

# Middlesboro High School

## Handbook

### 2020-2021



*"Home of the Yellow Jackets"*

[www.mboro.kyschools.us](http://www.mboro.kyschools.us)

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## STUDENT HANDBOOK 2020-2021

### MHS OFFICE ADMINISTRATION AND STAFF

Mr. Bobby Bennett, Principal  
Mr. Jesse Allen, Assistant Principal  
Mr. Richie Rogers, Guidance Counselor  
Mrs. Kay Mace, Administrative Assistant  
Mrs. Billie Mike, Guidance Assistant  
Mrs. Georgia Quillen, Bookkeeper

### 2020-2021 MHS SCHOOL-BASED COUNCIL

Ms. Beth Shelby, Teacher  
Mr. Jason Bayless, Parent  
Mr. Luke Gilly, Teacher  
Mr. Danny Vaughn, Parent  
Mr. Craig Callen, Teacher  
Mrs. LaDessa Bayless, Minority Parent Representative

### MISSION STATEMENT

Middlesboro High School will work with the community and our families to ensure our students become college, career, and life ready.

### VISION

Middlesboro High School continuously strives for excellence from its staff and students. Our school will be successful when our school culture continuously promotes a caring environment, our students achieve optimal success, and our community accepts the responsibility of involvement in the education of our students. Our school community will strive to understand and support diversity and promote cultural acceptance. We will do all to ensure students are prepared to achieve post-secondary goals in order to become thoughtful, contributing members of society.

### VALUES

We value relationships between the staff, students, and community. We strongly support the personal and professional growth of our staff; provide a rigorous curriculum and thoughtful guidance support system for our students, and constantly seeking the involvement of all of our stakeholders. Our work begins and ends with the relationships we forge with our students. Supportive, positive relationships between all stakeholders are essential to our success. We will continually challenge ourselves to provide a thoughtful, rigorous, and enjoyable high school experience that will prepare every student for college, career, and life.

### PARENTS - "RIGHT TO KNOW"

Parents have the right to request information regarding the professional qualifications of classroom teachers. Upon request, parents have the right to know whether a teacher has met state qualifications and certification

criteria for the grade levels and subject areas for which they provide instruction. Parents may request this information from the principal of the school or at the Middlesboro Board of Education.

**The Middlesboro Board of Education does not discriminate because of \*race, color, religion, sex, national or ethnic origin, political affiliation, age or disabling condition in the programs, activities and services it provides, as required by law. \*Statistical purposes only**

## Welcome to Middlesboro High School!

This year has brought an unprecedented series of changes for our community and our world. The challenges we've faced and continue to work through will ensure that this year is unique. However, I am very hopeful. We will strive to provide a high level of service to our community and a commitment to meeting the needs of our students.

**The Faculty, Staff, and I pledge that we will continue to work with everyone to cultivate a strong, positive culture that is student focused. While the pandemic has brought many challenges and an unprecedented need for change, our high expectations for behavior, attitude, and success won't change. Our belief is that personal grit, hard work, determination, good behavior and a positive attitude are integral to success in school and life holds more true now than ever. We also want to ensure that all of our students and staff are well.**

**Our staff will:**

- Nurture and sustain an excellent learning climate
- Provide diverse learning opportunities that will attempt to meet every child's needs
- Involve the school community, promote diversity, and cultural acceptance
- Teach every child, every day
- Work diligently to keep our Yellow Jackets well, safe, focused, and prepare them for college, career, and life.

We remain dedicated to upholding the traditions of the past, providing the best education possible for our students, while striving to realize the vision of where we want to be tomorrow. We need your help to get there. If you have suggestions for improvement or need assistance, please feel free to call or visit. Eventually, we will get through this pandemic. Meanwhile, we will continue to inspire our students to be their best!

**Bobby Bennett**

**MHS Principal  
MHS Class of '82**

## Loyalty

We're loyal to you, Middlesboro!  
We're yellow and white, Middlesboro!  
    We'll back you to stand  
    'Gainst the best in the land  
    For we know you have sand,  
        Middlesboro, RAH, RAH!

So crack out that ball, Middlesboro!  
We are backing you all, Middlesboro!  
    Our team is our Fame, Protector,  
    On, boys, for we expect a  
        Victory from you Middlesboro!

Che-Cha! Rah! Rah! Rah!  
Middlesboro High School,  
    RAH! RAH! RAH!

Fling out that dear ol' flag of yellow and white,  
    Lean on thy sons and daughters,  
    Fighting for right.  
Like men of Auld Lang Syne:  
    Shouting defiance,  
    Placing reliance,  
    Os-ke-wah-wah!

Amid the broad green fields that nourish our land,  
    For honest labor and for learning we stand.  
And unto thee we pledge our hearts and hands,  
    Dear ol' Alma Mater - Middlesboro!

### **MHS Virtual Learning**

The MHS Virtual Learning Program is an online platform that will be monitored by MHS teachers, supported by use of Blackboard, and classes will be supplemented by the APEX Learning curriculum. MHS students who choose virtual enrollment will take 7 classes online for at least 1 semester. Students will be required to complete the appropriate number and type of courses that will keep them on grade level and ready for promotion the following year. As always, guidance and counseling as well as subject support services will be made available to all students. The virtual option will allow students to complete their school work at home, practice the ultimate levels of safety during the COVID-19 pandemic, and still prepare for the next step in their journey of education and life. The Yellow Jacket E-School may be a good option for those who do not wish to wear a mask or that are apprehensive about potential exposure.

### **MHS Blended / Hybrid Learning**

The MHS Hybrid schedule will be an in person and virtual blend of learning. MHS will offer students two days of face-to-face instruction per week. During the remaining weekdays, students will be supported by an online platform with Blackboard and Apex Learning. In an effort to protect our students as much as humanly possible from COVID-19, this blended approach to learning will offer students a safer environment with fewer students in the building per day. Half of our population will attend Monday-Tuesday and the other half will attend Thursday-Friday. Wednesdays will be a time for teachers to virtually connect with students and address needs of virtual classes. It will also be a day of deep cleaning as we prepare to safely onboard the next group of students. While we can't guarantee 100% protection from COVID-19, we can promise to make things as clean and safe as possible. Our families and students will be asked to wear masks and comply with the safe school guidelines as prescribed by the CDC and the Kentucky Department of Education. Making the choice to attend the Hybrid or Blended School will be making the choice to mask as necessary and adhere to all CDC and KDE safety guidelines.

Attendance and participation will be a requirement for all students. Hybrid and virtual school students will be required to log in to their online learning classes every school day and will follow the same schedule as an in-person schedule. Days will run on the same time periods as our normal 7-period day, semesters will open and close according to the school calendar and the end of the year for our hybrid and virtual schools will be the same as all other schools in the district. End of nine weeks and end of semester will follow the same calendar as MHS.

While the virtual school is a choice that offers students and families a protection from exposure to COVID-19 that the face-to-face hybrid schedule may not, all hybrid and virtual students will be required to be responsible for daily class attendance and for completing assignments according to teacher prescribed schedule. As it has always been in school, regular attendance and participation is vital to a student's success.

### **DAILY BELL SCHEDULE**

\*Bus, walker and driver enter the Gym Lobby for temperature and bag check 7:30 am - 8 am

First Period: 8:07 – 9:00 am

Second Period: 9:07 – 10:00 am

Third Period: 10:07 – 11:00 am

Fourth period: 11:00 – 12:14 pm

First Lunch 11:00 – 11:25

Second lunch from 11:47 – 12:12

Fifth Period: 12:17 – 1:07

Sixth Period: 1:14 – 2:07

Seventh Period: 2:14 – 3:07

Drivers release first at 3:07, then busses 3:10, after school kids 3:13 pm

# **MHS Daily Operating Guidelines**

## **2020-2021 School Year**

At MHS, we strive to maintain building safety in accordance with the KCSS, KDE and our district policy. Below is the descriptions of how we will make every effort to balance safety with the protocols for mitigating COVID-19 for all of our school.

