rd & 4th AEP for full day

-5th AEP for 3 days and conference with administrator, parent, student, and teacher

-6th AEP or possible suspension.

Habitual Truancy

After six (6) unexcused absences or tardies, a student will be considered a habitual truant. The student will then be referred to the District Court for appropriate action.

10-10 Rule

Students will be allowed to leave the classroom after the first ten minutes of class until the last ten minutes of class. Whether or not the student leaves is at the discretion of the teacher.

Make-up Work

Student shall be allowed to complete make-up work for excused absences. Requesting make-up work is the responsibility of the student. Students will have two (2) school days to make up their missed work for the first day's absence and one (1) school day for each additional day's absence to complete missed work.

Curriculum / Instruction

Dual Credit Course Guidelines

- 1) A student may drop a dual credit course with regard to college credit but will retain the high school credit. In dual credit, student credit will be subject to college policies on withdrawals. There will be no refund of the college tuition.
- 2) Each AP class shall have the elective portion during the first semester and the AP portion during the second semester, with both semesters being weighted if taken consecutively.

Class Change Limit

No students shall be allowed to drop a class after two weeks without principal approval.

Participation in Extracurricular Activities

The McLean County High School Site-Based Council passed the following concerning the amount of time a student is to be in school in order to participate in an extracurricular activity for that day:

A student must be in an academic class for a minimum of half of the day. 11:21 is the midpoint of each day.

Students must maintain 90% attendance to participate in extracurricular activities.

When attendance is below 90% the student will be reviewed by administration and a determination will be reached on an individual basis.

Participation in Special Events

Participation in Special Events (Such as, but not limited to: Senior Graduation Activities, Prom, Homecoming, etc) is a privilege not a right for students.

Students who successfully demonstrate good attendance, behavior, academic performance, and are compliant with all school fees and lunch charges can earn the privilege of participation in these activities and events.

Students must have 90% attendance at the time of the special event in order to participate.

When attendance is below 90% the student will be reviewed by administration and a determination will be reached on an individual basis.

MCHS will not be responsible for any financial loss due to the violation of this policy. Extenuating circumstances will be reviewed on a case-by-case basis. The principal will make the final decision.

The student will receive a diploma if he/she meets the graduation requirements but will forfeit the opportunity to participate in graduation exercises.

Field Trips

Any student who attends a field trip must qualify in three areas unless provisions have been made by school administration.

- 1) Must have 90% attendance at time of trip.
- 2) Must be passing all classes that semester at time of trip.
- 3) Completed field trip permission form.

Trip permission may be based on discretion of teacher and administration, even though all requirements met. (behavior / assignments / testing / AEP / etc). If requirements are not met, student may not attend regardless of financial investments.

Alternative Learning Center (ALC)

MCHS offers a drop-out prevention program for those students who have failed classes and are in danger of failing to meet graduation requirements. Through the use of on-line classes and directed individual student graduation plans, students are afforded the opportunity for credit recovery. A review committee consisting of the principal, guidance counselor and the ALC director will meet to determine which students are admitted to the program.

Academic Dishonesty

Sanctions for a finding of academic dishonesty or misconduct include but are not limited to:

- a. Requiring the student to resubmit the assignment
- b. A lower grade on the assignment or in the course;
- c. A zero for the assignment or exam;
- d. A failing grade in the course.
- e. Referral for disciplinary actions beyond the above sanctions at Admin discretion.

Parents must be notified for sanctions b-e.

Grading System

The following grading system is utilized at MCHS:

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

Things You Need to Know About MCHS

Counseling Services

A variety of counseling services is available at MCHS. These services include individual and group counseling with referrals to outside agencies where circumstances dictate; pre-college counseling to include admissions, financial aid, and scholarship assistance; and career counseling, which is provided in conjunction with Cougar Time and the Family Resource Center.

A comprehensive testing program is available through the guidance office. The testing program includes providing application materials and interpreting test results and in some cases, administering tests. Tests available through the guidance department include the ACT, SAT, and PSAT.

Alternative Learning Center (ALC)

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Emergency / Safety Drills

Emergency and/or Safety drills will be conducted during the school year. Students will be advised by their teachers as to the procedure to follow. Those procedures are posted in the classrooms.

