

# **Bath County High School Student and Parent Handbook 2018-2019**

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## **Welcome to the 2019-20 School Year!**

On behalf on the faculty and staff of Bath County High School, we want to welcome our students, parents, and community to a new school year. We are excited to welcome the Class of 2021 to our school and are look forward seeing our returning students. We look forward to celebrating the accomplishments of the Class of 2020.

We have put in place a new modified block schedule with rotating days. Our building definitely has a new look for the upcoming year. We are absolutely thrilled for the opportunities our construction project will provide our BCHS students. During the 2018-19 school year, we were able to begin utilizing our new Turf Athletic Field, Family Consumer Science classrooms, Culinary Lab, Art Classroom, and Art Studio. As we begin the new school year we are elated to take ownership of our new secured school entry and administrative area; new science classrooms/labs; and new MSD classroom. This project has also allowed us to repurpose existing areas of our building to better provide services for our students and their families. Our new music hall and auditorium is projected to be available for use sometime this fall! We also anticipate the opening of our new school store sometime this fall also!

The education of students of Bath County High School is a collaborative effort between our parents, school, district, and community. We believe that working together we can provide our students with the needed skills and tools to pursue their future goals. At BCHS, we are blessed to share this wonderful partnership with all the stakeholders of our great county.

We hope the 2019-20 school year is full of wonderful learning experiences, fond memories, and exciting opportunities for our students.

Best Wishes,

*Melanie Erwin*

Principal, Bath County High

# Bath County High School Title I Program

## What is Title I?

Title I, a provision of the Elementary and Secondary Education Act passed in 1965, is a program created by the US Department of Education. This program was designed for the purpose of providing financial assistance to states and school districts to meet the needs of educationally at-risk and low income students. The goal of Title I is to provide extra instructional services and activities which support students identified as failing, or most at-risk of failing, the state's challenging performance standards in mathematics, reading, and writing. The Title I programs provides your student with extra educational assistance beyond classroom instruction. Title I funds can be used to provide the following:

- Smaller Classes or Special Instructional Spaces
- Additional Teachers and Aides
- Opportunities for Professional Development for School Staff
- Extra Time for Title I Students to Learn the Skills They Need
- A Variety of Supplementary Teaching Methods
- An Individualized Program for Students
- Additional Teaching Materials Which Supplement a Student's Regular Instruction

So how does BCHS use their Title I funds?

Our school used this additional funding to do the following:

- Purchase Hawkes Software for our Students in Dual Credit Math Classes with MSU
- Hire an Additional Mathematics Teacher to Allow for Smaller Class Sizes and Intervention
- Updates to our Existing Technology
- Professional Development for Teachers in Areas of Literacy and Assessment Practices
- Installing Smart Board Interactive Devices for Every Classroom
- Purchasing ACT Prep Materials for Use by Students
- And Much More....



# TITLE I SCHOOL

# **Title I "School & Parent" Compact:**

Bath County High School and the parents of the students participating in activities, services, and programs funded by Title I, Part A of the Elementary and Secondary Education Act (ESEA), agree that this compact outlines how the parents, the entire school staff, and the students will share the responsibility for improved student academic achievement and the means by which the school and parents will build and develop a partnership that will help children achieve the state's high standards. This school-parent compact is in effect during the 2019-20 school year.

## School Responsibilities:

Bath County High School will:

1. Provide high-quality curriculum and instruction in a supportive and effective learning environment that enables the participating children to meet the state's student academic achievement standards as follows:
  - a. Honor Classes and Dual Credit Course
  - b. Intervention Programs
  - c. ACT Prep Class and Materials
  - d. Innovative Proficiency Focused Grading System Designed
  - e. Multiple Intervention and Credit Recovery Programs
2. Hold parent-teacher conferences during which this compact will be discussed as it relates to the individual child's achievement. Specifically, those conferences will be held:
  - a. BCHS will hold an annual School Kick-Off Open House for all parents and students
  - b. Conferences with individual teacher(s) can be scheduled throughout the school year by contacting school counselors
3. Provide parents with frequent reports on their children's progress. Specifically, the school will provide reports as follows:
  - a. Access to Infinite Campus Parent Portal
  - b. Progress reports distributed during Study Zones to students Six (6) Times Per Year In Addition to the Mailed Report Cards
  - c. Report cards to be mailed home
4. Provide parents reasonable access to staff. Specifically, staff will be available for consultation with parents as follows:
  - a. Parents and community members are encouraged and welcomed to attend monthly SBDM Council Meetings
  - b. BCHS parents are encouraged to develop a Parent-Teacher Organization and/or become involved in other extracurricular parent support organization
  - c. Parents are encouraged to contact teachers and school administration with ideas, concerns, and celebrations regarding their student's education

## Parent Responsibilities

We, as parents, will support our children's learning in the following ways:

- Monitoring attendance.
- Making sure that homework is completed.
- Monitoring amount of television their children watch.
- Participating, as appropriate, in decisions relating to my children's education.
- Promoting positive use of my child's extracurricular time.
- Staying informed about my child's education and communicating with the school by promptly reading all notices from the school or the school district either received by my child or by mail and responding, as appropriate.

