



McCracken County High School

Student Guidebook 2018-2019

McCracken County High School

Vision:

To empower every student to graduate from MCHS and become a contributing member of a community.

Mission:

To cultivate and foster in our students a love for academic, creative, and technical pursuits as well as the belief in the importance of being a person of good character.

Core Values:

Student Achievement - This is what drives us. This is why we exist. All of our efforts are ultimately judged by student achievement.

People - We want to find, support, and keep the best advocates for our students. We expect everyone to operate as a team to achieve the ambitious goals we set for our students and ourselves.

Accountability - Knowing success without integrity is failure, we are accountable for our actions and inactions and the results both produce.

Student Advocacy - We advocate for the student in and out of the classroom: intellectually, socially, and emotionally.

Joy - Laugh as often as you can.

Continuous Improvement - We have the capacity to continually learn and improve. Our mission is ambitious and we must be proactive to achieve it.

Community Partnerships - Collaboration within our community is essential to student success. It is our obligation to give back to the community who supports us.

McCracken **UNITED** Expectations

All students deserve a safe and supportive environment; a place where teachers can teach and students enjoy learning. We expect and require our students to demonstrate self-control and respect for others. The complete outline of the rights and responsibilities of students in McCracken County Public Schools may be found in the McCracken County Public Schools Student Code of Conduct.

Unrelenting

**Work hard
Stay focused and never give up**

Noble

**Act honorably
Show excellence in word, thought, and action**

Integrity

**Demonstrate trustworthiness
Do the right thing, even when no one is watching**

Thoughtful

**Be nice
Act responsibly and show consideration for others**

Exceptional

**Rise to the occasion
Perform at the highest level; expect the same from those around you**

Dependable

**Be prepared
Take responsibility for yourself and demonstrate reliability to others**

Expectations for Learning

Students are expected to exhibit baseline behaviors for learning in the classroom:

Sit up

Listen

Ask and answer questions

Nod your head

Track the speaker

Bell Schedule

Doors open - students may report to Mustang Zones: 7:15

Bell to release from Mustang Zones: 7:43

1st period: 7:50 - 8:45

passing time: 8:45-8:50

2nd period: 8:50 - 9:40

passing time: 9:40 - 9:45

3rd period: 9:45 - 10:35

passing time: 10:35 - 10:40

4th block: 10:40 - 12:40 (includes lunch)

1st lunch: 10:35 - 11:00

4th block: 11:05 - 12:40

4th block (split 2nd lunch): 10:40 - 11:00

2nd lunch: 11:00 - 11:25

4th block: 11:30 - 12:40

4th block (split 3rd lunch): 10:40 - 11:25

3rd lunch: 11:25 - 11:50

4th block: 11:55 - 12:40

4th block (split 4th lunch): 10:40 - 11:50

4th lunch: 11:50 - 12:15

4th block: 12:20 - 12:40

4th block: 10:40 - 12:15

5th lunch: 12:15 - 12:40

passing time: 12:40 - 12:45

5th block: 12:45 - 2:10

passing time 2:10 - 2:15

6th period: 2:15 - 3:10

Dismissal: 3:10

Before School Procedures

Before school common areas (Mustang Zones) include: Manchikanti Library, Strawberry Hills Pharmacy Arena, and the Baptist Health Cafeteria. Breakfast will be served from 7:20 - 7:43

Responsible before school behavior:

1. Dispose of outside food and drink before entering the building.
2. Follow faculty/staff instructions
3. Report to one of the three designated Mustang Zones: Manchikanti Library, Strawberry Hills Pharmacy Arena, or the Baptist Health Cafe
4. Enter the hallways at 7:41
5. Enter the classroom before 7:50
6. Have the materials they need
7. Respect the personal space and belongings of others
8. Respect school property
9. Report to the front office if arriving after 7:50

Manchikanti Library

McCracken County High School's Manchikanti Library is open from 7am to 4:30 p.m.

Student Behavior Expectations:

Hall Pass

In order to reduce confusion in the hallways and keep individuals in their correct and authorized areas, teachers will employ hall passes in a coordinated and aligned manner. Students must be in possession of their teacher's hall pass at all times and shall return the pass to the classroom from which they left.

Tardies & Late to School

Teachers will serve as "tardy sweepers" during passing time between classes. McCracken County High School imposes the following disciplinary actions for tardies to class:

Tardy 1 & 2 - teacher warning

Tardy 3 & 4- minor referral documented warning and parent contact

Tardy 5 & 6 - major referral and 1 day Lite ISD

Over 6 - major referral and 2 days Lite ISD per offense

Tardy sweeps will occur during all passing times. Tardies to class will reset each nine week grading period in regards to disciplinary action, but not in terms of District accounting for truancy.

Students who are late to school, (after 8:00 am), will be considered “skipping”. Discipline will be assigned by the house principal for each occurrence. These events will be: 1) coded “AUT” in Infinite Campus, 2) will count as an absence toward truancy, and 3) will not reset after a nine week period.