### CDC compliance and Governor/KDE requirements

- Temperature Checks, Masking, and Hygiene
  - Everyone who enters the building must submit to a temperature check and appropriate masking procedures. According to the 3 aforementioned entities, masking is the best way to block the spread of COVID-19. When we cannot distance appropriately, all staff will model masking behaviors for our students, student families and visitors.
  - If you have a medical issue that precludes you from masking, you must submit an official doctor's statement to the principal. Otherwise, we all wear a mask.
  - We must all be responsible for teaching and modeling. Coughing and/or sneezing into our elbows or shirt collars and wash our hands with water and soap or sanitizer. Hygiene posters will be displayed around the building, classrooms and bathrooms.
  - Masking will not be required during instruction as long as distancing can be maintained.
  - Masking is mandatory on the school bus.
  - Masking will be required during times of transition between classes.
- Student Drop-off from 7:30-8 am
  - Busses will drop students off in the circle at the gym entrance at their assigned time. They may not drop and go. This will prevent large groups standing outside and avoid clusters that do not distance.
  - The bus monitor will tell drivers when to open door and release students.
  - Students must line up for temperature check and back pack wanding.
  - Once checked, students may enter the gym for distanced seating.
  - At 8 am, students will be released to their first period class. All of us will mask during transition. All will pick up a grab and go breakfast from the MHS Café Kiosk in the MHS lobby. Students will eat in the classroom.
  - All foot traffic will move in the same direction. There are directional markers on the floors.
  - Class begins at 8:07 am.
- **Hybrid/Blended Learning Daily Schedule**
  - \*Bus, walker and driver enter the Gym Lobby for temperature and bag check 7:30 am - 8 am
    - First Period: 8:07 – 9:00 am
    - Second Period: 9:07 – 10:00 am
    - Third Period: 10:07 – 11:00 am
    - Fourth period: 11:00 – 12:14 pm
    - First Lunch 11:00 – 11:25 (Back Hall & VPA classes)
    - Second lunch from 11:47 – 12:12 (Front Hall & JROTC)
    - Fifth Period: 12:17 – 1:07 pm
    - Sixth Period: 1:14 – 2:07 pm
    - Seventh Period: 2:14 – 3:07 pm
      - Drivers release first at 3:07, then busses 3:10, after school kids 3:13 pm

- All Staff Morning Check-In
  - Teachers and Staff should enter the building through the back hall doors and self-check their temp at the back hall computer lab. There will be a thermometer and sign-in book at the door.
  - Teachers in the Central Auditorium should also self-check and maintain a log of daily temperature checks in Mrs. Edwards room.
- Lockers and Back Packs
  - Lockers will not be issued due to the inability to distance in those locations. Locker areas are completely off limits to students. Teachers should stand in the locker areas to prevent student entry during transition times.
  - Back packs will be examined before entering the building with a metal detector. If you have concerns with a student back pack in your class, contact Mr. Bennett, Mr. Allen, or Officer Gilbert and we will re-examine. Keep concerns confidential. We will remove the backpack and the student to a private area to examine the items.
- Classroom Security
  - While we want to ensure as safe a building as possible for staff and students, we must also consider the changes necessary for COVID-19 safety. We are asking that you keep your classroom entrance doors and windows locked. However, you have the option to leave them open for airflow in order to minimize the potential lack of needed circulation during class time. Should an emergency arise, you may quickly close your locked door and assume the correct posture for protecting your students and yourself.
- Transition Traffic
  - All student teacher hallway movement will flow in a counter-clockwise motion. There are directional arrows to ensure awareness of pedestrian flow. This will help to prevent cross-contamination of air flow.
  - Students who are in science/math or career classes should exit and enter the end of hall doors to go to the auditorium for VPA classes.
  - No one should go in and out of the front lobby entrance unless directed to do so.
- Check-In
  - All students arriving after 8 am will report to the front desk for temperature check and metal detector wanding before being allowed to report to class. There will be no tardy slips. Check your e-mail for student check-in time. If they arrive at your room, they've been temp checked and wanded.
- Check-Out
  - If a student needs to check-out, you will be notified by text or call. You must ensure that an adult has the student in eye sight before you allow them to exit your room.

- Nurse
  - If a student requires the nurse, you should immediately text Mr. Bennett, Mr. Allen, Officer Gilbert, and / or the School Nurse. One of the four will respond. You may only send a student out of your room if an adult has the student in sight.
  - If there is an additional concern, then district protocol regarding potential COVID-19 related issues will be followed.
- Guidance/Counselor
  - If a student needs to see the counselor, you must text or call for permission to send. Do not send a student without having spoken to Mrs. Mike or Mr. Rogers. Distancing and privacy are a necessity in the offices. If they are with someone, it is no longer possible to line up and wait. They can stay in your room until spacing allows. Only release a student to the guidance office when an adult has them in their sight.
- Principal / Assistant Principal
  - If a student is needed by administration, you will be notified. If a student requests to see administration, please call or text to see if they are available. If they are, administration will meet the student in the hallway.
- Coaches / Physical Trainer
  - If a coach or a trainer needs a student-athlete, they will come to your door in order to see the student. If the student is testing or a learning activity is taking place, the test or activity must be completed before they are released from class. Unless it is an emergency, all classroom activity comes first.
- Bathroom
  - If you or a student needs to go to the bathroom, you may text or call Mr. Bennett, Mr. Allen, Officer Gilbert or Mr. Rogers for assistance. A student may not be in the hallway unsupervised and you should never leave your classroom unsupervised.
  - If you become ill, you may text or call Mr. Bennett, Mr. Allen, Officer Gilbert, Mr. Rogers or Mrs. Disney for assistance. You may also consider texting or calling a teacher that has planning to supervise your students in case of emergency. If you must leave quickly, text and let administration know, ensure your teaching neighbor knows and can stand within eyesight of their room and yours until we arrive.
- Lunch
  - All teachers will be provided a 25-minute duty free lunch as prescribed by KRS 158.060 School month and school day -- Duty-free lunch period.
  - Lunch will only be served in the cafeteria. During Covid-19 all foods are prepackaged for dining.
  - There will be no student dining in other spaces in order to minimize the number of areas to sanitize after eating.
  - Teachers may eat in the back hall large science lab. You are responsible for sanitation of your area when you finish lunch. Trash will be bagged at the end of the day.