## Student Responsibilities

We, as students, realize education is important. We are the ones responsible for our own success.

Therefore, we agree to carry out the following responsibilities to the best of our ability:

- Get to school on time every day
- Develop a positive attitude toward school
- Be responsible for completing homework on time
- Be cooperative by carrying out the teacher's instructions and ask for help when needed
- Do daily work that is neat and reflects the student's best effort
- Be respectful to all school members and to school property

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# General Information:

## School Telephone Numbers:

Bath County High School	674-6325	School Nurse	674-6325
Bath County High School FAX	674-9188	Bus Garage	674-2421
Guidance Office	674-6058	Board of Education	674-6314
Youth Service Center	674-3078	Board of Education FAX	674-2647

## Important Addresses:

Bath County High School  
645 Chenault Drive  
Owingsville, KY 40360

Bath County Board of Education  
405 West Main Street  
Owingsville, KY 40360



## Bath County School District Coordinators/Contacts:

### Superintendent:

Harvey Tackett

### District Transportation Coordinator:

Bart Rison

### Director of Pupil Personnel:

Kim Biddle

### Food Services Coordinator:

Vickie Wells

### Director of Special Education, Preschool, and 504 Services:

Kim Whitt

### Community Ed and Human Resources Coordinator:

Kelly Wilson

### Federal Programs and Technology Coordinator:

John Slone

### Secretary to the Superintendent and Board of Education:

Karen Ratliff

### Supervisor of Instruction and Assessment Coordinator:

Karen Hammons

### Bath County Schools Finance Director:

Brittany Combs



# Home of the Wildcats!

# BCHS Faculty and Staff- 2019-20:

New

**Principal:**

Melanie Erwin

**Assistant Principal:**

Diana Cline

**Guidance Counselors:**

Melinda Crockett  
Tamela Porter

**Athletic Director (AD):**

Bart Williams (Head)  
Scott Anderson (Asst.)  
Rick Staviski (Asst.)

**ACP Supervisors:**

Johnny Poynter

**Library/Media:**

\*\*Keri Johnson

**Gifted and Talented:**

\*\*John Whitt

**Office Secretary:**

Tammy Staton

**Guidance Secretary:**

Jenny Stull

**CTE Secretary:**

Robin Tolle

**Bookkeeper:**

Lana Routt

**YSC Director:**

Cindy Kerns

**YSC Secretary:**

Sandy Harvey

**Job Coach:**

Ralpha Harvey

**Nurse:**

Jennifer Stacy-Bonot

**Nurse Receptionist:**

Rebecca Razor

**Instructional Aides:**

Celia Hornback  
Tonya Mabry  
Samantha Lucas

Rick Staviski

Michelle York

**Cafeteria Staff:**

Mirna Ferrell  
Janie Hazelback  
Jo Maze  
Lena Wilson  
Sherry Wells (Mgr)

**Custodians:**

Junie Henderson  
Gerald Spratt  
Brian Wells  
Thomas White

**Agriculture:**

Jon Hammons  
Chris Howard

**Theatre:**

Rachelle Thompson

**Art Instructor:**

John Ramey

**Band Director:**

Robert Rawlings

**Business:**

Kristal Robinson

**Community Connect**

**Coordinator :**  
Kelly Dickerson

**Consumer Science:**

Teresa Lane  
Lee Ann Ramey

**Foreign Language:**

Jamie Wingate

**Language Arts:**

Toni Jackson  
Seth Thatcher (C)  
\*Rachelle Thompson  
Leslie Workman

**Graduation Success:**

Bart Williams

**Health & PE:**

Scott Anderson

**Health Science:**

Melissa Bealert

**SRO:**

Johnny Botts

**Information Technology**

Brian Coleman

**Mathematics:**

Lauren Burton  
Kim Halsey (C)  
Justin Smallwood  
Chelsea Staton

**Science:**

Kristin Beighly  
Cherie Foster (C)  
John Sheehan  
Angela Withers

**Social Studies:**

Reed Fields

Ashley Mineer (C)  
Matt Vincent

**Special Education:**

Sabrina Brandenburg  
Renee Holbrook (MD)  
Patrick Johnson (LD)  
Beth Moore (LD)  
\*Brock Baber (LD)

**Technology Education:**

Ricky Prater

**Criminal Law:**

Chelsey Ferrell

**GEAR UP:**

\*\*George Thompson

**Student Support:**

\*\*Christy Coyle

C) denotes Department Chairpersons (Content Coaches)

\* denotes  $\frac{1}{2}$  time members of the department

\*\*denotes teachers shared with another school

# Required Information:

## **Pest Management:**

In order to provide a safe, clean, and healthy environment at Bath County High School, we periodically undergo inspections and treatment for unwanted pests such as rodents and insects. Due to possible allergies among our students, our school will provide any parent or student written notification prior to the use of any chemicals. If you would like to receive notification, please send a written request which includes your mailing address to the address below:

Bath County Schools  
Pest Management Request  
405 West Main Street  
Owingsville, Ky 40360



## **Meningococcal Disease Information (HB 475):**

This information will give you the facts about the disease and help you take precautions to prevent you from becoming ill with meningococcal disease.