Dress Code

Students are expected to follow the guidelines of the Student Code of Conduct. Additional dress code guidelines for McCracken County High School are as follows:

1. Spaghetti-strap tank tops, see-through clothing, backless halter tops, and tube tops are not permitted. Proper underclothing must be worn but not be visible.
2. Blouses and shirts must meet skirts, slacks, or pants. The midriff must not show.
3. Shorts and skirts must be of an appropriate length for an educational environment.
4. Pants should have no holes exposing skin or underwear above the acceptable length for shorts. Pants must be worn appropriately around the waistline so that underwear is not visible.
5. Clothing and accessories (jewelry, belt buckles, necklaces, etc.) with obscene, crude or rude pictures, or sayings pertaining to drugs, alcohol, tobacco, extreme violence, sex, or gangs are not permitted.
6. Students may not wear hats in the building. Caps, hoods, sock caps, bandanas, or similar items are also not permitted.
7. Accessories that are deemed inappropriate for the school environment are not permitted. This includes but is not limited to the following: heavy chains or necklaces, rings with jagged or sharp ornamentation, and accessories with spikes. Accessories deemed inappropriate by the principal or his/her designee are not permitted.
8. Students should not wear or carry long coats or blankets inside the building during the school day.
9. Students are to wear footwear at all times, and footwear will be appropriate for the activity.
10. Court assigned electronic monitoring devices are to be covered by long pants at all times

The administration has the discretion to determine whether a student is in compliance with the dress code and conforms to the standards of decency expected of McCracken County students.

The Assistant Principal or Principal shall be the final judge of issues relating to dress code.

Driving on Campus

McCracken County High School students may drive to and from campus, providing they abide by the following guidelines:

Vehicles driven to school must remain parked until the scheduled end of the school day. Upon arrival to school, students must park his/her vehicle immediately, lock it, and enter the building. Students may not visit a motor vehicle or move it without the permission of a principal or his/her designee.

Students must operate their vehicle in a safe and courteous manner while on or near the school campus. Driving privileges may be revoked if students do not adhere to safe driving practices entering or leaving the McCracken County High School campus.

The “No Pass/No Drive” statute (KRS 159.051) stipulates that any 16 or 17-year-old applying for a permit driver’s license will be required to have a completed school compliance verification form. A report of noncompliance, and subsequent updated report no later than the end of each semester, will be submitted by the school if any of three conditions occur: 1) a 16 or 17-year-old student (with a driver’s permit or license) accumulates nine or more unexcused absence 2) a 16 or 17-year-old driver drops out of school, or 3) a student is deemed academically deficient by failing 2 or more of the six credits per semester for which he or she is enrolled at MCHS.

Food & Drink

No food or drink should be delivered to the school during the course of the day. All outside food and drink must be disposed of before or as students enter the school building, (except **clear, reusable bottles/containers** with a **lid**). Students may bring their lunch, but it must come from home in a lunch container (ie: brown paper bag or school lunch box).

Smoking and Tobacco Products

Student use or possession of any tobacco product in any form (alternative nicotine product, smokeless tobacco, or vapor product/e-cigarette, as defined in KRS 438.305) is prohibited on school premises. This also includes tobacco paraphernalia (lighter, etc.). This policy applies to any student participating or attending a school-sponsored activity. Students will receive three (3) days ISD if they violate this policy.

Skipping Class/Closed Campus

Students who skip class, lunch, etc. and remain on campus will receive one day in ISD for each period missed.

All students, regardless of age, are to remain on school grounds during the hours that school is in session, including the lunch period, unless students have written permission signed by their parent and approved by the principal/designee. There will be no unauthorized leaving of the school building or campus. Students who skip class, lunch, etc. and leave campus or attempt to leave campus in a personal vehicle (either their own or another student's) will receive three days of ISD for the first offense.

Students assisting other students' or visitors' unauthorized entry into the building may be subject to disciplinary action.

Students who are late to school, (after 8:00 am), will be considered "skipping". Discipline will be assigned by the house principal for each occurrence. These events will be: 1) coded "AUT" in Infinite Campus, 2) will count as an absence toward truancy, and 3) will not reset after a nine week period.

Telecommunication Devices

The possession of personal telecommunication devices at McCracken County High School during regular school hours is permitted. The use of telecommunication devices must conform to teacher expectations during instructional time. Failure to follow teacher instructions regarding telecommunication devices during instructional time may result in a major discipline referral.

Cheating and Plagiarism

Cheating and plagiarism are serious offenses at McCracken County High School. Plagiarism or cheating on tests, papers, and assignments will be dealt with in the following manner:

1. First offense on a summative assessment (test, paper, project, etc) will result in the following consequence: students will make a second attempt at the assessment on the first school day following the incident to receive a maximum of 65% of the total grade. Further disciplinary measures may be assigned at the discretion of school administration.
2. Subsequent offenses on a summative assessment (test, paper, project, etc) will result in the student receiving 0% of the total grade. Further disciplinary measures may be assigned at the discretion of school administration.

MCPS Code of Conduct

District wide guidelines, rules, laws and expectations for student behavior are found in the Code of Conduct for McCracken County Public Schools, accessible online at: www.mccracken.kyschools.us

Noncompliance Statement

Students, their parents, employees, and potential employees of McCracken County Board of Education shall not be discriminated against on the basis of an individual's race, color, national origin, age, religion, marital status, political beliefs, sex, or disability in employment programs, vocational programs, or activities set forth in compliance with the Office of Civil Rights, Title VI, Title VII, Title IX, ADA (Americans Disabilities Act), Section 504 of the Rehabilitation Act of 1973. The McCracken County Board of Education provides equal access to the Boy Scouts and other designated youth groups set forth in compliance with the Boy Scouts of America Equal Access Act.

The following person has been designated to handle inquiries regarding the non-discrimination policies:

504/ADA

Director of Special Education and/or Director of Personnel
5347 Benton Road
Paducah, KY 42003
(270) 538-4000

Title IX

Director of Pupil Personnel
5347 Benton Road
Paducah, KY, 42003
(270) 538-4000