- Soda and Water Machines
  - COVID-19 has prompted the removal of our drink machines because of potential cross-contamination of surfaces. There are machines in the faculty lounge only. Please do not allow students to access the lounge and do not allow them to purchase drinks through or for you. If you have a need for water or soda, contact someone to watch your class and go to the lounge once you have obtained help with watching your students.
  - If students are allowed access to the lounge, the machines will be removed.
- Entrance and Exits
  - In light of COVID-19 precautions, we will try to prevent cross-traffic / cross-contamination of air as much as possible. Thus, the front lobby doors are now a primary entrance only. For staff, we should exit through the secondary lobby doors nearest the gym or any of the other doors around the building.
  - For students, their primary entrance from 7:30 am to 8 am is the gymnasium lobby door for temperature and metal detection. Post 8 am, the entrance is the main school lobby buzzer entrance for temp check and metal detector. NO ONE is authorized to allow a student in the building except Mrs. Disney at the front office main entrance during the school day. If you allow entrance through another door without them being checked, you become liable and are endangering the welfare of all staff and students. You must redirect all to the front entrance for appropriate check-in after 8 am.
  - During the school day students will be allowed to take the nearest exit to the Central Auditorium in order to avoid cross-traffic and take the shortest route to their music and art classes. Please inform your students that they should enter Mrs. Boyd's classroom through her exterior entrance, Mrs. Edwards through her exterior entrance, and Ms. Lee's through the main hallway entrance doors. This will minimize clusters of students and maximize the potential to distance properly.
  - Students returning to the main MHS building from the Central Auditorium should re-enter through the nearest hallway door to their next period class. (I.e. Science, Math, and 9<sup>th</sup> grade to MHS back hall doors. JAG, PLTW, Social Studies, Business, ELA, Gym, JROTC re-enter through the MHS front hall doors.
  - No student should re-enter MHS through the main lobby/front desk doors after a music or art class at the Central Auditorium.
  - Vocational School and Southeast Community College Students: If students attend vocational or SECC, they will re-enter through the main lobby doors. They will have temps and bags checked before re-entering the building.
  - End of the School Day: Please see the description for the end of the day dismissal on the MHS Times and Schedule Protocol document.
- Parents and Visitors
  - All parents and visitors who desire to see anyone during the school day will be required to schedule an appointment, submit to a temperature check, and sign-in at the front desk.
  - Anyone who comes to the school without an appointment will be asked to leave their cell number at the desk and wait in their car for the next available person. Before they enter,

- they must submit to a temperature check, and sign-in at the front desk and mask before entering the main building.
- No one should be granted entrance to the building during school hours without following appropriate check-in procedures.
- Classroom Contact Tracing
    - All classroom teachers and assistants should maintain an assigned seating chart for every class period. This is done in order to perform contact tracing should a case be discovered. It will allow us to contact appropriate families in the case of a student diagnosis.
    - Teachers and assistants should ensure that students maintain consistency in seat use. If a student is move out of necessity, teachers and assistants should document appropriately.
  - Staff and Family
    - Should the need arise because of the lack of child care options, faculty may request to bring their children to work. Substitutes will be few and the need to conserve sick and personal days has never been greater. If you need to bring your child to work, please notify the principal. However, bringing your child to school means that you are committing to maintaining as much of a state of normalcy as possible and for accepting all liability for your child's well-being.
  - Wellness
    - It is important for all of us to be aware of how we are feeling emotionally, behaviorally, and physically. Be as cognizant as possible of yourself and those around you. Remember that your well-being has an impact on your coworkers and your students. If you feel out of balance, let the principal or someone you trust know and seek advice. It is vital that we are aware and willing to recognize when things aren't where the need to be.
  - Temperature Checks, Masking, and Hygiene
    - Everyone who enters the building must submit to a temperature check and appropriate masking procedures. According to the 3 aforementioned entities, masking is the best way to block the spread of COVID-19. When we cannot distance appropriately, all staff will model masking behaviors for our students, student families and visitors.
    - If you have a medical issue that precludes you from masking, you must submit an official doctor's statement to the principal. Otherwise, we all wear a mask all day.
    - We must all be responsible for teaching and modeling. Coughing and/or sneezing into our elbows or shirt collars and wash our hands with water and soap or sanitizer. Hygiene posters will be displayed around the building, classrooms and bathrooms.
    - Masking is mandatory on the school bus.
    - Masking will be required during times of transition between classes.

## **MIDDLESBORO HIGH SCHOOL GRADING SCALE**

**100 - 90 = A      89 - 80 = B      79 - 70 = C      69 - 65 = D      Below 65 = F**

## **CREDIT REQUIREMENTS FOR CLASSES of 2021 to 2022**

<b>School Year 2019-2020</b>	<b>Minimum Credit(s)</b>
Freshman	0
Sophomore	5
Junior	10
Senior	16

## **CREDIT REQUIREMENTS FOR CLASS OF 2023 and BEYOND**

<b>School Year</b>	<b>Minimum Credit(s)</b>
Freshman	0
Sophomore	5
Junior	11
Senior	17

## **MHS Graduation Requirements**

**Minimum 22 Credits Required to Graduate**

English 9, English 10, English 11 or AP Literature, English 12 or AP Language	4 total credits
Algebra I, Geometry, Algebra II, 4 <sup>th</sup> year Math	4 total credits
Integrated Science, Biology, Junior Science	3 total credits
Social Studies I, Social Studies II, Social Studies III or AP US History	3 total credits
Health (Grade 9)	½ credit
PE (Grade 9)	½ credit
Fine Arts & Humanities	1 credit
Electives ( <u>Two electives must include a fourth year mathematics course and Senior Seminar</u> )	6 total credits
	<b>22 Credits</b>

**\*For Class of 2023 and Beyond: 8 electives and 24 credits minimum to graduate**

**State Assessments will be administered as directed by our Department of Education.**

**We will follow all state guidelines and requirements.**

*If a student does not meet the Kentucky ACT college readiness benchmarks for English & Language Arts and Mathematics (18 for English, 20 for Reading, 19 for Mathematics), the student shall take a respective English & Language Arts and/or Math transitional course or intervention, which is monitored to address remediation needs, before exiting high school.*

## **FINAL EXAMS**

**There will be no final exams for any course at MHS for the 2020-21 school year.**

All grades will be calculated on a point system. All classes requiring a semester grade will

## **Field Trips**

Educational field trips will not be provided during the COVID-19 pandemic unless approved by the Middlesboro Board of Education.

## Citizenship Exam

In 2017, the Kentucky General Assembly passed Senate Bill 159 (2017). The law reads that **beginning in July 2018**, a student must pass a civics test composed of 100 questions in order to graduate from a public high school with a regular diploma. Each local board of education will be expected to prepare or approve an exam that must be composed of questions from the United States Citizenship and Immigration Services test. Students are required to score 60% or higher and may retake the exam as many times as deemed necessary to pass the test. The exam components and methods of implementation and testing will be decided this year by our local board of education.

## **FOUR (4) TYPES OF DIPLOMAS FOR MIDDLESBORO HIGH SCHOOL**

Students must choose a diploma path at the end of the 9<sup>th</sup>/beginning of their 10<sup>th</sup> grade year. Students may change diploma paths at any time, however, it is very hard to go from an easier path to a harder path. We cannot guarantee completion of an advanced diploma if a student chooses to change to it after the beginning of 10<sup>th</sup> grade. The Valedictorian and Salutatorian are chosen from students who complete the Diploma of Distinction.

### **General Diploma**

Student completes the minimum graduation requirements.

### **CTE Career Technical Diploma (General)**

*This course of study is ideal for students who plan to attend a 2-year vocational/technical college.*

Student is preparing to take courses at the Southeast Kentucky Community & Technical College Center in: Auto Body, Auto Mechanics, Business Technology, Carpentry, Computer Networking, or Health Sciences (Certified Nurse's Assistant).

### **SOUTHEAST KENTUCKY COMMUNITY AND TECHNOLOGY COLLEGE SYSTEMS**

Seniors who wish to pursue a vocational curriculum may attend the SKCTCS-Kentucky Tech Center. Transportation is provided by the school system. Listed below is the suggested curriculum:

English	4 credits	Health & Phys. Ed.	1 credit
Science	3 credits	Vocational Course	2 credits
Math	4 credits	Social Studies	3 credits
Humanities	1 credit	Senior Seminar	1/2 credit
Electives	5 1/2 credits		

Students must have completed two years of high school to attend. Students may earn 2 credits per year at the Kentucky Technology Center. This is subject to recommendation by the counselor and approval by the principal.