Meningococcal disease, commonly known as meningitis, symptoms commonly include high fever, headache, nausea and stiff neck. The disease can come on quickly and may cause death or permanent disability within hours of the first symptoms. Meningococcal disease is spread by air droplets and direct contact with secretions from infected persons, through coughing without covering the mouth and kissing. Teenagers can reduce the risk of contracting the disease through immunization and by not sharing personal items such as food utensils, water bottles and drinking glasses.

Although the disease is rare, it can be prevented through vaccination. A safe and effective vaccine is available to protect against four of the five strains of bacteria that cause meningococcal disease. Although teens are at greater risk for contracting the disease, up to 83 percent of the cases in this age group may be prevented through immunization. For those teenagers who have not been previously vaccinated, the U.S. Centers for Disease Control and Prevention (CDC) recommends immunization at high school entry (only one shot required). For more information about meningococcal disease, you should consult a physician, school nurse, local health department staff member, or visit [www.cdc.gov](http://www.cdc.gov).

## **AHERA Annual Notice:**

The Bath County School District complies with the Asbestos Hazard Emergency Response Act (AHERA-EPA 40 CFR Part 763). AHERA requires school systems to inspect their buildings for asbestos containing building materials and to have a written asbestos management plan. An Asbestos Management Plan for the school district is available for review at the Central Office during normal business hours. Please contact the central office if you would like to view this Plan.

## **Nondiscrimination Statement:**

The Bath County School District does not discriminate on the basis of race, color, religion, sex, genetic information, national or ethnic origin, political affiliation, age or disabling condition in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following persons have been designated to handle inquiries regarding the non-discrimination policies:

**Title IX Coordinator/Section 504/ADA Coordinator:  
405 West Main Street Owingsville, KY**

Telephone: (606) 674-6314

# SBDM Council:

## **S.B.D.M. Council Members: *NEW***

Bath County High School is led by a strong group of people that includes teachers, parents, and an administrator. This group is called the Site Based Decision Making Council (SBDM). The council has the responsibility to set school policy and make decisions outlined in statute, which are to provide an environment to enhance student achievement. The focus of this group of people is to improve the quality of instruction that is being delivered to the students in our school. If you have concerns, questions, and/or comments about the academic performance of our school as well as possible suggestions for addressing these concerns, please attend an SBDM meeting or contact any of the following SBDM Council members:

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**Melanie Erwin- Principal**  
**Keri Johnson- Teacher Representative**  
**Robert Rawlings- Teacher Representative**  
**Leslie Workman- Teacher Representative**  
**Joy Bodine- Parent Representative**  
**Jessica Flora- Parent Representative**

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## **S.B.D.M. Council Meetings for the 2019-20 School Year: *NEW***

The BCHS SBDM Council will hold its regular monthly meeting on the second Wednesday of every month at 4:00 pm in the BCHS Conference Room. All SBDM Council Meetings are open to the public.

## **S.B.D.M. Council Parent Elections:**

In May of every school year, a parent election will be held to determine the two (2) parent representatives for the upcoming year. The parent members shall be elected by the parents of students pre-registered to attend the school during the term of office the representatives are to serve. The election is to be conducted by the PTO (Parent and Teacher Organization) of the school or, if none exists, the largest organization of parents formed for this purpose. Parent representatives are elected by plurality vote.

# Calendar and Bell Schedules:

## Regular Bell Schedule:

7:25 am	School Breakfast Program Begins
8:00 am	School Breakfast Program Ends
8:00 am	School Day Begins Warning Bell for Zero Period
8:05 am	Zero Period Begins (Study Zone, Extra, and Excel) <i>Morning Announcements (8:05 am – 8:10 am)</i>
8:40 am	Zero Period Ends
8:45 am	First Period & 1 2 Block Begin
9:30 am	First Period Ends
9:35 am	Second Period & 2 3 Block Begin
10:20 am	Second Period & 1 2 Block End
10:25 am	Third Period & 3 4 Block Begin
11:10 am	Third Period & 2 3 Block End