Hall Pass

Students shall use the electronic hall pass before leaving the classroom and upon returning.

Locker Inspection

All lockers made available for student use on the school premises are the property of the school. Those lockers are made available solely for student use in storing school supplies and personal items necessary for student's use of a locker does not diminish the school's ownership or control of the locker. The school administration reserves the right to inspect lockers and their contents to insure that they are being used for their intended purpose.

Backpacks

The use of backpacks, draw-string bags, duffle bags, etc. is a privilege. Any misuse may result in the loss of this privilege. Administration reserves the right to search the backpacks at any time.

Lost and Found

If you have any lost articles or have lost anything, check with the secretary in the main office.

Lunch

Prices will be approved and set by McLean Co. Board of Education. No student is to leave campus during lunch period under any circumstances unless a parent/guardian signs the student out through the office. Students are to remain in the commons area during lunch unless requested by a teacher.

Media Center

The media center is open from 7:30 – 3:00 each school day. Students are encouraged to check out materials and use the computers available in the media center. All books except references can be checked out for a two-week period and renewed for two (2) additional periods. However, overdue fees are charged at the rate of 10 cents per day. Magazines may be checked out for one period. They may not be checked out overnight. Items checked out and are lost are the responsibility of the student.

Medications

Medications, either prescription or over the counter, may not be taken or administered at school unless a parent/legal guardian completes a medical request form approved and authorized by the school. Any medications brought into the school by a student shall immediately be delivered to the school administrative offices and shall be retained by school officials for administration only in accordance with the parental request form. Except, however, pursuant to procedures developed by the superintendent, a student may be permitted

to carry medication that has been prescribed and ordered by a physician to stay on or with student, due to a pressing medical need. (e.g. an asthma inhaler)

Money and Valuables

Please do not bring large amounts of money to school. All valuable articles should be in the possession of the owner at all times. The school cannot accept responsibility for stolen money or items.

Report Cards/Progress Reports

MCHS utilizes nine-week grading periods. Report cards are distributed to students approximately one week following the end of the nine weeks.

Progress reports are distributed to students at the midpoint of each nine-week grading period (4 ½ weeks of instruction).

Exemption from Finals

- 1) Only seniors may be exempt from all finals.
Underclassmen can only exempt elective classes.
Juniors may exempt 3 finals.
Sophomores may exempt 2 finals.
Freshmen may exempt one final.
- 2) They must have an average of 90 % in that class.
- 3) They must have at least 95% cumulative attendance.
- 4) They may have no more than 2 infractions total of AEP, no expulsions or suspensions.
- 5) Must meet benchmark on all state tests.
- 6) No exemptions from finals in dual credit and/or AP classes (college requirements).
- 7) Must be cleared of all Financial Obligations.

School Computer Usage

In order to use school computers, students are required to sign an Acceptable Use policy form. Violations of this agreement will result in the student's inability to use any school computer.

School Fees

The McLean County Public Schools have implemented the following procedures relating to payment of school fees:

- 1) All students will be expected to pay their school fees at the beginning of the school year, or upon receiving their schedules. It will be permissible to establish a fee payment schedule.
- 2) No student shall be allowed to participate in any extracurricular activity, academic team, or athletic program until they have paid their fees, or remain current with payments established with a fee payment schedule with their school.
- 3) All seniors must have met their financial obligations to the school prior to graduation. Any senior failing to meet their financial obligations shall not be permitted to participate in Commencement exercises.
- 4) The McLean County Board of Education may take legal actions in order to obtain fee payments.
- 5) No student shall be allowed to participate in any extracurricular activity, academic team, or athletic program until they have paid in full their previous years fees. (No outstanding fees from previous school years.) Can only make fee payments on current school year.
- 6) All students attending prom must have met their financial obligations to the school prior to receiving their prom tickets.

Sign-out Procedures

- 1) No student is allowed to sign out without a sign-out sheet on file.
- 2) No student under 18 years old will be allowed to sign out himself/herself.
- 3) Students that are 18 years old may sign themselves out if their parent/guardian has placed them on their sign-out sheet.
- 4) No one will be allowed to sign out a student unless the person signing the student out is on the sign-out sheet.
- 5) Emergencies or exceptions will be dealt with by the administration.

