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MASON COUNTY HIGH SCHOOL

CERTIFICATION

We, the parent(s) / Guardian(s) and the student have read and understand the rules in the Mason County High School Agenda, Mason County Code of Conduct, Mason County Student Folder, the No Pass, No Drive policy, and the Technology Acceptable Use Policy for Mason County Schools. We will pay all fees or debts.

Grade: ______

Homeroom Teacher__________________________

Parent’s / Guardian’s Signature Date

Student’s Signature Date
I give permission for my student’s picture to be used on the MCHS website.

Parent’s / Guardian’s Signature

Date
MASON COUNTY BOARD OF EDUCATION
Mr. Kevin Fulton, Chair
Dr. Michael Coleman, Vice Chair
Mrs. Vicki Lowe
Mr. Curtis Rosser
Mrs. Janet West

MCHS Site Based Decision Making Council
Mr. Chris O’Hearn, chairperson
Mr. Chad Stanfield, teacher representative
Mrs. Stephanie Martinez, teacher representative

Mrs. Heidi Pitakis, parent representative
Mr. Lamont Johnson, parent representative

MCHS ADMINISTRATION
Mr. Chris O’Hearn, Principal
Mr. Seth Faulkner, Assistant Principal
Mr. Jeremy Hawkins, Assistant Principal
Mrs. Pam Stewart, Counselor
Mr. Kent Moore, Counselor
Mrs. Dana Belcher, Media Specialist
Mr. Jeremy Hawkins, Co-Athletic Director
Mr. Chris O’Hearn, Co-Athletic Director

MCHS TEACHERS

Language Arts          Social Studies
Rachel Stanfield, Chair  Becky Jackson, Chair
Maggie Prater           Dean Ravencraft
Buddy Biggs              Brad Cox
Michelle Currans        Chad Stanfield
Margie Appelman         Kathy Peterson
Erin Neal                Sean Jackson

Math                      Science
Jessica Hazlett, Chair    Britney Garrison, Chair
Erika Appelman           Uriah Albrink
Zach Thomas               Grant Felice
Cheri Johnson            Lisa Grannis
Andy Bisotti             Josh Underwood
Resource Education

Tammy Burke, Chair
Lisa Applegate
Larry Harris
Clara Brannon
Debbie Lucas
Sherry Fields

Arts & Humanities

Sam Caudill, Chair
Charlie Hunter
Kurtis Carpenter
Estefania Fernandez-Kelley
Stephanie Martinez
Andy Clarke
C.J. Hunter

Practical Living

Chris Ullery, Chair
Stephanie Grayson
Tim Molton
Zach Irvine

District Learning Academy & Alternative

Jennifer Gilligan

MCHS STAFF

Mrs. Angie Boone, School Nurse
Monica Price, Secretary
Vicki Sapp, Secretary
Cindy England, Library Assistant
Cindy Ring, Secretary
Kim Thompson, Instructional Assistant
Sue Gifford, Instructional Assistant
Echo Baber, Instructional Assistant
Kathleen Henderson, Instructional Assistant

Central Office

Rick Ross, Superintendent
Kermit Belcher, Assistant Superintendent
Ron Ishmael, Instructional Supervisor
Greta Stanfield, Director of Special Education
Carla Stith, Programs Director
Shirley Price, Director of School Services
MISSION STATEMENT
Mason County High School is committed to providing a positive atmosphere for promoting scholarship, service and self-respect.

IMPORTANT PHONE NUMBERS
Mason County High School  564-3393  
Mason County High School Fax  564-5360  
Mason County Central Office  564-5563  
Straub Elementary  564-9047  
Mason County Intermediate School  759-2000  
Mason County Middle School  564-6748  
Bus Garage  564-6518  
Family Resource Center  564-7755  
Mason County Distance Learning Lab  564-8302  
Mason County Football Facility  564-7752  
Mason County Girls Gym  564-5456  
Mason County Area Technology Center  759-7101  

Mason County Schools do not discriminate on the basis of sex in admission to or employment in the education programs or activities it operates. Any recipients concerned with the application of Title IX and its implemented regulations should contact the Title IX coordinator, Kermit Belcher who is located at the Mason County Board of Education Office. The phone number is (606) 564-5563.

ACADEMIC
Class rank is determined by the accumulated point system. Quality points are accumulated from grades 9 through 12 and 8th grade courses where high school credit is awarded. Classes to be weighted are: English AP, Calculus AP, Foreign Language AP, Biology AP, Studio Art, Music Theory AP, AP Psychology, AP Physics, AP World Civilization, AP US History, AP Government, and Core College Classes.

<table>
<thead>
<tr>
<th>WEIGHTED SCALE</th>
<th>UNWEIGHTED</th>
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<tbody>
<tr>
<td>A=5</td>
<td>A=4</td>
</tr>
<tr>
<td>B=4</td>
<td>B=3</td>
</tr>
<tr>
<td>C=3</td>
<td>C=2</td>
</tr>
<tr>
<td>D=2</td>
<td>D=1</td>
</tr>
<tr>
<td>F=0</td>
<td>F=0</td>
</tr>
</tbody>
</table>

NOTE: Students may receive weighted credit for a weighted course only one time.
MASON COUNTY HIGH SCHOOL
GRADING SCALE

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

Calculating GPA
Knowing how to mathematically calculate GPA can be quite beneficial, especially if students plan to enroll in a college which requires a specific GPA. The information listed below will assist you in understanding how a GPA is calculated.

1) Determine the numerical value assigned to each grade:
   A=4, B=3, C=2, D=1, F=0
2) Add the grade points for every class to determine a total sum.
3) Divide the total sum (answer from Step 2) by the total number of classes taken. This is your grade-point average or GPA – WE DO NOT ROUND UP TO DETERMINE HONOR GRADUATES.

EXAMPLE:

<table>
<thead>
<tr>
<th>Class</th>
<th>Grade</th>
<th>Numeric Value</th>
</tr>
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<tbody>
<tr>
<td>Science</td>
<td>B</td>
<td>3</td>
</tr>
<tr>
<td>Social Studies</td>
<td>C</td>
<td>2</td>
</tr>
<tr>
<td>Pre-Algebra</td>
<td>C</td>
<td>2</td>
</tr>
<tr>
<td>Language Arts</td>
<td>A</td>
<td>4</td>
</tr>
<tr>
<td>Health</td>
<td>A</td>
<td>4</td>
</tr>
<tr>
<td>Computers</td>
<td>A</td>
<td>4</td>
</tr>
<tr>
<td>Total</td>
<td></td>
<td>19 Sum</td>
</tr>
</tbody>
</table>

19 divided by 6 = 3.166 GPA

TRACK 9 WEEKS GRADES

<table>
<thead>
<tr>
<th>Class</th>
<th>1st 9 Wks</th>
<th>2nd 9 Wks</th>
<th>3rd 9 Wks</th>
<th>4th 9 Wks</th>
</tr>
</thead>
<tbody>
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COMMENCEMENT

Commencement activities include the rehearsal, Senior Reception, and Commencement. Attendance at rehearsal is required for students who plan to participate in Commencement. Students eligible to participate in Commencement are those who have successfully completed all required courses by the last day of school for Seniors. Seniors who earn a 3.5 – 3.74 cumulative GPA will be recognized as a Cum Laude graduate. Seniors who earn a 3.75 – 3.99 GPA will be recognized as a Magna Cum Laude graduate. Seniors who graduate with a 4.0 or better GPA will be recognized as a Summa Cum Laude graduate. Commencement is an honor and privilege for seniors. Seniors will be excluded from Commencement activities if they violate the discipline code or rules set by the Mason County High School administration. Homebound students are not eligible for the graduation ceremony. Students enrolled in the Alternative School are not eligible for the graduation ceremony. Students enrolled in the Night School program are not eligible for the graduation ceremony. **Students with 9 or more unexcused absences will not participate in the graduation ceremony.** Tardies to school add up and count as days missed, which count toward the limit of 9 days. Transfer students must be enrolled a minimum of 4 weeks or special circumstances must be approved by a principal.