**Study Zone**

Lunch Group A		Lunch Group B		Lunch Group C	
11:10 am	Lunch <b>A</b> Begins	11:15 am	Fourth Period Begins	11:15 am	Fourth Period & 4 5 Block Begin
11:35 am	Lunch <b>A</b> Ends	12:00 pm	Fourth Period & 3 4 Block End	12:00 pm	Fourth Period & 3 4 Block End
11:40 am	Fourth Period & 4 5 Block Begin	12:00 pm	Lunch <b>B</b> Begins	12:05 pm	Fifth Period Begins
12:25 pm	Fourth Period Ends	12:25 pm	Lunch <b>B</b> Ends	12:50 pm	Fifth Period & 4 5 Block End
12:30 pm	Fifth Period Begins	12:30 pm	Fifth Period & 5 6 Block Begin	12:50 pm	Lunch <b>C</b> Begins
1:15 pm	Fifth Period & 4 5 Block End	1:15 pm	Fifth Period Ends	1:15 pm	Lunch <b>C</b> Ends

1:20 pm	Sixth Period & 6 7 Block Begin
2:05 pm	Sixth Period & 5 6 Block End
2:05 pm	Evening Break Begins for ALL Students
2:20 pm	Evening Break Ends for ALL Students
2:25 pm	Seventh Period Begins & 6 7 Block Resumes
3:10 pm	Seventh Period & 6 7 Block End Afternoon Announcements (3:10 pm – 3:15 pm)
3:15 pm	Bus Students Dismissed by Run (1 <sup>st</sup> Run, 3:15; 2 <sup>nd</sup> Run, 3:25; and 3 <sup>rd</sup> Run, 3:35) ALL OTHER STUDENTS MUST REMAIN IN CLASS!
3:40 pm	Students who Drive, Walk, or Ride Are Dismissed
3:45 pm	Professional Staff Dismissed

**Break Detention**

**Movement Bells:** During each class change at Bath County High School, students are expected to take care of all necessary locker and bathroom visits in order to be prepared for their next class and thus are ready to learn. A movement bell will ring two minutes prior to all tardy bells. During this two-minute time frame, students are not permitted to stand in the hallways or bathrooms and thus must be moving toward their next class. Students caught loitering during this time will be punished with break detentions or possibly spend time in ACP.

**Important Note:** Students are given 30 minutes total for lunch and 20 minutes for an afternoon break. Students are expected to clean up after themselves during lunch and to behave accordingly. Repeated failure to do so will result in time being taken away from lunches. The afternoon break can and will be taken away if students do not clean up after themselves during break and follow

school rules. Also the afternoon break will be taken away if students fail to follow the rules necessary to maintain a safe and orderly learning environment within the school.

**Modified Bell Schedule (Full Day Student Attendance):**

This bell schedule may be used for special school-wide events scheduled in the afternoon. Ex. Homecoming Pep Rally, Talent Showcase, Activity Time

7:25 am School Breakfast Program and Early Duty Begins  
 8:00 am All Teachers Due to the Building for the Day  
 School Breakfast Program Ends

8:00 am School Day Begins  
 Early Morning Duty Ends  
 Teachers to Be Standing At Their Doors to Greet Students and Monitor the Hallways  
 Warning Bell for First Period

8:05 am Study Zone and Excel Begin  
*Morning Announcements (8:05 am – 8:10 am)*

8:25 am Study Zone and Excel End

8:30 am First Period and 1 / 2 Block Begin  
 9:05 am First Period Ends

9:10 am Second Period and 2 / 3 Block Begin  
 9:45 am Second Period and 1 / 2 Block End

9:50 am Third Period and 3 / 4 Block Begin

Lunch Group A	Lunch Group B	Lunch Group C
10:25 am Lunch <b>A</b> Begins	10:30 am 4th Period Begins	10:30 am 4 / 5 Block Begins
10:50 am Lunch <b>A</b> Ends	1:20 am 4th Period and 3/ 4 Block Ends	12:15 pm 4 / 5 Block Ends
10:55 am 4th Period and 4 / 5 Block Begins	1:20 am Lunch <b>B</b> Begins	12:15 pm Lunch <b>C</b> Begins
11:45 am 4th Period Ends	11:45 am Lunch <b>B</b> Ends	12:40pm Lunch <b>C</b> Ends
11:50 am 5th Period Begins	11:50 am 5 <sup>th</sup> Period and 5 / 6 Block Begin	
12:40 pm 5th Period and 4 / 5 Block End	12:40 pm 5 <sup>th</sup> Period Ends	
12:45 pm Sixth Period and 6 / 7 Block Begin- Dismissal to Event		
1:00 pm Special Event to Begin		
3:00 pm Dismiss to seventh Period or 6 / 7 Block		
3:10 pm Afternoon Announcements (3:10 pm – 3:15 pm)		
3:15 pm Bus Students Dismissed by Run (1 <sup>st</sup> Run, 3:15; 2 <sup>nd</sup> Run, 3:25; 3 <sup>rd</sup> Run, 3:40) <b>ALL OTHER STUDENTS MUST REMAIN IN CLASS!</b>		
3:45 pm Student who Drive, Walk, or Ride are Dismissed		
3:50 pm Professional Staff Dismissed		