### **Advanced Diplomas**

**Pre-College Diploma – For students who plan to earn a 4-year degree.**

Student completes the state of Kentucky approved Pre-College Curriculum

**Diploma of Distinction – The most challenging academic course of study. Students who plan to earn a professional or graduate degree should seriously consider this option.**

Student completes the Middlesboro High School Diploma of Distinction curriculum.

***Students do not have to choose a diploma path until the end of their 9<sup>th</sup>/beginning of their 10<sup>th</sup> grade year.***

### **Pre-College Diploma**

To graduate as an Honor Student from MHS, students must meet the requirements for the Kentucky College Prep Diploma in addition to the Kentucky high school graduation requirements

4 Credits of English	2 Credits of the same Foreign Language (ex. Spanish I & II)
4 Credits of Math—Algebra I, Geometry, Algebra II and 1 Math elective	½ Credit of Health ½ Credit of Physical Education

3 Credits of Science—must include Chemistry	1 Credit of Fine Arts & Humanities
3 Credits of Social Studies	
6 Credits of Electives--4 rigorous electives from English, math, science, social studies, arts, or foreign language.	
This is the minimum type of diploma for a student who plans to apply to a college with selective admission or for a student who wishes to achieve NCAA Division I eligibility status upon graduation.	

\*Note—Tennessee College Prep Curriculum also requires 1 Credit of performing arts in music, drama, or art.

#### KENTUCKY PRE-COLLEGE COURSE OF STUDY

Beginning college freshmen are required to complete a prescribed course of study in order to gain unconditional admission to a state supported college in Kentucky. This means that if you successfully complete the required courses while in high school you should be automatically admitted to one of the state schools if you also meet their minimum GPA requirements. Requirements vary from school to school. If you do not complete the pre-college classes you may still be admitted to a state college, but admission will not be guaranteed. Your request for admission will be evaluated on an individual basis. It will be to your advantage to follow the pre-college curriculum if you plan to go to college. This plan of study should provide adequate preparation. Make sure that you or your parents contact a guidance counselor if you have any questions.

#### Diploma of Distinction

In addition to the minimum high school graduation requirements, the following courses are required for a student to receive a Diploma of Distinction:

Honors English 10	Biology Honors
AP English Language	Chemistry Honors
AP English Literature	AP Chemistry or AP Biology
Geometry Honors	AP US History
Algebra II Honors	
Pre-Calculus/Trig	2 credits of the same Foreign Language
AP Calculus	
1 credit of Social Studies or Foreign Language electives –	
Any student completing the Early College Academy Program with SECC will have met the criteria for the Diploma of Distinction.	

#### Star Student Program

A Star Student at Middlesboro High School is one whose academic and behavioral record is exemplary. They must have a 3.0 GPA, 93% attendance, with no serious discipline infractions. Star Students must possess the characteristics of being trustworthy, honest, and mature. They must also have above average interpersonal skills and be capable of multitasking efficiently.

Star Students assist in the office, library, as a teacher's aide, peer tutor, or lab assistant during class. Only one Star Student will be allowed per class with the exception of the office.

Students who wish to participate in the program should fill out applications in the spring during pre-registration for the next school year. The office will review the applications to determine eligibility. Students who qualify will then be placed in an appropriate location.

##### Criteria

- \* GPA  $\geq 3.0$
- \* 93% attendance during semester before selection AND maintained during service as Star Student
- \* No discipline infractions of open defiance, skipping, fighting, or drug/alcohol offenses.
- \* Must be 11th or 12th grade.
- \* Student may only be enrolled in one Star Student class per semester.
- \* Students who are enrolled in Vocational classes may be selected for the Star Student program with the approval of the principal.

\* Students who are enrolled in a co-op class may participate in the Star Student program with the approval of the principal.

### **Co-Op Program**

The Co-op program at MHS allows students in the Business Pathway, that have completed a minimum of two business credits, the ability to work at approved job for two hours during the school day. Students who are on track to graduate and have completed the minimum business credits will work with the business instructor to secure employment at an approved job site. Students will be evaluated weekly on their attendance, professionalism and overall job performance and will receive a business co-op credit at the successful completion of the program.

### **Graduation Honors**

#### ***Valedictorian/Salutatorian Requirements***

The Valedictorian and Salutatorian of Middlesboro High School will be named based on the final overall GPA and class rank of all the courses required for graduation and for the Diploma of Distinction. The Valedictorian will be the student with the highest cumulative grade point average; the Salutatorian will be the student with the second highest cumulative grade point average. If there are two or more Valedictorians, a Salutatorian will not be recognized.

#### ***Early College Academy Graduates***

MHS students who complete the Early College Academy Program will have to complete the requirements for an Associates Degree as defined by Southeast Community College and the requirements for the Diploma of Distinction. They will also be afforded the honor of wearing a MHS tassel and a SECC KCTCS tassel at graduation as well as a KCTCS honor stole.

#### ***Early College Academy Selection Criteria***

To be eligible for selection into the Early College Program students must meet all of the following criteria:

- Accepted in the Diploma of Distinction Pathway
- Meet all college benchmarks on ACT or equivalent exam
- 3.5 GPA or higher
- Submit an essay to the committee
- Complete interview process with selection committee

#### ***Distinguished Graduates***

Students who have completed the Honors Diploma curriculum and have a minimum unweighted GPA of 3.75 will be named Distinguished Graduates and awarded a white cord on Senior Honor's Day.

#### ***Honor Graduates***

Students who have completed the Pre-College curriculum and have a minimum unweighted GPA of 3.25 and are not named Distinguished Graduates will be named Honor Graduates and awarded a gold cord on Senior Honor's Day.

### ***College and Career Ready Graduates***

Students who have met requirements for classifying as college and career ready will be afforded the honor of wearing a gold and black cord. Students who only classify as meeting requirements for either college or career ready will be afforded the honor of wearing a black cord.

### ***Work Ready Certificate***

Seniors who pursue the work ready certificate must achieve the following:

- Completion of Soft Skills Program
- Maintain at least 93% average daily attendance
- No major discipline referrals
- Complete community service (6 hours or more)
- No more than four unexcused tardies to school
- High school cumulative GPA of 2.5 or higher
- Be involved in at least one of the following: organized sport, part-time employment, or an extracurricular group (i.e. band, choir, academic team, school clubs, JROTC, etc).

### **GRADUATION CEREMONIES**

Students who have not completed all the requirements for graduation will be allowed to participate in any graduation activities if they are lacking no more than two (2) credits. Diplomas will be granted upon completion of all graduation requirements. Homebound students must have their work completed one week before graduation. *Participation in graduation ceremonies is a privilege. Student behavior resulting in major disciplinary infractions could result in the loss of this privilege. For example: involvement of drugs/alcohol, defiance of school rules, etc.*

### **GRADUATION CEREMONIES DRESS CODE**

Girls wear dress shoes; boys are to wear dress shoes. Jeans, shorts, t-shirts, flip-flops, and tennis shoes are unacceptable; girls must wear dresses or slacks; boys must wear button up dress shirts and slacks.