REQUIREMENTS FOR GRADUATION
Twenty-four credits are required and must include 4 English, 4 Math, 3 Science, 3 Social Studies (1 U.S. History), ½ Health, ½ Physical Education, Humanities - this may be accomplished by taking the full year humanities course, by taking one year of Visual Arts and one year of Vocal or Instrumental Music, or by taking four full years of a foreign language. A math and science credit must be acquired before a student will be promoted to the next grade level. Three math and three science credits must be attained before a student’s senior year.

**Requirements for Grade Placement**

<table>
<thead>
<tr>
<th>Grade</th>
<th>Credits Required</th>
</tr>
</thead>
<tbody>
<tr>
<td>Senior</td>
<td>17 credits (including 3 math and 3 science)</td>
</tr>
<tr>
<td>Junior</td>
<td>11 credits (including 2 math and 2 science)</td>
</tr>
<tr>
<td>Sophomore</td>
<td>5 credits (including 1 math and science)</td>
</tr>
<tr>
<td>Freshman</td>
<td>Must Pass 8th grade</td>
</tr>
</tbody>
</table>

**GRADING PERIODS**

Students will be given report cards four times a year. Parent-Teacher Conferences will take place after the first grading period and near the middle of the third grading period. Report cards will be withheld from students who have debts.

**RENAISSANCE PROGRAM**

The Renaissance Program is sponsored by Mason County High School PTSO and is designed to reward students for good grades and attendance. Students with all A’s, 95% attendance and no discipline referrals will be given a Blue Card, which gives them discounts at local businesses and free entrance to all school/athletic functions. Students with all B’s, 95% attendance and no discipline referrals will be given a White Card, which gives them discounts at local businesses and entrance to all school/athletic functions for half price.
MENTORSHIP/SCHOOL TO WORK
The Mentoring Program teaches employability skills to seniors and provides “on the job” training. Students must have a 2.0 GPA and 93% attendance in order to participate. Students abusing this class will not be allowed to continue in the program; they will remain at MCHS in ISS. Students leaving early are not permitted back on campus (cannot pick up students after school).

GUIDANCE
The guidance staff is available to assist all students with academic, personal, and vocational counseling. The counselors will help students in planning their academic program of study, assist them in dealing with personal problems and help the students explore career and educational opportunities, which are available after graduation from high school. A pupil may see a counselor by observing the following procedures:
1. Call to make sure the counselor is available.
2. Have a signed note from the teacher whose class you are leaving.
3. Make an appointment with a counselor to be excused from class.
4. Teacher request.
5. Counselor request.
6. Principal request.

COLLEGE BLOCK
Students may take Dual Credit College and high school classes at Maysville Community College. MCHS also offers dual credit classes. See counselors for details. Students’ grades will count for high school credit.

LIBRARY MEDIA CENTER
Our library is a technologically advanced facility. A collection of books, periodicals, newspapers, and audio visual materials have been chosen to aid the students in their academic and recreational reading needs. Access to the collection is through a computerized catalog and circulation system available in all classrooms. The library, as well as all classrooms, has access to the Internet. A student The library is open from 7:45 a.m. to 3:30 p.m. Extended hours are available upon request.

LOCKERS
Homeroom teachers will issue lockers to students. Students are not permitted to claim unassigned lockers or place locks on any locker except on their assigned locker. It is very important that students not bring valuables to school or leave money or other valuables in lockers. The hallway and PE lockers may only be locked by combination locks with combinations on file. DAMAGE OR THEFT OF STUDENT'S BELONGINGS, INCLUDING SCHOOL TEXTS WHILE IN A SCHOOL LOCKER, IS THE RESPONSIBILITY OF EACH STUDENT. Students are responsible for the condition of their lockers. THE SCHOOL IS NOT RESPONSIBLE FOR
iPads/Textbooks
iPads and textbooks are rented to students. Students are responsible for their iPad/textbooks and must return them at the completion of each school year. Fines will be assessed for damaged or lost iPads/textbooks.

HONESTY POLICY
The faculty and staff of Mason County High School believe that integrity and honesty are essential in all student assignments; therefore, cheating/plagiarism is strictly prohibited and will result in appropriate disciplinary action.

SEARCH AND SEIZURE
School authorities reserve the right to search student’s personal belongings, desks, lockers, and automobiles on campus, and to seize evidence in accordance with the following guidelines:
1.) The search is based on reasonable grounds for believing that something contrary to school rules, or significantly detrimental to the school and its students, will be found.
2.) The primary purpose of the search is to secure evidence of student misconduct for school disciplinary purposes, although it may be contemplated that in appropriate circumstances, the evidence would also be made available to the law enforcement officials. If school personnel lawfully obtain evidence of a crime or grounds for a juvenile
proceeding, it may be turned over to law enforcement officials for their use.

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CLOSED CAMPUS
Mason County High School is a closed campus. No student may leave school to eat lunch or have lunch brought in during that time. Students who leave campus before the end of a school day for any reason must obtain written permission from a principal. Students are not permitted in the parking lot during the school day except when arriving/leaving campus, unless they have written permission from a principal. Students may not leave campus after school while waiting for their bus. All visitors must report to the front office to sign in.

LUNCH
Students must either bring their lunch or eat the school’s cafeteria lunch. Students may not leave the building for lunch. **No lunches may be brought into the school.**

LOST AND FOUND
Lost and found articles should be turned in to the main office. The school is not responsible for replacement of lost or stolen items.

OFF CAMPUS EVENTS
Students who attend school-sponsored off-campus events shall be governed by the rules and regulations of the Mason Co. Board of Education and Mason Co. High School, and are subject to the authority of school officials. Students who violate school rules can be suspended from extra-curricular activities for the year. Any student suspended from school or enrolled in Second Chance School may not attend or participate in off campus and/or extracurricular events.

ANNOUNCEMENTS PROCEDURES
Announcements will be made during first period and at the end of 5th period. Important information is provided on announcements and it will benefit students to listen.

MESSAGES
Students will not be given messages any time during instructional time except in cases of emergency. Messages will be held in the office, **students may pick up messages after school.**

HEALTH CLINIC
MCHS has a full time school nurse. Students should first get permission from their classroom teacher and get a signed note from that teacher before visiting the nurse. Nurse can administer non-prescription medication if current consent form has been turned in. Any medication
(prescription or non-prescription) must be turned in at nurse’s office immediately. Anyone in possession of any type of medicine will be in violation of the drug/alcohol policy, unless it is an emergency medication and they have an administration form completed by doctor and parent/guardian with instructions to carry medicine at all times. No medication is to be brought to school unless the following conditions are met:

**Prescription Medications**

1. Must be clearly identified as to the name and type of medication.
2. Must be in the original container.
3. Prescription label must include child’s name, drug identity, dosage instructions, doctor’s name and prescription date.
4. The prescription must be current.
5. An administration form signed by parent/guardian and doctor must accompany the medication giving the child’s name, dosage amounts, specific dosage times, and other instructions if necessary.
6. Refrigeration is available
7. Medication will be given by the school nurse or trained school employee in nurse’s absence.

**NON-Prescription Medications**

- Must be in the original container (Tylenol bottle, cough medicine bottle)
- Must be clearly identified as to the name and type of medication and dosage instructions.
- A note signed and dated by the parent/guardian giving the child’s name, specific dosage times, and other necessary instructions must accompany the medication.
- Any non-prescription medication that will be administered for three or more consecutive days will require an administration form filled out and signed by parent/guardian and doctor.