Skipping

Students signing into school more than one block late without an excuse (written note or parent signing them in) will be considered skipping. Students who return to school without a note or verification of whereabouts, will be considered skipping.

Student Assistant Policy

Any senior wishing to be a student assistant must meet the following requirements:

- 1) Only seniors can be student assistants.
- 2) Must have at least 95% cumulative attendance.
- 3) Cumulative GPA of 3.0 or better.
- 4) No more than 2 infractions total AEP, no expulsions or suspensions.
- 5) Must meet benchmark composite of 21 or higher on the ACT.
- 6) Only one student assistant to be assigned to a department per class period.

Student Organizations

The following student organizations are available to each student:

Spirit Club
JROTC Corps of Cadets
Fellowship of Christian Students (FCS)
National Beta Club
History Club
Science Club
Future Business Leaders (FBLA)
Spanish Club
Future Farmers of America (FFA)
Student Ambassadors
Family, Career, and Community Leaders of America (FCCLA)
Yearbook Staff
Art Club
Rock-a-teens
Drama

Telephone/Student Messages

The school telephones are to be used for school purposes during the school day. Telephone messages should be sent to the front office. Students may use the phones in the front office for emergency only.

Visitors

All citizens are welcome in MCHS. However, upon entering the school building, all visitors and parents shall report to the school's administrative office.

Any non-student entering the building must sign in at the school's visitors' entrance, located on the left side of the front of the building, and show a valid photo ID. If they are picking up a student, they must sign the sign-out log in the visitor's entrance area.. This service can be done through the secretary and prevent classroom interruption. No student is ever dismissed from the classroom unless the office notifies the teacher.

Visitors are not to come to the school to drop off lunches unless it was a meal prepared at home that the student forgot to bring to school. Lunch deliveries create a chaotic environment in the front office. College students are also denied the right to bring lunches for fellow students.

Students Driver's License/Learners Permit

Students who are under eighteen (18) years old and have a driver's license, a learners permit, or are attempting to get a learners permit must prove that he/she is attending school and passing. Students are required to have passed at least three (5) courses the previous semester. They must have fewer than nine unexcused absences the previous semester. This proof is provided by the school and can be picked up in the school office.

At the end of each semester the school will send a list to the Kentucky Department of Transportation. The list will contain the names of students who have dropped out of school, have had more than eight (8) unexcused absences, or have failed to pass at least three (5) courses during the semester. Failure to meet these requirements will result in loss of the driver's license and/ or learner's permit.

If a student's license is revoked by the Department of Transportation, he/she may contest it by requesting a hearing in District Court.

2022--2023 ACT Test Dates at MCHS

ACT testing window for MCHS
4/10-12/23

Individual Learning Plan:

Each student shall complete a program that emphasizes career plans and courses a student intends to take. This plan can be altered by the student and parent at any time. Incoming freshmen will be required to take a Career Options class that will include the development of each student's ILP.

Check out procedures:

Parents or guardians must present a valid ID to check out students.

McLean County High School Graduation Requirements

<u>Subject</u>	<u>Credits</u>
English	4
Mathematics	4
Science	3
Social Studies	3
History & Appreciation of Visual And Performing Arts	1
Health	½
Physical Education	½
Total Required Credits	15
Electives	13
Total Credits Required for Regular Students	28
Total Credits Required for Vocational Students after 1 Year at KY Tech	26
Total Credits Required for Vocational Students after 2 Years at KY Tech	24

Pre-college Curriculum

The following entrance requirements are for students planning on attending college.

Language Arts: 4 credits: English 9, 10, 11, 12, or AP English.

Mathematics: 4 credits: Algebra I, II and Geometry

Science: 3 credits to include Biology, Integrated Science and Chemistry

Social Studies: U.S. History, World Civilization plus one from the following content areas: Economics, government and world geography.

Health: ½ credits

Physical Education: ½ credits

History & Appreciation of Visual and Performing Arts:

1 credit: History & Appreciation of Visual and Performing Arts or another arts course that incorporates such content.

Foreign Language: 2 credits or demonstrated completion (for student entering college in the fall of 2004 and beyond)

Electives: 11 credits (5 rigorous*)

*Rigorous electives should have academic content at least as challenging as that of courses required in the minimum high school graduation requirements. See guidance office for more complete details.