### **Guidelines for Wearing Honor Cords and Stoles at Graduation**

- GPA of 3.0 or Higher (Beta Club 3.25 and National Honor Society 3.5)
- No Major Discipline Senior Year
- 93% Total Daily Attendance- Excluding excused absences.
- Some Clubs may have additional requirements. The MHS SBDM must approve those requirements.  
*Students may appeal to a committee or the MHS SBDM if they experience extenuating circumstances.*

### **SENIOR ACTIVITIES/EVENTS**

Participating in senior activities or events is contingent upon meeting 2 of the 3 required criteria:

1. Maintain 93% attendance with no unexcused absences
2. Student must be on track for graduation
3. Number of discipline referrals to ISS or OSS is less than 10 days

Listed are some, but not all events in which seniors may participate: **Graduation Ceremonies, Banquet, Prom, Senior Breakfast, and Project Grad.**

**\*\*Students who wish to participate in Senior Trip must meet ALL 3 criteria.\*\***

### **REPEATING A CLASS**

Students may repeat a class under the following conditions:

1. The class load does not exceed cap size
2. The original grade is recorded and computed in the student's final grade
3. The student will not be allowed to drop the course after the last date to drop a course has passed

4. The first credit will be applied toward graduation requirements
5. Must have a grade of "B" or below to retake a class

### **ATHLETIC ELIGIBILITY**

At the first of the school year, athletic eligibility is determined by the following credit requirements established by the (KHSAA) Kentucky High School Athletic Association:

Grade 12 – <b><u>16 credits</u></b>	Grade 10 – <b><u>5 credits</u></b>
Grade 11 – <b><u>10 credits</u></b>	Grade 9 – <b><u>Promoted from 8<sup>th</sup></u></b>

**Student athletes are subject to Random Drug Testing.**

**Students must maintain a C average in order to remain eligible to play during their teams' season based on weekly grade checks by the MHS Athletic Director.**

### **HOMEWORK**

Assigning homework serves various educational needs. Homework develops student responsibility and links the school directly to the home. Assignments are most beneficial when they are carefully planned by the teacher and have direct meaning to the student. All assignments will be completed and submitted online through Apex and /or Blackboard.

#### **PURPOSE OF HOMEWORK**

- To be an extension of class work.
- To reinforce/practice skills that enable students to retain knowledge.
- To serve as a preparation for up-coming lesson or concept.
- To teach responsibility and develop study habits.
- To develop a connection between home and school and allow parents to understand the curriculum.
- To increase student understanding.

#### **SCHOOL/TEACHER RESPONSIBILITIES**

- Assigned homework will reinforce instruction; it will not be used to introduce new concepts or skills.
- Teachers shall correct, grade, and review homework as it is assigned in order to provide feedback and reinforce learning.
- Clear, concise directions will be provided for all homework assignments.
- Lengthy assignments should begin in the classroom and will be made far enough in advance of the due date so those students will be able to schedule their workload.
- Extended assignments/projects should be limited to one (1) per week per subject.
- Advanced Placement classes *will* require additional work.
- The school will ensure that all students have access to necessary learning materials for required assignments.
- Students will be recommended for tutoring when they are failing or need additional help.

#### **STUDENT RESPONSIBILITIES**

- Students shall request clarification of assignments if they are unsure about how to complete them.
- It is the responsibility of the student to ask about missed assignments the day they return to school.
- Students will complete homework neatly and accurately.
- Students shall keep homework in a designated area at home and school.
- Students shall schedule the best time to complete homework.
- Attend tutoring when recommended by the teacher.

#### **PARENT RESPONSIBILITIES**

- To provide a suitable area and materials for completing homework assignments.
- Plan a homework schedule with your child.
- Check homework to see if it is complete.
- Encourage your children to do their best work.
- Parents should expect daily assignments.
- To monitor student activities such as TV, sports, clubs, etc.
- Maintain communication with the school and teachers.
- Inform school personnel if they need help getting materials for their child to complete an assignment.
- Require students to attend tutoring after recommendation of teacher.

### **STUDENT ATTENDANCE**

Regular attendance is essential to achieving educational goals. Students are expected to be in school every assigned day and parents are encouraged to make sure their students are ready and at school on time. Please note the

- following attendance regulations:
1. Since all students are assigned to classes either by the hybrid or virtual schedule, all class work is assigned and posted online. Unless there are extenuating circumstances, all assignments must be posted at the time and on the date they are due. Extenuating circumstances will be reviewed by the teachers and the principal.
  2. Attendance guidelines reflect the Middlesboro Independent School District's Board policy as per COVID-19 guidelines.
  3. Students who are tardy to school must report to the office immediately upon arriving before reporting to class. Students arriving after 8:00 a.m. must have parental verification to check-in. An email and text will be sent to the teacher.  
For further information regarding absenteeism, attendance requirements, and truancy, please contact the Middlesboro Board of Education and speak with Ms. Lisa Schneider at 242.8800.

### **LEAVING CAMPUS DURING THE SCHOOL DAY**

Students will only be allowed to leave school for appropriate reasons such as doctor appointments and illness. Students are not permitted to leave campus unless officially checked out by a parent/guardian.

### **Checkouts**

Students may leave school when a parent or legal guardian has physically checked them out. A parent or legal guardian must sign their student out in the office with school administration or the school secretary. Phone calls will not authorize a check-out unless the parent or guardian has submitted a written request to the principal stating a verifiable hardship to allow their child to check-out via a parent / guardian phone call. Administration and / or the school secretary must verify phone calls. Office student workers are not permitted to perform a student sign out.

### **Lunch**

Checking out for lunch, whether or not authorized by a parent / legal guardian, is an unexcused absence. MHS provides lunch for all students during the scheduled cafeteria times. Teachers and students may bring lunch to school; however, outside lunches are strongly discouraged from being delivered to the school except in the case of a special event as authorized by the principal.

### **TRUANCY**

**The Truancy Statutes have not changed since the previous year classifying six (6) unexcused absences as habitually truant. For the Middlesboro Independent District's purpose of calculating habitual truancy, we will use a cumulative figure. For example, missing 30% of one day unexcused and 70% of another day unexcused, would equal one (1) full day unexcused absence.**

**KRS: 159.150** Any child who has been absent from school without a valid excuse for three (3) or more days, or tardy without a valid excuse on three (3) or more days is a truant. Any child who has been reported as a truant three (3) or more times [minimum of nine (9) days] is a habitual truant. Being absent for less than half a school day shall be regarded as being tardy. Students who are habitually truant will have truancy charges filed against them and will have to appear in Bell County Court with their parents.

### **WITHDRAWAL FROM SCHOOL**

Students are discouraged from withdrawing from school before graduation. The economic impact from such a decision is exceedingly serious and endangers the career opportunities of the student. Kentucky law will only allow withdrawal at the age of 18 with parent approval. Students must receive counseling regarding the dangers of withdrawal.

**The law also requires that the school receive a sixty-day notice before withdrawing. (KRS 159-010).**

### **BUS REGULATIONS**

Safe and convenient transportation is a privilege and not a right. Students abusing this privilege will be required to provide their own transportation. A child is considered under the supervision of the school from the time that he/she leaves home in the morning until he/she reaches home in the afternoon. Masking and following the direction of the driver for seating and behavior is mandatory. Failure to follow direction or follow COVID-19 guidelines will result in the student seeking another form of transportation.

**Riding the school bus is an extension of the school day and all rules and regulations of the MIS Handbook and Code of Acceptable Behavior and Discipline are applicable.**

## **POLICY FOR STUDENT DRIVERS**

Students who wish to drive vehicles to school are accorded that privilege under the following conditions:

1. The student must hold a valid driver's license and have a parking sticker displayed in the windshield of his/her automobile. Parking stickers may be purchased for \$5.00 from the assistant principal.
2. The driver and passengers must exit the vehicle immediately after it is parked on school grounds. Once the vehicle is on school property, it cannot be moved without permission from the principal or assistant principal.
2. The school system holds the driver responsible for his/her vehicle and its contents. Lock all doors when leaving your vehicle.
3. The student driver shall not lend his/her vehicle to another student.
4. Students may not go to the parking lot or retrieve an item from their car during the school day without principal permission.
5. The student driver must operate his/her vehicle in a safe and courteous manner at all times.
6. Student drivers are subject to Random Drug Testing.