**MEDICATION GIVEN AT SCHOOL**

If your child will require medication to be given at school, an administration form must be filled out by your doctor and signed by the parent/guardian before any prescription medicine will be given at school. This includes all prescription medicines such as medicine required on a daily basis or as needed medicine such as inhalers, antibiotics, etc. No prescription medicine will be administered at school without this completed form. If during the course of the year there is a change in the
dosing schedule or the strength of the medicine to be given, a new form will need to be completed each time a change is made. Medication must be in original prescription bottle, and parent/guardian must bring medication to school. Do not send medicine on the school bus. When medication is brought in by parent/guardian, the nurse and parent/guardian will count medication and each sign the medication count form. If you have questions or concerns, please call the school nurse.

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DAILY PROCEDURES AND POLICY

1. In all instances at school, students are subject to the authority of all teachers and staff in the classroom and out.

2. Make a special effort to be in school daily. In the event you are absent, parents should call MCHS between 7:30 and 8:30 on the day you are absent and let us know the reason you are not in school. When you return to school, you must bring a note from your parents to the office before school starts. You will receive an admit slip to return to class. Students who do not get the admit slip will be sent to the office during 1st period and counted tardy. Students will be excused for illness, emergency or death in family. Notes must be presented to the office within three days of return or absence becomes unexcused. Notes may come from parents for absences up to 5 per school year. All excused absence beyond 5 must be documented by a doctor or court official, or will be unexcused.

3. Teachers will consider the following when determining school trip eligibility: unexcused absences, passing courses, discipline referrals for each grading period. Sponsor must do monitoring.

5. Students with six or more unexcused absences will not be allowed to attend prom.

Students with nine or more unexcused absences will not be allowed to participate in the graduation ceremony.

***Suspensions count as unexcused absences.

*** TARDY TO SCHOOL counts toward your total of unexcused absences.

6. Students running for any school, class, or organization election must have a 2.0 GPA, acceptable attendance and discipline record.

7. Upon arriving to school, students will report immediately to the cafeteria if eating breakfast, to the gym otherwise. No loitering in lobby, parking lot, or vehicles.

8. Do your part in keeping noise in the building to a minimum. Keep talking and visiting in a “conversational” tone. Do not run inside or
outside the building and keep your hands to yourself. Do not block the hallways and doorways.

9. There are four minutes between classes. Students who are tardy will sign the tardy sheet in their classroom.

10. All students attending vocational school must ride the school bus to and from the school. If you miss the vocational bus you will stay in ISS during the time scheduled for vocational.

11. The Teachers’ Lounge and Faculty Restrooms are off limits to students AT ALL TIMES.

12. Our halls are for getting from one class to another. There is NO STOPPING in the hallways.

13. All students report to the cafeteria during lunch and remain there until the end of their lunch shift.

14. Illegal drugs or alcohol are NOT permitted at anytime.

15. No student permitted to leave class during the first 20 minutes.

16. Students leaving school early are not permitted back on campus (cannot pick up students after school).

PARKING PRIVILEGES
All textbook rentals and debts must be paid before applying. Parking at MCHS is a privilege, not a right, and requires the possession of an issued parking sticker ($20) that is displayed on the vehicle. Parking privileges may be revoked at the discretion of the Principal for reasons such as excessive tardiness, grades, attendance, failure to follow sign in/out procedure, parking in the wrong area, discipline infractions, possession of drugs/alcohol, reckless operation, loitering in vehicle. Mason County Board of Education assumes no liability in case of accidents, damage, theft, and vandalism. Parking privileges will be extended to juniors and seniors whose parking application is approved. Drug dogs will make random searches through student vehicles. If illegal items are found, the vehicle will be towed and impounded until court appearance.

MASON COUNTY LICE PROTOCOL POLICY
The Mason County School Board establishes the following protocol for maintaining a policy regarding head lice. Upon positive confirmation of live infestation and/or firmly attached nits, the following procedures will be followed:

**Treatment of Lice – the day that students are sent home they will be excused. Students will be checked by the school nurse/designee upon return to assure that the matter is resolved. Any further absence will be unexcused. Continuing problems will be referred to the County Attorney’s Office for prosecution, Court Designated Worker, and/or Dept. for Social Services.

1” occurrence:
Parents will be contacted by school staff to pick up their child at school. The parents will be shown the evidence of lice and/or nits. Educational information will be given to the parents to document what needs to be done to remedy the problem. The parents will be given a one- (1) day turn-around to get the child back in school. If the student is sent home, failing a “re-check”, the absence will be unexcused. Any further absences from the same occurrence will also be unexcused.

The parent/guardian must bring the child back to school. The school nurse will check the status of the problem while the parent is at school. If the child is cleared by the school nurse/nurse designee, the child may stay at school. If there is still evidence of lice/nits, the parent/guardian must take the child home for further treatment.

2nd occurrence:
The same procedure as in the 1st occurrence. The parent/guardian will also receive a warning that if there is a 3rd occurrence, other agencies will be notified to seek their involvement in solving the problem.

The parent/guardian must bring the child back to school. The school nurse will check the status of the problem while the parent is at school. If the child is cleared, the child may stay at school. If there is still evidence of lice/nits, the parent/guardian must take the child home for further treatment.

3rd occurrence:
The parent/guardian will be notified by school staff to pick up their child at school. The parents will be given a one (1) day turn around to get the child back in school.
The school nurse will fax paperwork to the Department for Social Services to request their assistance in resolving the problem. The case will be referred to the Director of Pupil Personnel. Dependency/Neglect charges may be filed with the County Attorney’s Office.

NOTE: The parent/guardian is responsible for transporting their child home when contacted by the school, by personal vehicle, neighbor, taxi, etc. If there are extenuating circumstances, the child will be transported home by school bus, accompanied by a staff member from the appropriate school.

Upon positive confirmation of head lice, screenings will be arranged for students in contact with the affected child. The school nurse/designee will monitor to make sure dead nits are removed, even though the student may continue attending school.

SCHOOL BUILDING AND PROPERTY
The construction of this facility was funded by and maintained with Mason County tax money. Damage to the building, equipment, busses, or books, and the community must pay for property. Help us protect our
school by refraining from damaging the property and please report any such damage committed by others. Persons committing acts of vandalism will be held accountable and prosecuted for their acts. Be proud of yourself and your school and take pride in helping the staff maintain our outstanding school.
ATTENDANCE

Pupils are required to attend regularly and punctually the school in which they are enrolled.

TRUANCY DEFINED
According to KRS 159.150, any pupil who has been absent from school without a valid excuse for three (3) or more days, or tardy three (3) or more days, is a truant. A pupil who has been reported as a truant two (2) or more times (6 unexcused absences) is a habitual truant. Recent legislation changed the definition of habitual truancy, and made students 18-21 accountable for school attendance.

Students with six or more unexcused absences will not be allowed to attend prom.
Students with nine or more unexcused absences will not be allowed to participate in the graduation ceremony.