### **One Hour Delay Bell Schedule:**

8:25 am	School Breakfast Program Begins
9:00 am	School Breakfast Program Ends
9:00 am	School Day Begins Warning Bell for Zero Period
9:05 am	Zero Period Begins (Study Zone, Extra, and Excel) <i>Morning Announcements (9:05 am – 9:10 am)</i>
9:30 am	Zero Period Ends
9:35 am	Second Period & 2 3 Block Begin
10:20 am	Second Period & 1 2 Block End
10:25 am	Third Period & 3 4 Block Begin
11:10 am	Third Period & 2 3 Block End



\*\* Note that first period will not meet on this day. After the Zero Period, students will go to second period or the second half of their 1|2 block course. Follow the regular bell schedule for the remainder of the day after second period.

### **Two Hour Delay Bell Schedule:**

9:25am	School Breakfast Program Begins
10:00 am	School Breakfast Program Ends
10:00 am	School Day Begins Warning Bell for Zero Period
10:05 am	Zero Period Begins (Study Zone, Extra, and Excel) <i>Morning Announcements (10:05 am – 10:10 am)</i>
10:20 am	Zero Period Ends
10:25 am	Third Period & 3 4 Block Begin
11:10 am	Third Period & 2 3 Block End



\*\* Note that first and second period will not meet on this day. After the Zero Period, students will go to third period or the second half of their 2|3 block course. Follow the regular bell schedule for the remainder of the day after third period.

### **Cancellation Due to Inclement Weather:**

When inclement weather or any other incidence causes school to be closed, a One-Call will go out to all students/parents about the closing. Information regarding the closing or delay will also be posted on the BCHS Facebook page. Also, announcements regarding the close of school will be made over the following stations: WMST - Mt. Sterling, AM-1150, FM-105.5, WKCA – Owingsville, FM-107.7, WMOR – Morehead, AM-1330, FM-106.1, WIKO – Morehead, FM-96.3, WKYT – Lexington (Channel 27), WLEX – Lexington (Channel 18), and WTVQ – Lexington (Channel 36).

An announcement may be made that school is in session on a one- or two- hour delay. When school is in session on a one- or two-hour delay, school will be dismissed at the regular time and the morning class scheduled will be modified (see the One-Hour Delay and Two-Hour Delay Bell Schedules below). When school is cancelled all other school activities are also cancelled, unless students and staff are otherwise notified.

# Admissions and Withdrawals:

## **Student Enrollment:**

Students wishing to enroll in Bath County High School must reside in the county; be under the age of 21; and must be accompanied by a parent or guardian. The following information is required for all student enrollment files:

- 1) an up-to-date immunization certificate (See update below)
- 2) proof of their identification (copy of birth certificate and Social Security Card);
- 3) proof of guardianship or custody, documentation that the student resides in Bath County, may be requested if necessary;
- 4) information on the previous school that the student attended or provide the necessary records.

Only the Bath County Board of Education is authorized to make exceptions to this policy and all requests should be directed to the superintendent or his/her designee. Any questions or concerns regarding our enrollment process should be directed to the Guidance Counseling Department.

By Kentucky State Law, all immunization certificates must be on file with the school nurse and updated as necessary before a student may enroll and/or attend school. Also, all students are required to have lice screening at the start of every new school year and after all breaks; the school nurse will do this during the first week of school and throughout the year as necessary.



## **Updated Immunization Requirement:**

An amendment to the Kentucky Administrative Regulation added [new immunization requirements](#) beginning with the 2018-2019 school year. Effective July 1, 2018, ALL students in kindergarten through 12th grade must show proof of having received two doses of Hepatitis A vaccine and students 16 or older must show proof of having received two doses of Meningococcal ACWY (MenACWY) to attend school. If the first dose of MenACWY was received at 16 or older, the second dose is not required for school entry. If children have received the age-appropriate vaccines for school entry, students will not be required to receive the vaccine(s) again. ). For more information about immunizations, you should consult a physician, school nurse, local health department staff member, or visit [www.cdc.gov](http://www.cdc.gov)

## **Withdrawing a Student from School:**

Students withdrawing from school shall see the counselor before school starts on their last day of classes. Students wishing to drop out of school must be at least eighteen (18) years old. Students that plan to enroll in a Home School program must bring proof that they have purchased a program and are enrolled to begin classes. The DPP reserves the right to review all Home School curriculum documents and students' progress at any time. Students will not be allowed to complete the withdrawal process unless all textbooks are returned and debts are paid. A parent must come with the student and must sign for a student who is withdrawing from school if under the age of eighteen (18). If this is not possible, the parent shall send a signed note authorizing the withdrawal. Failure to follow proper procedures will result in two things: (1) student records may NOT be forwarded to the new school and (2) the student will not have a receipt showing that all obligations have been met. Any records for students under the age of eighteen will NOT be released without written parent/guardian consent.