## **VISITOR POLICY**

All visitors must have an appointment to enter the building. Once approved, all visitors will submit to a temperature check, wear a mask, apply hand sanitizer, sign in the office and be issued a visitor's badge. No one will be allowed to enter the building without an appointment or following COVID-19 protocol.

## **EMERGENCY EVACUATION**

Evacuation, lock downs, fire drills, and severe weather drills will be held in a modified format due to COVID-19 throughout the year. An exit plan is posted in each classroom and must be followed to exit the building. All windows and doors are to be closed but not locked. All students shall be taught fire and evacuation drills.

## **SNOW DAYS**

Announcements about school dismissal will be made over local radio and television stations and on the Middlesboro Independent School District website: <http://www.mboro.kyschools.us> and the MHS Facebook page. Parents and students will receive notification of inclement weather days via One-Call. Parents are responsible for having a current phone number and email on file in the office.

## **CAFETERIA SERVICES**

The Middlesboro Independent School System participates in The Community Eligibility Provision (CEP) Program. The Community Eligibility Provision Program provides nutritious meals at **no charge to all students** enrolled in the Middlesboro Independent School System. We strongly encourage all of our students and families to take advantage of this provision. We are fortunate to be able to provide this free and incredibly valuable program to our students.

You will be asked to **complete a household and income form** to determine your eligibility to receive additional benefits and determine school funding levels through both state and federal programs. **Completion of the household and income form will ensure funding for our Family Resource and Youth Service Center.** Completing the form will only take a few minutes and will benefit you and the school. Return this form along with your child's other registration materials.

Questions on completion of the form should be directed to the District Food Service Director, Sandra Ramsey at 606-242-8800 or Joy Williams, MHS FRYSC Coordinator, at 242-8837.

\*MHS will not accept outside foods during lunch times under any circumstances.

## **PEANUT/NUT FREE FACILITY**

There are students within our district who have severe food allergies. One of those allergies is to peanuts/nuts. It is important that there is strict avoidance to this food in order to prevent a life-threatening allergic reaction. Your help is needed to provide a safe school environment.

Any exposure to peanuts/nuts may cause a life-threatening allergic reaction that would require emergency medical treatment. To reduce the chance of this occurring, you are asked not to send any peanut or nut-containing products to school with your child. If your child has eaten peanuts/nuts before coming to school, please be sure your child's hands and face have been thoroughly washed before entering the school.

Hand sanitizer will be provided in the cafeteria, nurse's station, classrooms, and restrooms. However, all efforts should be made to ensure that hand washing takes place before entering the building. Students should also avoid carrying any items that contain or may have contained peanuts/nuts.

### **DRESS CODE/PERSONAL APPEARANCE**

The goal of Middlesboro High School is to maintain a positive learning environment that is healthy and safe. In accordance with Middlesboro Independent Schools Policy, the wearing of any item that materially or **significantly disrupts the educational process or threatens the health or safety** of other **students or staff members** is prohibited.

Thus, the MHS SBDM has adopted the following:

#### **Clothing**

- Apparel that implicitly or explicitly displays or promotes violence, drugs, alcohol, relations, or racism is unacceptable.
- Apparel such as pajamas/blankets, baggy pants, trench coats, or backpacks that can be used to conceal unnecessary items are not allowed.
- Headgear such as hats, hoodies, toboggans, or sunglasses that may be used as or to hide a small weapon or prohibit the view of a student's head or face are not allowed.
- Headbands or bandanas are only acceptable for special events as approved by a student sponsor, the AD and the principal.
- Pants should be fitted around the waist and shoes exposed.
- Shirts should hang below the belt line.
- Any T-shirt or tank type shirt with cut-out sides or that exposes the underarm is unacceptable.
- Transparent shirts are not allowed independently.
- Dresses, skirts, shorts should rest below mid-thigh when seated.
- Pants with holes in the legs cannot have holes above mid-thigh.

#### **Piercings**

- Piercings that are connected to different parts of the head via chains or strings are unacceptable for safety reasons.
- Piercings that resemble needles, nails, or a depiction of a weapon are not allowed.
- Facial piercings, other than very small studs may not be allowed if they pose a safety or health concern.
- Tongue piercings that interfere with the ability of a student to clearly and effectively communicate are not allowed at school.
- Again, the wearing of any item by staff or students that materially or significantly disrupts the educational process or threatens the health or safety of other students or staff members is prohibited. Staff or students whose appearance does not conform to these rules will be asked to change clothing to meet this code. Violations will follow the discipline policy.
- In all cases, if a student sustains an injury as a result of a facial piercing or wear any item that may be in opposition to the code, the student and family assume full liability.

### **CODE OF ACCEPTABLE BEHAVIOR AND DISCIPLINE**

Each student should read and be familiar with the Middlesboro Independent Schools Code of Conduct. Parents are to sign and return the attached yellow form, found in the booklet, acknowledging that they have read and understand the Code of Conduct. The code of conduct will be strictly and consistently enforced. Students will be provided a District Code of Acceptable Behavior and Discipline at the time of enrollment.

### **STANDARDS OF BEHAVIOR**

Every student at Middlesboro High School has the right to an education without disruption and has a corresponding responsibility to not deny this right to any other student. The school shall protect the liberty, rights and property of students who attend and participate in the activities of the school. Therefore, it is imperative that each student exercise responsible conduct in accordance with the rules and regulations that have been established by the school and the school system as they relate to the following:

1. Students shall refrain from dressing in a manner that distracts other students and interferes with order and instruction or is hazardous to the health or safety of themselves or others.
2. Students shall refrain from taking another student's property under duress, threats, by stealing or by any other fraudulent means.
3. Students are not permitted to be in possession of knives or instruments with blades while in the school building or on school property.
4. Students shall refrain from bearing or storing guns, knives, other weapons, explosives and any other dangerous articles on school property.
5. Students shall refrain from the use of obscene and abusive language and possession of obscene and indecent literature and materials.
6. Students shall refrain from the use of drugs, other than those prescribed by a doctor for the individual, on school property. All prescription medication needed by the student during school hours, must be left in the office for the secretary to administer. Medication must be in its original container with student's name, doctor, and dosage.
7. Students shall refrain from the use of alcoholic beverages on school property.
8. Students shall refrain from the use of tobacco or vapor/e-cigarette devices in any form on school property.
9. Matches and lighters are prohibited.
10. Students shall refrain from fighting or engaging in any violent behavior that is disruptive or dangerous. Students who respond in self-defense will be disciplined at the administrators' discretion.
11. Students shall not bring food into the classrooms.
12. Students are expected to be regular and punctual in attendance at school and in all assigned classes.
13. Students shall refrain from any unwelcome sexual advances, requests for sexual favors, and other inappropriate verbal or physical contact of a sexual nature that creates an intimidating, hostile, or offensive environment.
14. Students shall refrain from any group or gang activity that threatens, is illegal and/or violent, or any behavior that may lead to the development of such behavior. Gang related violations will result in suspension.
15. Students shall be secured against unreasonable searches and seizures. Reasonable searches may be made in emergencies by one of the principals with another adult present for articles being kept by students in violation of the law or school regulations. The Fourth Amendment to the Constitution does not prohibit search and seizure. "Reasonable Suspicion", in the case of student lockers being searched by responsible school officials, will be judged as follows:
  - (a.) The search is based on reasonable grounds for believing that something contrary to school rules or significantly detrimental to the school and/or its students will be found in the locker.
  - (b.) The primary purpose of the search is to secure evidence of student misconduct for school disciplinary purposes. If legally obtained in this manner, evidence may subsequently be turned over to the police and used by the police in possible prosecution.
  - (c.) The school has keys and combinations of all lockers, and accepting this handbook gives students prior notice that the school reserves the right to search.
  - (d.) Periodically the school will conduct random searches using trained "sniff" dogs.
16. Students shall refrain from behaving in a disruptive manner while riding school buses.
17. Students shall render proper respect to all members of the faculty, other adult employees of the school system and visitors to the school.
18. Bullying/Hazing – Students must behave in a civil manner toward other students and staff. They shall not engage in hazing, bullying, menacing, taunting, intimidating, verbal or physical abuse of others, or any threatening behavior.