***Suspensions count as unexcused absences.
***Unexcused tardies count toward total of unexcused absences

EXCUSED ABSENCES
An excused absence or tardy is one of the following, for which work may be made up if proper documentation is received within three (3) days of return to school:

• Participation in school related activities, including 4-H and the Kentucky State Fair (*Note: KRS158.070(7) stipulates that students applying for excused absence for attendance at the Kentucky State Fair shall be granted one (1) day of excused absence.)
• Court appointments (only the portion of the day required, and with documentation from the Court)
• Clinical appointments with physicians. Parents are to get a written excuse at the physician’s office at the time of their visit.
• Appointments with Health Dept. staff, Advanced Nurse Practitioner, Comprehend staff, for only the portion of the day required. Parents are to get a written excuse at their office.
• Death or severe illness in the immediate family
• Driver’s permit/license test (only the portion of the day required and with documentation from the examiner)
• Up to 5 days covered by parent notes for valid reason of absence (submitted within 3 days of the absence)
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- Pre-arranged absence approved by the principal (providing the 5 day parent notes will cover)
- College visit (1 day)
- If sent home by school nurse for illness, the remainder of that day will be marked excused per nurse
- Documented military leave
- One (1) day prior to departure of parent/guardian called to active military duty.
- One (1) upon the return of parent/guardian from active military duty
- Other valid reasons as determined by the principal/DPP
- Emergency circumstances in the home will be considered by the Appeals committee

The principal shall accept a written note by a parent/guardian for as many as five (5) absences per school year, for valid reason, within three (3) days of the return to school. Upon the fifth (5th) absence with a parent note, the parent will be notified by the principal/designee. Any further absences will be unexcused unless documented by a doctor, health department official, or court official. Any absence not properly documented and accepted by the principal will be unexcused.

Students may make-up work missed if the absence is excused. They will be given the number of days that they were absent to make-up the work and submit it to the teacher(s). Students must obtain an admit slip to return to classes following absences.

**TARDIES**
A student is late to class if he/she is not inside the classroom at the appropriate time. Classroom tardies will be handled per discipline code of conduct. Unexcused tardies to school will be handled as truancy. Appropriate truancy charges will be filed with the Court system. Leaving school early must be documented by written notice just as a full day absence. Every absence from a class is marked as excused or unexcused.

**ATTENDANCE APPEALS**
A parent/student may request an appeal of an unexcused absence through the Appeals Committee. The request must be in writing to the building principal within five (5) days of the absence in question. The Appeals Committee shall consist of the Principal/Designee, School Counselor, and the Director of Pupil Personnel.
OTHER ABSENCES

- **Treatment of lice** – The day students are sent home will be considered excused. Students will be checked by the school nurse/designee upon return to assure they meet the criteria to return to class. If the student is sent home on the “re-check”, the absence is unexcused. Any further absences will be unexcused. Continuing problems will be referred to other agencies for assistance and/or the Court system for prosecution, following the district’s lice policy.

- **Suspension** – Suspensions are unexcused absences and students are not allowed to make-up work missed. Admit slips are still required to return to classes.

- **Special Circumstances** – It is understood that principals will be faced with special circumstances and should use their professional judgment in these cases. The age of the student, normal childhood and adolescent illnesses (chicken pox, measles, etc.) must be taken into consideration.

- **Perfect Attendance** – Perfect attendance criteria for the school year will be based on “0” absences and “0” tardies.

ATTENDANCE PROCEDURES

For pupils ages 6-21, the procedure for handling truancy is as follows:

- Upon the third (3rd) unexcused absence, the principal/attendance clerk shall forward an informational letter home to the parent, re-advising parents of truancy information & possible future consequences. The attendance clerk will begin collecting documentation of home visits, parent contacts, etc. by school staff. (Guidance Counselors will meet with the students to complete the Truancy Questionnaire)

- Upon the 6th unexcused absence, the attendance clerk notify the Director of Pupil Personnel that a final notice should be served. Arrangements will be made for Student Services staff to make/attempt a home visit to determine if more assistance is needed in the home. Final may be served at that time or may be sent via registered mail.

- If unexcused absences continue, legal truancy charges will be filed by the DPP.

- Copies of the material in the student’s case history will be submitted to the CDW/County Attorney at the time of filing the truancy petition. Truancy charges will be filed on the juvenile in grades 6-12, and possibly on parents also if absences are extreme. Charges will be filed on the parent of students in elementary grades through the County Attorney’s office. *Note: juveniles are only permitted up to two (2) diversions to age eighteen (18). Habitual truancy charges may be filed upon the sixth (6th) unexcused absence.

- If unexcused absences continue, the students/parents will be cited back to court for further action.
• Case information will be shared in meetings of the Juvenile Advisory Group on a monthly basis in an effort to use various resources to resolve the problem.

* **Note:** As a result of recent legislation, students 18-21 will now be held accountable for school attendance, and will be charged for truancy for unexcused absences. Legislation advises fines of $100 for the first offense, $250 for the 2nd offense, etc.

**Beyond control or other behavioral complaints will be filed with the proper judicial agency by the Principal and/or the Assistant Principal.

**NO PASS – NO DRIVE (High School only)**
The State of Kentucky passed the “NO PASS, NO DRIVE LAW” IN 2007. To review the full text of the law go to the legislative research commission. [www.lrc.ky.gov/record/07RS/record.htm](http://www.lrc.ky.gov/record/07RS/record.htm)

Basically the law states that 16 and 17 year old high school students in the state of Kentucky cannot obtain or keep a driver’s license or permit, if one of the following applies:

- A student accumulates 9 or more unexcused absences in a semester (absences due to suspension are considered unexcused)
- A student that does not pass 4 out of 6 classes or 5 out of 7 classes from previous semester
- Withdraws from school (drop out)

Note: Once a student reaches 9 unexcused, the Division of Driver Licensing will be notified immediately. Reminder: Suspensions count as unexcused absences.

**MCHS CODE OF CONDUCT**
The following is a list of the major consequences designated to behavior violation in the MCHS code of conduct. This is not a comprehensive listing and the Administration reserves the right to assign other consequences as the need arises. The administration reserves the right to assign these consequences in accordance to the guidelines below, or as they see fit as occasions mandate.

• **Refusal to Comply Statements:** Lesson to be copied by students to reinforce the benefits of positive behavior

• **In-School Suspension (ISS):** Isolation in a classroom. Pockets must be emptied upon entering ISS. Students will complete a reflection, copy the MCHS Code of Conduct if they do not have reading materials. Students will be allowed to make up work missed in classes on their own time.
• **Out of School Suspension**: Students will not be allowed to attend school or school/extracurricular functions. Missed work will result in a zero. This will count as an unexcused absence.

• **Alternative School**: Placement will be for an amount of time determined by the administration. Students in Alternative School will not be permitted to participate or attend any extra or co-curricular activities. Pockets must be emptied daily upon entering building.

• **Community Service**: Students participating in community service activities will pick up school grounds, clean the facilities, wash school buses, clean cafeteria tables, or other jobs assigned by administration. Parents must provide supervision.

• **Beyond School Control Charges**: Students committing major infractions or numerous infractions will be referred to the court designated worker for behavior beyond school control.

• **Lunch Detention**: Students assigned to lunch detention will eat their lunch in a designated location.

**DISCIPLINE CODE**
The following is a list of major behavioral infractions and the recommended disciplinary actions for each infraction. This is not a comprehensive listing and the Mason County Board of Education and the Administration of Mason County High School shall reserve the right to administer other corrective measures for other offenses that might occur. Principal reserves the right to alter the consequence based on the severity of the infraction.

**Level 1**

**six referrals** shall result in beyond school control charges, further infractions may result in 5-10 day suspension and/or placement at second chance school

**A) Classroom Disruption (minor)** Any disruption to the educational environment: classroom, lunchroom, hallway, etc

1 & 2: ISS Half day
3 & 4: ISS 1 day
5: ASD
6: Court referral

**Extreme disruptions will result in more intense consequence determined by administration.**

**B) Dress Code**

- No extreme form of personal appearance will be allowed to interfere with the educational process.
- The principals can determine if an item of clothing is unacceptable. Not acceptable items include:
  - clothing that displays bosom
  - bare stomach or back
- tank tops (if worn under a shirt/jacket it must be zipped/buttoned)
- clothing that has alcohol or tobacco advertising or symbols
- sunglasses worn on the head
- clothing with profanity or sexual remarks
- clothing which identifies gang activity
- any head covering - NO HATS CAN BE WORN IN THE BUILDING OR IN HANDS OF STUDENTS.
- shorts and skirts must be worn at just above knee length
- pants, skirts and shorts must be worn at waist level with no sagging, **BOYS AND GIRLS, regardless of what is worn under their pants**
- shirts must be longer than the top of your pants
- no chain belt wallets
- ANY offensive symbol or symbol that could be perceived as offensive, including Nazi swastikas, Confederate flags, etc., are prohibited.
- No holes above the knees in pants

1 : T shirt assigned or clothes changed – will be documented in Infinite Campus
2 & 3: ISS 1 day
4 & 5: Possible Alternative Placement
6 : ASD and possible court referral for habitual behavior

*A dance dress code will be announced prior to ticket sales. Dance dress code violators will not be allowed to enter the dance or will be asked to leave with no refund if clothing is deemed inappropriate during the dance.