Please note: The current policy in the state of KY does not allow students that complete their high school education through a home school program to receive state scholarship funds (KEES).

# School Safety:

## **Arriving at School:**

All students must enter the building immediately upon arrival to school. This includes students who drive to school, walk to school, ride a bus to school, or are dropped off by parents. **Students are not allowed to loiter in the parking lot or sit in their cars and converse during the mornings before the start of school.** When students arrive at school, they must remain in the hallways of the building or in the cafeteria. Once students arrive and enter the building they must remain in the building. Students are not allowed to leave the building once they have entered in the morning unless they have permission from the principal. The gym, Wildcat Lounge area, and the Chenault Building are off-limit areas and are thus closed to students in the morning. Upon entry to the school each morning, all students must cooperate with participation in a dress code check.

## **Changing Classes:**

During class changes students are expected to behave in an appropriate manner and proceed to their next class in a timely manner. Students are not allowed to loiter in the hallways or in the bathrooms during the movement period of all class changes. Students caught loitering in the bathrooms will be dealt with appropriately. Students will have five (5) minutes between classes. During those five (5) minutes, students should go to their lockers and the restroom if needed. When a class change occurs, students will hear two bells: a two-minute warning/movement bell and a tardy bell. When the two-minute movement bell rings, students are not allowed to stand in the hallways they must be moving to class. Students are allowed to use their electronic devices until the movement bell rings. All electronic devices must be put away. Students who are caught standing in the hallway during this two-minute movement time period will be dealt with according to the code of conduct. Furthermore, only students who must go outside in order to get to their classes in the Chenault Building are allowed outside the main building. Students who are caught outside the main building at any time during the school day will be dealt with according to the Student Code of Conduct. Students are not allowed to go into the parking lot for any reason (unless they have permission from an administrator).

## **Bathroom and Hallway Supervision:**

Teachers and the administration will frequently monitor bathrooms and hallways. Students are not allowed to loiter in the bathroom and there is absolutely no smoking or use of any electronic smoking device (example- e-cigs, vaps, JUULS, etc..) allowed. Furthermore, hallways will also be frequently monitored and only students who have been issued a hall pass will be allowed in the hallway during class time. Any student who is repeatedly caught in the hallway will have their hall pass privileges revoked by the administration.

## **Hall Passes:**

All students have ample opportunities to go to the bathroom throughout the day. Teachers will limit hall passes to three (3) per semester for 45 minute classes and six (6) for 90 minute classes per term. All students must sign-out of class in a Hall Pass Log and then sign-in in the same log when they return to class. Each teacher has an office issued hall pass that they must give to students before they will be allowed to leave class. Teachers and the administration will periodically check to make sure students have a hall pass and may record data that will help identify teachers issuing excessive numbers of hall passes as well as students who are abusing hall pass privileges. Disciplinary consequences may be administered for failure to follow this policy.



Note: Students who have medical reasons for frequent bathroom visits must provide medical documentation to the school nurse. The nurse will in turn notify teachers about the student need for

additional passes. Any other issues that may cause a student a problem to adhere with this policy should be discussed with the principal.

### **End of the Day Dismissal: NEW**

At the end of the school day, a few different bells will sound. The first bell will dismiss ONLY those students who ride the first run of buses. The second bell will dismiss those students who ride a second run bus. The third bell will dismiss all students who ride a third run bus and so on until all bus students have been dismissed. When there are late buses, we will hold dismissal bells until all buses have arrived. After all buses have left, one final bell will be rung and this last bell will dismiss all students who drive, ride with parents, or walk and will also dismiss all faculty and staff members. Students who leave on the wrong bell will be reported to the principal or assistant principal immediately and those students will be dealt with according to the student code of conduct. Students need to make sure that during the break before 7<sup>th</sup> period they visit their locker and get all the books/materials they will need to take home with them that evening. Students will not be allowed to leave class at the end of the day to go to their lockers unless there are extenuating circumstances. All students must exit the building to board the buses using the main exit (**no students shall exit through the second stairway doors**).

Students working outside of the county may request to participate in a program that allows the student to leave on first bell (3:15 pm) only on the days in which they are scheduled to work. For more information regarding the requirements of this program, please contact our Youth Service Center Director.

The administration may grant sport teams during their competitive season the opportunity to be dismissed on first bell pending completion of required documentation from the coach (this is typically only for teams participating on site or preparing for a pregame meal). If a student is an active participant of a sports team that has been allowed to leave class on first bell, the student must report directly to the assigned location in which the team has assigned. Students cannot leave school grounds without permission of school administration.