Our discipline policies are designed to ensure a safe environment and to maximize a positive learning climate for all students. In an attempt to promote both, we expect all of our students to maintain a good attitude and to behave in an acceptable manner. Students are responsible for their behavior and adhering to behavioral policies and procedures in school, at school-sponsored activities on and off campus, school related activities on and off campus, and on school buses. Students who decide to veer from acceptable behaviors are choosing to accept the consequences of their actions. Following are descriptions of possible consequences for unacceptable behaviors.

**OUT OF SCHOOL SUSPENSION/ISS PLACEMENT** - Students may be given out-of-school suspension/ISS placement after they have passed the detention levels or failed to stay for detention. *Students are required to serve their detention(s) in addition to being suspended for failing to serve the original assigned detention.*

**\*A parent must accompany student to sign in the office and meet with the principal upon return from suspension.\***

- ***Students who are in ISS will turn all electronic smart devices in to the office at the beginning of the day. They will be able to pick them up at the end of the day.***
- ***Students who are in ISS may be afforded the opportunity to participate in school community service projects 1 – 2 hours per day on the days they are assigned ISS.***
- ***Students sent out of ISS will be suspended for the remainder of the day and may be required to repeat the day depending on the circumstances.***

Tobacco use, vaping, e-cigarettes or any smokeless device on school property is against the law. Possession and / or use is not acceptable. Electronic Cigarettes, Jules, Vapor devices are neither acceptable nor permitted on school property at any time. Should a student possess or use:

**TOBACCO / ECIGARETTES / VAPOR DEVICES POSSESSION or USE**

1<sup>st</sup> offense – 2 days ISS

2<sup>nd</sup> offense – 4 days ISS

3<sup>rd</sup> offense – 3 days suspension and charges may be filed with the MPD/Court Designated Worker

**TOBACCO FINES** – Based on Kentucky Revised Statute 438.350, which authorizes law enforcement officers to seize tobacco products from minors and cite them for fines up to \$150 for a first-time offense.

1<sup>st</sup> offense - \$50.00

2<sup>nd</sup> offense - \$100.00

3<sup>rd</sup> offense - \$150.00

(FINE IS TO BE PAID IN 30 DAYS OR CITATION TO COURT WILL BE ISSUED WHERE STUDENT WILL HAVE TO PAY COURT COSTS).

Levels of Misconduct	Examples	Response Options
<p>Level 1:</p> <p>Minor misbehaviors, which impedes orderly classroom procedures or interferes with the orderly operation of the school.</p>	In halls with no pass Disruptive behavior: Horseplay Lack of classroom materials Tardiness Not following simple directives Inappropriate dress Possession of lighters or matches Failure to complete assignments Profanity (KRS 158.150) Electronic Devices	Verbal reprimand by teacher Special assignment Parent contact Counselor referral Detention
<p>Level 2:</p> <p>Frequent misbehavior or serious misbehavior that disrupts the learning climate of the school.</p>	Any repeated Level 1 behaviors Disrespect towards school personnel Cheating Improper use of motor vehicle on school grounds Disobeying parking lot rules Inappropriate display of affection Tobacco use (refer to district policy) Electronic Smoking/Vapor Device Frequent or directed profanity Skipping class on campus Failure to attend detention(s)	Counselor referral Detention(s) Report to parents Teacher/student/principal conference In-school suspension Loss of driving privileges
<p>Level 3:</p> <p>Acts directed against persons or property but whose consequences do not seriously endanger the health or safety of others in the school.</p>	Any repeated Level 2 behaviors Possession or use of a controlled substance (police will be notified) Fighting Vandalism Stealing or theft Skipping class off campus Truancy Sexual, verbal, and/or physical threatening or harassment Racism Activating a fire alarm without due cause Open defiance Bullying, hazing, and gang related behaviors	Counselor referral Hearing before principal Parent conference In-school suspension Loss of driving privileges Payment of damages Suspension
<p>Level 4:</p> <p>Acts which result in violence to another's person or property or which pose a direct threat to safety of others in the school.</p>	Any repeated Level 3 behaviors Possession of weapons, explosives, fireworks, or any dangerous instruments Extortion Assaulting school personnel Distribution of controlled substances Actions which require treatment by a doctor or hospital Arson Bomb threat	Hearing before principal Suspension Hearing before school board Expulsion Criminal charges

**THE MIDDLESBORO SCHOOL SYSTEM, IN ORDER TO ADDRESS THE GROWING THREAT OF SUBSTANCE ABUSE, HAS SET FORTH PARAMETERS FOR RANDOM SUSPICION-LESS DRUG TESTING OF STUDENTS (GRADE 6-12), CLASSIFIED, AND CERTIFIED STAFF.**

A COPY OF THE POLICY MAY BE OBTAINED FROM THE MIDDLESBORO SCHOOLS WEBSITE.

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

#### **BULLYING/HAZING**

According to KRS 158.148: (1) (a) As used in this section, "bullying" means any unwanted verbal, physical, or social behavior among students that involves a real or perceived power imbalance and is repeated or has the potential to be repeated: 1. That occurs on school premises, on school-sponsored transportation, or at a school-sponsored event; or 2. That disrupts the education process. (b) This definition shall not be interpreted to prohibit civil exchange of

opinions or debate or cultural practices protected under the state or federal Constitution where the opinion expressed does not otherwise materially or substantially disrupt the education process.

Please see the MIS Handbook and Code of Acceptable Behavior and Discipline for more information regarding Senate Bill 228. Students may report concerns to any member of the faculty, staff, SRO, counselor or counseling services, or the principal's office. Students may also call 1-800-4-1-VOICE ext. 359 or report online at <http://www.safeschoolhelpline.com/>

All students are encouraged to report any and all suspected incidents of bullying to a responsible adult at school. Bullying is a prohibited and unacceptable behavior. For more information regarding these issues and others please refer to the website of the Kentucky Center for School Safety at <http://www.kycess.org/>.

### **SEXUAL HARRASSMENT**

Sexual Harassment is a form of discrimination. Any student, faculty, or staff member has the right to be treated with respect and fairness. Sexual Harassment in any form will not be tolerated in the Middlesboro Independent Schools.