(C) **Defiance of Authority (minor)**
1 & 2: Half day ISS
3 & 4: 1 day ISS
5 : 3 days ISS
6 : 1 day suspension and court referral

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(D) **Public Display of Affection (PDA)**
1 : Warning
2 : Half day ISS
3 & 4: 1 day ISS
5 : ASD
6 : 3 days ISS and court referral

(E) **Cursing (minor)**
1 & 2: Half day ISS
3 & 4: 1 day ISS
F) Leaving Food or Utensils in Cafeteria
1 & 2: Possible option of community service or lunch ISS
3 & 4: 3 days lunch ISS
5: 1 day ISS + 3 days lunch ISS
6: 3 days ISS + 3 days lunch ISS + court referral

G) Standing in the Halls / Hallway disruption
1: Warning (depending on severity, may involve ISS)
2: Half day ISS
3 & 4: 1 day ISS: 3 days ISS
5: 3 days ISS + court referral

H) Cell phones
Cell phones are NOT to be used during class for ANY reason (bell to bell) or in the library. Cell phones MAY be used during non-class time. Cell phones may NOT be used for recording devices or for harassing communications.
1: ISS 1 day and teacher/principal takes phone + parent must pick up phone from office at the end of the day. Student may not have possession of the phone in school for the remainder of the school day.
2: ISS 2 days and teacher/principal takes phone for 2 school days + parent must pick up from office at the end of the 2nd school day.
3: ISS 3 days and teacher/principal takes phone for 3 school days + parent must pick up phone from office at the end of the 3rd school day.
4: Suspension and Alternative School Placement

*Refusal to give a cell phone up to a teacher will result in 3 days in ISS. Refusal to turn phone over in the office will result in 1 day suspension in addition to the 3 days in ISS.

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Level II
5 referrals will result in beyond school control charges; further infractions will result in 5-10 day suspension and/or placement at second chance school
A) Gambling
: ISS 1 day
2 & 3: 3 days ISS
: 1 day suspension (may be mitigated to community service upon request of parent)
: 3 days suspension + court referral

B) Skipping Class/Leaving Class (on school grounds).
1: 1 day ISS. Lose hall privileges for 9 weeks*
2 & 3: 3 days ISS + 2 additional days of lunch detention
4: 3 days ISS + Wednesday After School Detention + 2 additional days of lunch detention
5: Alternative School Placement + court referral

C) Leaving School Grounds without Permission
1: 3 days ISS + Lose hall privileges for 9 weeks*
2: 5 days ISS + loss of driving privileges for 9 weeks
3: 5 days ISS + Wednesday After School Detention + loss of driving privileges for additional 9 weeks or end of school year, whichever is first.
4: Alternative School Placement + court referral

*Students in hall without hall privileges = 3 days ISS

D) Violations of the Terms of ISS
1 & 2: 1 day suspension + ISS
3 & 4: 3 days suspension + ISS
5: 3 days suspension + ISS + Friday school + court referral

E) Classroom Tardies
1: Warning
2: ½ day ISS
3: 1 day ISS
4: Suspension OR parent accompanies child to class for one day
5: Suspension and court referral for Beyond School Control

** Tardies to School
1&2: Warning
3: ½ day ISS
4: 1 Day ISS
5: Friday School + Lose driving privileges

F) Unauthorized Areas (i.e. teacher’s workroom, lounge, maintenance areas, mechanical rooms, parking lots, etc. without legitimate reason or permission.)
1: 1-3 days ISS
2: 3 days ISS + parent conference
3: 3 days suspension + parent conference
4: 5-10 days suspension + parent conference + second chance school eligibility
5: 10 days suspension + second chance school eligibility + court referral

G) Inappropriate use of Technology (including gaming & other inappropriate applications)
1: Warning + Loss of privileges
2: Half day ISS + Loss of privileges
3: 1 day ISS + Loss of privileges (pornography or downloading games is automatic 3rd referral)
4: 3 days ISS + permanent loss of privileges + parent contact
5: 3 days suspension + court referral

**H) Inappropriate Use of Cell Phones to Video Fights, Send Threatening or Harassing Messages, or Inappropriate Pictures**

Administrators will make judgment on case by case basis to determine if student may bring cell phone to school.

**Level III**

4 referrals will result in beyond school control charges; further infractions will result in 5-10 day suspension and/or placement at second chance school

**A) Fighting/Unwanted Physical Contact**

1 & 2: 3 days suspension
3: 5 days suspension + counseling
4: 5 days suspension + court referral

If student is using a minimal amount of force to defend his/herself may be assigned 1-3 days ISS

**B) Harassment (non-sexual, including bullying behavior)**

: 1-3 days ISS + counseling
: 3 days ISS + counseling
: 3 days suspension + counseling
: 5 days suspension + court referral

**C) Major Cursing / Obscene Gestures**

: 1-3 days ISS
: 1-3 days days suspension + parent conference
: 5 days suspension + parent conference + possible second chance school referral
: 10 days suspension + parent conference + possible second chance school referral
: 10 days suspension + parent conference + possible second chance school referral + court referral

**D) Threats / Intimidation (including bullying behavior)**

: 1-3 days ISS
: 1 day suspension (may be mitigated to 3 days ISS + community service at request of parent) + parent conference
: 3 days suspension + parent conference
: 5 days suspension + parent conference + possible second chance school referral + court referral

**E) Cheating**

: No credit given for work + 1 day ISS + parent conference
: No credit given for work + 3 days ISS + parent conference
: No credit given for work + 3 days ISS + parent conference + possible referral to second chance school
F) Use or Possession of Tobacco (including smokeless and/or vapor or e-cigs)
   : 1 day suspension (may be mitigated to community service upon request of parent)
   : 3 days ISS + Friday school
   : 3 days suspension (may be mitigated to a six week in-school tobacco prevention program through the Youth Service Center / Regional Prevention Center)
   : 3 days suspension + Friday School + court referral

Level IV
3 referrals will result in beyond school control charges, further infractions will result in 5-10 day suspension and/or placement at second chance school
A) Sexual Harassment (verbal)
   : 3-5 days ISS + parent contact + counseling
   : 3-5 days suspension + parent contact + counseling
   : 5-10 days suspension + parent contact + counseling + possible second chance school referral + court referral
B) Sexual Harassment (physical)
   : 3-5 days suspension (may be mitigated to 5 days ISS + community service upon agreement of parents and administrators) + parent conference + counseling
   : 5-10 days suspension + parent conference + counseling + possible second chance eligibility
   : 10 days suspension + parent conference + second chance eligibility + court referral

C) Forgery
   : 1-3 days suspension and/or 1-3 days ISS + community service upon agreement of parents and administrators) + parent conference
   : 3-5 days suspension + parent contact + second chance eligibility
   : 5-10 days suspension + parent conference + second chance eligibility + court referral
D) Cursing a School Employee / Adult
   1 : 1-10 day suspension + possible second chance school referral + parent conference
   2 : 5-10 day suspension + second chance school referral + court referral
   3 : 10 day suspension + expulsion request + court referral
E) **Destruction of Property / Vandalism**