### **School Visitors: NEW**

Bath County High School welcomes everyone to visit, however the administration takes every possible step to ensure the safety of our students and staff. Senate Bill 1, mandates a controlled entrance for all public school in Kentucky. **All visitors** to our building must enter the building through the front door and the secured lock entrance. A security system has been installed that requires visitors to be "buzzed in" through the front door. Visitors are required to provide the purpose of their visit to office staff and present a valid ID. All school visitors must immediately REGISTER IN THE OFFICE and pick up a VISITOR PASS. **Visitors to our school must sign-out in the front office before leaving the building. Visitors may be requested to leave their identification in the front office to ensure guests sign-out of the building (waiting district directive). ALL VISITORS MUST PROVIDE A VALID ID TO OFFICE STAFF EVERY TIME THEY VISIT THE SCHOOL. THIS IS REQUIRED EVEN IF THE REQUESTING STAFF IS FAMILIAR WITH THE VISITOR.**

No one is allowed to visit classrooms or enter any area other than the front corridor leading to the main office unless they have the principal's approval. A visitor pass or Bath County School's Employee Badge must be worn in a visible location at all times while visiting the school. No one will be allowed to visit classrooms unless written permission is acquired from the principal.

### **Severe Weather Drills (Earthquake and Tornado):**

Most injuries that occur during an emergency situation result from the chaos caused by the emergency. It is very important that everyone know the appropriate actions to take during an emergency. Bath County High School will conduct tornado, earthquake, and fire drills as required by law and local board policy in order to make sure that the school is prepared in case an emergency really occurs. All students are expected to follow the emergency plan described by the school and react in a timely manner. Schools are required by law to conduct emergency drills so that the school has the practice necessary to ensure that everyone in the building knows what to do in case of a real emergency. Severe weather can strike at any time, and just because Bath County High School has never been struck by severe weather, doesn't mean

that it can't happen. As a school, we must be proactive and be prepared for any situation. When severe weather is imminent or occurring, the office will announce "SEVERE WEATHER ALERT" over the intercom. All teachers should escort their students to the area in the building designated for that teacher and have all students sit on the floor, face the wall, and cover their head with their arms and hands! Teachers should do the same thing, once they have ensured that all students are protected.

### **Fire/Evacuation Drills:**

Even though Bath County High School is mainly block and steel, it can burn. When a fire alarm sounds, teachers will escort their students to an assigned area outside of the building. Fire drill maps have been placed in all classrooms to show the path students should take to get out of the building in the quickest manner possible. All teachers are required to take attendance once the class is together in a designated area. Students not present should be reported to the administrator or designee assigned to their area immediately. Schools are required by law and board policy to conduct several fire drills per year so that the school has the practice necessary to ensure that everyone in the building knows what to do in case of a real fire. After a fire drill is over, all students should re-enter the building through the appropriate entrance and return to class.

### **Drug Dogs:**

Bath County High School uses drug dogs to frequently check for all forms of drugs, alcohol, and weapons on students, faculty, and staff. The drug dogs can detect the presence of illegal substances, prescription drugs, and over-the-counter drugs, alcohol, and weapons (knives and guns). The school district has contracted with K-9 Resources to conduct numerous unannounced searches both at school and during after-school events such as dances, prom, and sporting events. Students caught in possession or under the influence of an illegal substance or alcoholic beverage or in possession of a weapon are in violation of the law; thus law enforcement officials will be notified as well as the parent/guardian. Once a student breaks a law, they are under the jurisdiction of law officials and not the school. The school has no control in what the law does or does not do in any situation where a law has been broken by a student. Bath County High School has a zero tolerance policy on alcohol, drugs, weapons, and tobacco; all students will be reprimanded to the full extent allowed by school and board policy!

### **Locker and Student Searches:**

Student lockers are the property of Bath County High School and are loaned to students to store items that are necessary for students to learn (paper, pencil, textbooks, gym clothing, etc.). Bath County High School and its administration have the right to search any student as well as their locker for any reason at any time especially when the school has reasonable suspicion that a student is in possession of anything that is illegal or in violation of school rules.

### **Classroom Doors:**

Senate Bill 1 (New KY Safe School Law) requires all classroom doors to remain closed and locked during the instructional day. The Kentucky Center for School Safety recommends this practice for after school events also.

### **School Resource Officer (SRO): *NEW***

During the 2018-19 school year, the Bath County Board of Education in partnership with the Owingsville Police Department, created a School Resource Officer (SRO) position for Bath County Schools. The board has now also entered into a partnership with the Bath County Sheriff's Department to create a second SRO position to service the Bath County Middle School and Crossroads Elementary. The board and the Owingsville Police Department has continued their partnership, and has placed a SRO in Bath County High School to service our school and Owingsville Elementary School.

## **Bath County Schools Anonymous E-mail Tipline: *NEW***



Bath County Schools is proud to partner with the Kentucky Center for School Safety to provide an email tipline to all Bath County Schools students, parents/guardians, and community stakeholders.

The **S**afety **T**ipline, **O**nline **P**revention or **S.T.O.P Tipline** is designed for use as an "online" reporting/prevention tool. If students, parents or community members know of an unsafe situation in school (bullying, weapons, drugs or alcohol, etc.), they can anonymously pass on that information to school personnel by using this basic email format.