### **SKIPPING – ON CAMPUS**

1<sup>st</sup> offense – 1-day ISS  
2<sup>nd</sup> offense – 2 days ISS  
3<sup>rd</sup> offense – 3 days ISS

### **SKIPPING – OFF CAMPUS**

1<sup>st</sup> offense – 2 days ISS  
2<sup>nd</sup> offense – 4 days ISS  
3<sup>rd</sup> offense – 6 days ISS

### **RESTRICTED AREAS**

In order to maintain the highest level of safety, students are not to be in the following areas during specific times:

1. **Parking Lot** – After exiting the vehicle in the morning upon arriving to school students are not permitted in or near vehicles without a pass from the office.
2. **Lockers** – Lockers will not be issued or used due to COVID-19.
3. **Cafeteria** – Due to COVID-19, students will be asked to remain in the cafeteria during lunch. Breakfast will be grab and go and eaten in the classroom.
4. **Central Arts Building** – Off limits to students unless that student has a class in the building.
5. **Central Arts Building front main lobby and main lobby restrooms are restricted.** Student restrooms are located in the back hall near the classrooms.

### **CELL PHONES & ELECTRONIC DEVICES**

If a student brings an electronic device (i.e. cell phones, smartphones, iPads, iPods, iWatches, any smart or cellular device) to school they must be on “silent alarm” and out of sight during all class times. Usage is only permitted during the student’s non-instructional time or at teacher’s discretion as it pertains to classwork and learning. Since MHS is a 1 to 1 student to computer school, students should never use a cell phone or other electronic device during class / instructional time without the permission of the teacher. We expect all faculty, staff, and administration to enforce this rule and ask our families to support our intention for students to focus on instructional strategies and learning rather than phone use. This gives our students the best environment for learning. If families need to contact their students, we ask that you contact the office.

1st offense: After first teacher warning, student surrenders device and turns it into the office until the end of the day. Student can pick up device at the end of the day.

2nd offense: Student surrenders device and turns it into the office until end of the day. Parent/guardian will be contacted and must pick up devices.

3rd offense: Student surrenders device to office and is subject to ISS/OSS for defiance of school policy.

\* The office will not be responsible for investigating stolen or lost phones that were not surrendered to the office

**for safekeeping.** \*

**\*\* In compliance with ACT and State Regulations, student cell phones must be surrendered to the testing administrator during all times of mandatory testing. Devices will be returned to the student AFTER all students have completed testing.\*\***

#### **GRIEVANCE PROCEDURES**

Students and parents wishing to express an educational concern or grievance shall observe the following order of appeal:

1. Teacher
2. Principal
3. School council; where appropriate
4. Superintendent
5. Middlesboro Board of Education

Information on filing a formal complaint or grievance is available at each school and at the Central Office.

## **Terroristic Threatening**

Our most important function in Middlesboro High School is to provide the safest learning environment possible for all of our students and school staff members.

Unfortunately, in recent years, Kentucky's P-12 schools have experienced an escalation of terroristic threats being made by students with intent to do harm to either other students or school staff members. Plainly stated, these are threats being made to shoot people or detonate bombs with lethal intent. In fact, between January 23 and April 30<sup>th</sup> of last school year (2018), Kentucky schools experienced (294) terroristic threats that caused widespread fear throughout the school's community and resulted in total disruption to the educational process. In many of those cases, school officials and law enforcement officials were forced to close schools to investigate the threats that had been made. In other cases, school attendance plummeted for days after the threat was made. Many school leaders have said that the emotional, instructional, and financial impacts of these acts are incalculable.

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

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

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

**(For the complete text for KRS 508.078 please see the attached page.)**

Such threats to our students and school staff are totally unacceptable and will not be tolerated. As a result, the purpose of this letter is to notify all parents and guardians that school district officials (in coordination with responding law enforcement agencies) will pursue immediate legal charges for felony terroristic threatening in the second degree, to the absolute fullest extent of the law, against anyone who makes such threats, including students. Moreover, we will advocate to our highest ability that the prosecution of these individuals be swift and their punishment be severe.

Our approach to eliminating terroristic threatening in our school and district is strong and unwavering, and as a result, it is imperative that you discuss this critically important matter with your student as soon as possible.

School and law enforcement officials are determined to put a halt to these willful acts of terrorism being made toward our students. Please do your part to ensure that your student never becomes a party to such an offense by educating him/her on the seriousness of its consequences.

Together we can prevent this unnecessary, dangerous, and disruptive crime from victimizing our schools. I appreciate your partnership in keeping our school the safest place for your student to learn and grow.

If you have any questions or concerns, please contact me at your convenience.

Sincerely,

Bobby Bennett  
Middlesboro High School Principal

**PLEASE CAREFULLY REVIEW DETAILS OF KRS 508.078 ON FOLLOWING PAGE**

**Definitions of Terroristic Threatening:**

**508.078 Terroristic threatening in the second degree.**

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

(a) With respect to any scheduled, publicly advertised event open to the public, any place of worship, or any school function, threatens to commit any act likely to result in death or serious physical injury to any person at a scheduled, publicly advertised event open to the public, any person at a place of worship, or any student group, teacher, volunteer worker, or employee of a public or private elementary or secondary school, vocational school, or institution of postsecondary education, or to any other person reasonably expected to lawfully be on school property or at a school-sanctioned activity, if the threat is related to their employment by a school, or work or attendance at school, or a school function. A threat directed at a person or persons at a scheduled, publicly advertised event open to the public, place of worship, or school does not need to identify a specific person or persons or school in order for a violation of this section to occur;

(b) Makes false statements by any means, including by electronic communication, for the purpose of:

1. Causing evacuation of a school building, school property, or school-sanctioned activity;
2. Causing cancellation of school classes or school-sanctioned activity; or
3. Creating fear of serious bodily harm among students, parents, or school personnel;

(c) Makes false statements that he or she has placed a weapon of mass destruction at any location other than one specified in KRS 508.075; or

(d) Without lawful authority places a counterfeit weapon of mass destruction at any location other than one specified in KRS 508.075.

(2) A counterfeit weapon of mass destruction is placed with lawful authority if it is placed as part of an official training exercise by a public servant, as defined in KRS 522.010.

(3) A person is not guilty of commission of an offense under this section if he or she, innocently and believing the information to be true, communicates a threat made by another person to school personnel, a peace officer, a law enforcement agency, a public agency involved in emergency response, or a public safety answering point and identifies the person from whom the threat was communicated, if known.

(4) Except as provided in subsection (5) of this section, terroristic threatening in the second degree is a Class D felony.

(5) Terroristic threatening in the second degree is a Class C felony when, in addition to violating subsection (1) of this section, the person intentionally engages in substantial conduct required to prepare for or carry out the threatened act, including but not limited to gathering weapons, ammunition, body armor, vehicles, or materials required to manufacture a weapon of mass destruction.

Penalties

Violating a Class D felony (adult) 1-5 years imprisonment (KRS 532.020) and/or \$1,000-\$10,000 fine (KRS 532.020).

Violating a Class C felony (adult), 5-10 years imprisonment (KRS 532.020) and/or \$1,000-\$10,000 fine (KRS 532.020).

Violating a felony (juvenile) fine not to exceed \$500 (KRS 635.085), with fine assessed at the court's discretion in lieu of commitment to the Department of Juvenile Justice.

**Confirmation of Receipt**

**Middlesboro High School  
Student Handbook**

I have read the handbook and agree to abide by the policies and guidelines established by the Middlesboro Independent School District and Middlesboro High School.

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Signature of Student

Date

If you have any questions, please feel free to contact the principal at (606) 242-8820.

**Students and parents are required to sign this page, remove from handbook, and return to school immediately.**

**Confirmation of Receipt**  
**Middlesboro High School**  
**Student Handbook**

I have read the handbook and agree to abide by the policies and guidelines established by the Middlesboro Independent School District and Middlesboro High School.

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Signature of Parent/Guardian

Date

If you have any questions, please feel free to contact the principal at (606) 242-8820.