Possible 1-10 day suspension/court referral depending on severity:
- Restitution of damages + 1-3 days ISS + parent conference
- Restitution of damages + 1-3 days suspension + parent conference + second chance school eligibility
- Restitution of damages + 5 days suspension + parent conference + second chance school eligibility + court referral

F) **Failure to Attend or Violation of Terms of Friday School**

- 5 days ISS + ASD + Friday school
- 10 days second chance school + Friday school
- 10 days second chance school placement + Friday school + court referral

**Level V**

3-5 days ISS + parent contact + counseling
3-10 days suspension
possible second chance school referral + court referral
community service upon agreement of parents and administrators) + parent conference court referral
expulsion request Restitution of damages ASD + Friday school

A) **Sexual Harassment** (verbal or physical)

B) **Forgery**

C) **Cursing a School Employee / Adult**

D) **Destruction of Property / Vandalism**

E) **Failure to Attend or Violation of Terms of Friday School**

F) **Fireworks**

G) **Malicious Remarks**

H) **Noxious Substance** (Use, Possession, or Ignition)

Three (3) days out of school suspension.

**I) Violation of Condition of Suspension**

The student shall be suspended out of school for an additional length of time determined by administration.

J) **Disorderly Conduct** (Includes affray, unlawful assembly, disturbing the peace, disturbing meetings, blasphemy, profanity, obscene language, desecrating the flag, refusing to assist an officer, all attempts to commit any of the above or anything creating a major disturbance)

3-5 days out of school suspension, possible court referral, notify police.

K) **MISCHIEF (CRIMINAL)**

A person is guilty of criminal mischief when having neither the right to do so, nor reasonable ground to believe that he/she had a right, he/she intentionally or wantonly defaces, damages, or destroys any school property, or personal property; tampers with school property, or the property of another, so as to knowingly endanger the person or property.
CONSEQUENCE:
Three (3) days ISS or One (1) to Ten (10) days out of school suspension. Restitution, possible court referral or expulsion request based on severity.
L) CRIMINAL TRESPASS - A person is guilty of criminal trespass when he/she:
--Knowingly enters or remains unlawful within a school building or upon the school premises.
--Knowingly enters or remains unlawfully within a school building, or upon premises to which notice against trespass is given by fencing or other enclosures.
CONSEQUENCE:
One (1) to three- (3) day’s detention, ISS Program. Continued referrals will result in one (1) to three (3) days out of school suspension.

Level VI
May carry an automatic 5-10 day suspension and/or an automatic Court Referral and Second Chance School Placement or Expulsion Request. Law Enforcement officials will be notified as required.
A) Arson
B) Assault
   Any unwarranted or premeditated attack on another person.
C) Sexual Misconduct
   Any sexual act deemed inappropriate by the administration.
D) Weapons
E) Tampering with Emergency Equipment
F) Aggressive Misbehavior toward any School Employee/Adult:
   Threat or Physical Contact
G) Theft- $10 or more
H) Drug Distribution

I) Use Possession of Alcohol, Drugs, Prescription and non-Prescription Medications, and/or substances represented to be an illegal drug (Look Alike” Substances) AND/OR Drug Related Paraphernalia (Possession of paraphernalia as related to the use of controlled or illegal substances (i.e. rolling papers, clips, pipes, etc.)
   • 1st offense: 10 days out of school suspension with law enforcement notified and appropriate charges filed. During the suspension, he/she with parents/guardians must have a conference with the Drug & Alcohol Program Coordinator and Principal/Designee. At this conference, the student and parents/guardians will sign a “First Time Offender Policy Contract.” The student will be assigned to the ALTERNATIVE program for 15 days before returning to their regular schedule, along with being required to attend an 11 hour Early
intervention Program (EIP). If the student does not complete the EIP, the student will be assigned to the ALTERNATIVE program for an additional 15 days.

• Repeated offenses: The student shall receive out of school suspension and recommendation for expulsion. During their school career as a student in the mason County School System, all subsequent offenses beyond the second will result in out of school suspension and recommendation for expulsion.

K) EXTORTION (The solicitation of money, or something of value, regardless of the amount, in return for protection, or in connection with a threat to inflict harm.)

L) TERRORISTIC THREATENING (Law Violation)
A student is guilty of terrorist threatening when:
--He/she threatens to commit any crime likely to result in death or serious physical injury to another student or likely to result in substantial property damage to another student or school personnel; or
--He/she intentionally makes false statements for the purpose of causing the evacuation of a building place of assembly, or facility of public transportation.

M) FALSE 9-1-1 PHONE CALLS
Any person placing a fake call to a 9-1-1 emergency operator will be recommended for expulsion from school and charges filed.

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MASON COUNTY SCHOOLS
Rules & Regulations for Riding School Buses

TO: Parents of All Students

FROM: Pupil Transportation
        Department of Mason County Schools

Dear Parents/Guardians,

In order for you to understand the rules and regulations covering the conduct of all students riding a Mason County school bus, YOU and YOUR CHILD should go over these rules together to make sure “ALL” have an understanding. Your cooperation will make it possible for us to
provide a safer more efficient transportation program. We MUST maintain proper behavior of all bus riders in order to promote the “SAFETY” aspect of our transportation program.

It is our objective to be firm, fair, and consistent with all students. Because the driver must give great attention to traffic flow, road conditions, and driving the bus, students must exhibit the best behavior, so as not to distract the driver. For the safety of all riders, the rules and regulations will and must be enforced. Passengers jeopardizing the safety and welfare to others through misbehavior will be denied the privilege of riding the bus to and from school. The privilege of any student to ride a school bus is conditioned upon his/her good behavior and observances of rules and regulations. There is not room for variance from the rules and regulations, as any variance could endanger the safety and welfare of children.

These rules and regulations are directed specifically to students, but apply equally to bus drivers because they are responsible for ensuring that these rules and regulations are followed, and that the safety of all students is guarded closely. In an effort to improve and monitor conduct on school buses, video cameral will be used on the buses to videotape the behavior of the passengers on board.

**A. PRIOR TO LOADING (On the road & at school)**

1. Wait for your bus in a safe place – well off the roadway. Arrive at your bus stop five (5) minutes ahead of the bus.
2. Keep the roadway clear of books, clothing, and other articles. Never play in the path of traffic, and stand well away from the road when the bus approaches.
3. Do not damage property such as flowers, shrubbery, windows, fences, and other items while waiting for the bus.
4. Avoid making excessive noise.
5. Remember that fighting at bus stops and on the way to and from school bus stops is subject to disciplinary actions (to be reported to the school principal.)
6. Do not run alongside the bus when the bus is moving. Wait until the bus stops and then walk to the door, and board the bus in an orderly manner. DO NOT PUSH OR SHOVE OTHERS.
7. Remember that pupils living on the opposite side of the road from a bus stop should wait on their side of the road until the bus arrives and the driver gives the signal to cross ten (10) feet in front of the bus.

**B. WHILE ON THE BUS**

1. Obey the driver and monitor’s instructions. The driver of the school bus is in complete charge of the passengers while they are aboard. The school bus monitor will assist the driver in maintaining proper student behavior on the bus.
2. The bus staff are required to assign seats to students.
3. Students shall be courteous to the driver, monitor and fellow students.

4. Books and other belongings are to be kept on the student’s lap. Items may not be placed as to block the aisle. Band instruments or other large objects may be transported only if they can be held in the student’s lap.

5. Students shall enter the bus in an orderly manner and be seated immediately in their assigned seat. Students must remain in their seats while the bus is in motion and change only if the bus staff has given permission to do so. (3 persons will be assigned per seat)

6. Do not extend arms, legs, or head out of the bus.

7. Refrain from unnecessary conversation with the driver and hold noise to a minimum. Anything taking the driver’s attention from the roadway may result in an accident.

8. Pets and animals (living or preserved) are not permitted on the bus.

9. Students are not to tamper with mechanical equipment, accessories, or controls of the bus. Do not tamper with emergency doors, fire extinguishers, or other equipment on the bus.

10. Do not damage any part of the school bus. Anyone caught damaging property will be subject to disciplinary actions and restitution of damages before being permitted to ride the bus again.

11. Fighting, horseplay, etc, are not permitted on the bus.

12. Eating, drinking, and chewing gum is not permitted on the bus. Cans or bottles are not allowed on the school bus.

13. There is to be NO possession or use of tobacco products on the bus.

14. The use of profanity and obscene gestures on the bus is prohibited.

15. Students shall never leave the bus through the emergency exits except during an emergency situation or supervised evacuation drill.

16. The following improper behavior will result in automatic suspension of riding privileges:
   a. Profanity (including language, vulgar actions, gestures)
   b. Physically fighting another student(s)
   c. Use of tobacco products on the bus
   d. Sexual harassment toward employees or students
   e. Possession of weapons or fireworks of any kind

17. If a student has a medical problem and is to be involved in an extra-curricular activity, information should be supplied to the principal, teacher, and bus driver.

18. Passengers are permitted to leave the bus only at the regular, designated stop. Any change must be made with the parent’s request in writing and approved by the signature of the school principal or designee. If students go home with others, all students must present a parent note to the principal/designee, and a bus note will be given for the student to present to the bus staff.
19. In case of a road emergency involving the bus, or the bus and another vehicle, the students are to remain in the bus, unless given other instructions by the driver.

20. In an effort to foster positive student behavior, students are permitted to listen to music using mp3 players, cell phones, Ipods, etc. with the use of ear buds/head phones. Volume should be low enough that others cannot hear the music. If the student creates a disturbance with this, their privilege to do so may be revoked and the device given to the driver/monitor. Any other type of radio or communication system that the board shall permit to be installed on the school bus shall be under the control of the driver and approved by the Transportation Director.

21. No balloons, helium or otherwise, are permitted on the bus.

22. Students shall clean the bottoms of their shoes before getting on the bus. Athletic shoes with spikes, etc. must be taken off before boarding the bus.

23. Vocational Education, co-op, and other students who are transported to work-sites shall adhere to the same rules and regulations.

24. All bus rules apply to activity trips. If a student loses their privileges to ride a school bus, it applies to all school buses, including activity trips.

25. Cell phone use by students is restricted to listening to music or games (with the use of ear buds/head phones) and texting. If the student creates a disturbance with this, the privilege may be revoked and the device given to the driver/monitor. (No cell phone calls may be initiated or received by students, unless an authorized call to the parent by the driver.)

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B. WHEN LEAVING THE BUS

1. Students are to remain in their seats until the bus has come to a complete stop before standing, entering the aisle, and attempting to leave the bus at their bus stop.

2. If a student lives on the opposite side of the road from the bus stop, the student shall go ten (10) feet in front of the bus and wait until the driver gives the signal to cross the road. NEVER cross the road in the rear of a stopped school bus.

WARNING FOR PARENTS:
Strings on coats, straps on backpacks or bags may endanger the life of your son or daughter. All handrails on our school buses are in compliance with manufacturer recalls, BUT LARGE ITEMS ARE STILL FOUND HANGING FROM BOOKBAGS, ETC. Please advise your child to watch strings, etc. carefully.

RESPONSIBILITIES, PENALTIES, AND DUE PROCESS FOR STUDENT MISCONDUCT
The following procedure will be used in reporting misconduct of students. All conduct reports will be entered into the district’s Student Information System.

1. **The 1<sup>st</sup> time** a student commits a minor offense, a written conduct report shall be sent to the appropriate school principal. The principal has the discretion to assign the punishment.

2. **The 2<sup>nd</sup> offense** will result in a Conduct Report being submitted to the Principal. The Principal has the discretion to assign the punishment.

3. **The 3<sup>rd</sup> offense** will result in a Conduct Report being submitted to the Principal, and the student receiving a three-(3) day bus suspension. The parent must complete a conference with the Principal and Transportation Staff before the student can get back on the school bus.

4. **The 4<sup>th</sup> offense** will result in a Conduct Report being submitted to the Principal, and the student receiving a five-(5) day suspension. The parent must complete a conference with the Principal and Transportation staff before getting back on the school bus.

5. **The 5<sup>th</sup> offense** will result in a Conduct Report being submitted to the Principal, and the student receiving a ten-(10) day bus suspension.

6. **The 6<sup>th</sup> offense** will result in a Conduct Report being submitted to the Principal, and the student being removed from the bus for the remainder of the school year.

- All reported infractions will be logged in the Transportation Misbehavior Log.
- Unless the infraction is severe, the parent will be given one day before the suspension is started so they can arrange transportation. Suspended days will run in succession. School attendance will still be required, unless a school suspension is also involved.
- Parents may request a conference with the principal and Transportation Staff.
- **Suspensions from the bus** includes ALL buses, whether to and from school or activity trips. Committee to review the case and make recommendations to the Superintendent for a final decision.

**MASON COUNTY SCHOOLS**

**Rules & Regulations for Driving To & Parking at School**

TO: Parents of All Students
FROM: MCHS Administration  
Department of Mason County  
Schools

Dear Parents/Guardians,

In order for you to understand the rules and regulations covering the conduct of all students who elect to drive and park at Mason Co. High School, YOU and YOUR CHILD should go over these rules together to make sure ALL have an understanding of expected driving rules, violations, and punishments. Your cooperation will make it possible for us to provide a safer more efficient transportation program. **We MUST maintain proper behavior of all drivers in order to promote the safety of all our students at MCHS.**

It is our objective to be firm, fair, and consistent with all students. For the safety of all riders, the rules and regulations will and must be enforced. Drivers jeopardizing the safety and welfare to others through misbehavior will be denied the privilege of driving to and from school. The privilege of any student to ride drive to school is conditioned upon his/her good behavior and observances of rules and regulations. **There is not room for variance from the rules and regulations, as any variance could endanger the safety and welfare of themselves and other students.**

These rules and regulations are directed specifically to students drivers:

**DRIVING TO & FROM SCHOOL**
8. Obey all state traffic laws and speed limits to and from school.  
9. Be observant of other student drivers, vehicles, and pedestrians as you enter and exit the school parking lot.  
10. Upon entering the student parking lot, drive safely and avoid reckless driving behaviors such as speeding, spinning tires, etc.  
11. Upon entering the student parking lot, find your assigned parking area/sport and park. Exit your vehicle promptly and enter the school building and a timely and organized fashion.  
12. Upon exiting the student parking lot, obey speed limits, avoid reckless driving behaviors, and be vigilant of pedestrians, other student drivers, and busses, as they will be loading and unloading in other lots. Exit the premises in a timely and orderly fashion. There should be no loitering in the parking lot.

**RESPONSIBILITIES, PENALTIES, AND DUE PROCESS FOR STUDENT MISCONDUCT**

The following procedure will be used in reporting misconduct of students. All conduct reports will be entered into the district’s Student Information System. **ANY** infraction could result in temporary or permanent loss of driving privileges, as well as further action depending on the severity of the driving offense.
7. **The 1st time** a student commits a minor offense, a written conduct report shall be sent to the appropriate school principal. The principal has the discretion to assign the punishment.

8. **The 2nd offense** will result in a Conduct Report being submitted to the Principal. The Principal has the discretion to assign the punishment and temporary loss of driving privileges.

9. **The 3rd offense** will result in a Conduct Report being submitted to the Principal, and the student receiving a three-(3) day bus suspension and permanent loss of driving privileges.

***Please refer to the “No Pass, No, Drive” policy on page 22 for further regulations for students drivers.***

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**MASON COUNTY SCHOOLS**

**Acceptable Use Policy and Procedures**

The Mason County School System provides students and staff with network access and resources. The Network is a computer service, which includes the use of computers, servers, software, Internet and E-mail. These procedures also address the use of stand-alone computers, peripherals, telephone usage and other instructional technology equipment.

All users must sign an Acceptable Use Policy agreement before direct access to Internet or electronic mail will be provided. Written parental consent shall be required before any student is given direct, hands-on access to the Internet or to teacher directed electronic mail. However, educators may use the Internet during class directed group demonstrations with or without parental consent. Users will be held accountable for violations of the Acceptable Use Policy agreement and understand that disciplinary action may be taken.

**The Mason County School District:**

- Reserves the right to monitor all activity on the Network.
- Reserves the right to monitor computer use or lack of use.
- Reserves the right to deny access of the Network to any individual.
- Shall establish procedures that will maximize the Network system security.
- Shall supervise student use of the Network and Telephones.
Electronic Mail Regulations

Live@edu service from Microsoft. By signing this form, you hereby accept and agree that your rights as a student or an employee of Mason County Schools to use the Outlook Live e-mail service, and other Live@edu services as the Kentucky Department of Education may provide over time, are subject to the terms and conditions set forth in District policy/procedure as provided, and that the data stored in such Live@edu services, including the Outlook Live e-mail service, is managed by the district pursuant to policy 08.2323 and accompanying procedures. You also understand that the Windows Live ID provided to you as a student or an employee of Mason County Schools can also be used to access other electronic services that provide features such as online storage and instant messaging. Use of these Microsoft services is subject to Microsoft’s standard consumer terms of use (the Windows Live Service Agreement), and data stored in these systems is managed pursuant to the Windows Live Service Agreement and the Microsoft Online Privacy Statement. Before you can use these Microsoft services, you must accept the Windows Live Service Agreement. As a parent of a student, you also hereby accept and agree to the terms and conditions outlined above, and must provide consent and accept the Windows Live Service Agreement for students under the age of thirteen.

- Be polite. Do not write or send abusive messages to others.
- Messages shall not be sent with inappropriate or insinuating comments referring to any student, staff member, or administrator.
- You may not use electronic mail for communications that are not directly related to instruction or sanctioned school activities. Do not use electronic mail for private business, or personal non-work related communications.
- You may not swear, use vulgarities or any other inappropriate languages. You may not send or attach documents containing pornographic, obscene, or sexually explicit material.
- You may not access, copy or transmit another user’s messages without permission.
- Do not reveal your personal address or phone number or those of other students unless a parent or a teacher has coordinated the communication.
- You may not send electronic messages using another person’s name or account.
You may not send electronic messages anonymously or send massive amounts of mail to other users such as “chain mail” or “chain letters.”

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Students and employees of Mason County Schools are prohibited from using district resources to establish Internet E-mail accounts through third party providers. Only Kentucky Education Technology Systems e-mail can be used.

The electronic mail is not guaranteed to be private. People who operate the system do have access to all mail. Messages relating to or in support of illegal activities may be reported to the authorities.

Network Regulations

- The use of your account must be in support of education and research consistent with the educational objectives of Mason County Schools.
- Passwords are private. Do not allow others to use your password. Do not use another user’s password or trespass in folders, work or files of others.
- You may not transmit obscene, abusive or sexually explicit language or other material.
- Use of the Network that offends or tends to degrade others will not be allowed.
- Attempting to disrupt communication on the network by creating or downloading computer viruses or destroying data of other users is a form of vandalism.
- The content of any district web page is the responsibility of the sponsoring staff member who hosts the page.
- Non-instructional chat rooms may not be included on any school web account.
- You may not monopolize the resources of the Mason County Schools Network by such things as running large programs and applications over the network, sending massive amounts of e-mail to other users such as chain mail, or using system resources for games.
- Non-instructional games are prohibited. You may not use MUD (multi-user games) via the network.
- There shall be no installation of distributed file sharing programs or instant messenger programs.
- Do not attempt to access any computer or network for which you are unauthorized. You may not break or attempt to break into other computer networks.
- You are not permitted to get from or put onto the network any copyrighted material (including software), or threatening or sexually explicit material. Copyrights must be respected.
Internet access through the school is to be used for instruction, research, and school administration. School access is not to be used for private business or personal, non-work related communications.

Students should not reveal their name and personal information to or establish relationships with “strangers” on the Internet, unless a parent or teacher has coordinated the communication.

The school should never reveal a student’s personal identity or post a picture of the student or the student’s work on the Internet with personally identifiable information unless the parent has given written consent. Do not post a student’s full name with photo on the school's website.

Do not install or use any unauthorized/unlicensed software or hardware to any district computer system or Network.

Do not attempt to gain unauthorized access to resources and entities.

Do not attempt to modify or remove computer equipment, software, or peripherals without proper authorization.

Any other action deemed inappropriate by the district administration.

As a user of this educational system, users should notify a network administrator or a teacher of any violations of this contract taking place by other users or outside parties. This may be done anonymously.

**Telephone Usage**

- Telephone calls are available primarily to provide two-way communications with the school office and for contact with parents.
- Staff will refrain from using telephones during instructional time.
- Students may use the telephones under staff supervision when there is a legitimate need such as: calling parents to arrange transportation, delivery of medicine or clothes, or similar rare circumstances.
- Instruction time will not be interrupted to transfer calls except in emergencies.
- All guidelines contained within this AUP governing inappropriate language apply to telephone usage. The procedures in this AUP governing telephone usage also apply to district cellular phones and other wireless telecommunication systems.
Disciplinary Action

Access is a privilege, not a right.
Students are responsible for appropriate behavior when using the Mason County Schools network. Therefore, general school rules for behavior apply. Access to network services is offered to students who agree to act in a considerate and responsible manner, and parent permission is required. Based upon the acceptable use guidelines outlined in this document, the system administrators will deem what is inappropriate use, and their decisions are final. The administration and staff may revoke or suspend user access when these terms are violated.

- Student discipline for violation of any part of these procedures shall be based on the severity of the infraction.
- Student disciplinary action includes, but is not limited to, the loss of any or all computer privileges, termination of the user’s account, removal from the class with a failing grade and/or suspension/expulsion. Privileges will be reinstated at the discretion of the district administrators.
- Discipline of staff may involve actions up to and including termination of employment.
- Parents, guardians and/or perpetrators may be billed for damages to technology resources.
- Illegal/criminal activities will be referred to the appropriate law enforcement agency.
- All guidelines contained within this AUP governing inappropriate language apply to telephone usage. The procedures in this AUP governing telephone usage also apply to district cellular phones and other wireless telecommunication systems.

Extracurricular Academic Policy

An eligibility check will be made each week. An extra-curricular student may have one cumulative “F” per week during the extracurricular season. Any student receiving two or more failing grades will be placed on a one week probationary period. The athletic director or principal will inform the coach/sponsor and student of the probationary status. If the second “F” is not raised after that probationary week, then the student becomes
ineligible until the grades are raised. Ineligible is defined as: students may practice but not participate in or dress for the actual competition.

**DUE PROCESS**
Before being suspended at the school level for violation of school regulations, a student shall have the right of the following.

**Notice of Charge**-The student shall be given oral or written notice of the charge(s) against her/him.

**Explanation of Evidence**-If the student denies the charge(s); he/she shall be given an explanation of the evidence against him/her.

**Student's Version of Facts**-The student shall be given an opportunity to present his/her own version of the facts concerning the charges.

Handicapped Students-In cases, which involve handicapped students, the procedures mandated by federal and state law for handicapped students shall be followed.