### **How does it work?**

Students or Parents

- Click logo on school's webpage
- Choose whether you want to submit a tip about 1) bullying, 2) violence or 3) other risky behaviors (i.e. alcohol, drugs, self-harm, sexual abuse or theft, etc...)
- Fill-in the check boxes and explain
- Click submit

# **Volunteers and Parent Conduct:**

## **Parent and Community Volunteers:**

Parent and/or community volunteers are always needed at Bath County High School. When the school and community work together to provide the best instructional program possible, student learning is enhanced to a level that is not possible without this teamwork and collaboration. "It takes a whole village to educate a child". If you would like to volunteer please feel free to contact the principal for more information.

## **Requirements for Volunteers: *NEW***

To ensure the safety of our students and staff, all volunteers must submit the following:

- 1) \*\*\*Completed Bath County High School Volunteer Request Form and/or Bath County High School Volunteer Coach Form, with all required signatures, on file with the principal
- 2) \*\*\*An approved up-to-date (within a calendar year) Criminal Back Ground Check on file with the Youth Service Center Director.

\*\*Note: Volunteer Athletic Coaches, in addition to the requirements above, also have to meet the training requirements set forth by KHSAA. Contact an Athletic Director for more information. A special Volunteer Coaching Request form is to be completed (will take the place of the standard BCHS Volunteer Request form).

\*\*\*Note: All BCHS Volunteer Request and Request for Criminal Back Ground Check Forms are available at the school upon request.

## **Parent Code of Conduct at School Events:**

All parents are to conduct themselves in an appropriate manner at all school events as well. Parents are role models for their own children and others. Parents are expected to adhere to the following expectations when they are on the Bath County High School Campus or attending an event as a representative of Bath County:

All parents of the Bath County School system shall...

1. be positive and encouraging of their child and others at all sporting events;
2. remember that attending a school event is a "privilege" and not a "right";
3. show respect and full cooperation at all times to all school staff and officials;
4. help their child enjoy sports by attending as many games as possible and being a respectable fan at all events they attend;
5. respect the issue that playing time is determined by the coaches' evaluations of a child's awareness and ability to play a sport;
6. show respect to all student athletes, coaches, other sports fans, and officials regardless of their race, sex, creed, or ability;
7. show good sportsmanship and encourage their child to do the same;
8. refrain from verbally abusing any coach, official, or student athlete;
9. place the emotional and physical well-being of a child ahead of any personal desire to win;
10. show support of all coaches and officials in order to encourage an enjoyable team experience for all who attend and compete in a sporting event;
11. do their best to make sports fun for their child by trying to help relieve competitive pressure as opposed to increasing it;
12. remember that the game is for the students – not the adults (it is not your team or game);
13. refrain from starting or spreading gossip, rumors, or innuendos about coaches, officials, or players which could harm team moral or cohesiveness;
14. give their child space and time after games, except to give encouragement;
15. be careful of their body language (body language screams – it never whispers); and
16. adhere to and support the 24- hour rule.

### **The 24 Hour Rule**

Parents are not permitted to discuss athletic concerns, questions, or issues with a coach for at least 24 hours after an issue arises at a game or practice. Parents shall schedule an appointment with the head coach or his/her designee if an issue arises.

### **Consequences for Violations of the Parent Code of Conduct:**

If a parent does not conduct themselves in an appropriate manner at a school event, the athletic director and/or administration will address the inappropriate conduct. If major infractions occur the parent will be suspended from attending all remaining sporting events for the school year. The following consequences will be used to address minor infractions:

<b><u>Violation</u></b>	<b><u>Parent Consequences*</u></b>
First Violation	Parent/Athletic Director Meeting and Written Warning Issued
Second Violation	Parent/Athletic Director Meeting and a Three (3) Game Suspension
Third Violation	Parent/Athletic Director Meeting and a Ten (10) Game Suspension
Fourth Violation	Parent/Athletic Director Meeting and Suspension for the Rest of the Year

\*Parents who refuse to meet with the school about inappropriate behavior or fail to show for a scheduled meeting shall be suspended from attending all sporting events for the remainder of the school year.

# Graduation Requirements and Policies:

## **Earning Credits: *NEW***

The school day at Bath County High School is set up on a seven period hybrid schedule with some classes being taught 45 minute periods for the whole school year and others taught as 90 minute blocks on rotating days. Students may earn up to one (1) credit for the successful completion of each class at the end of the school year.

## **Requirements for Graduation:**

Students are required to earn 25 credits to be eligible for graduation. All graduation requirements must be met before a student can participate in graduation exercises. All financial obligations must be met, any athletic uniforms returned, all library books returned, all textbooks returned, as well as any other items belonging to the school. All students entering Bath County High School must acquire the appropriate number of credits for their graduating class in order to graduate. Students must also participate in the school sponsored graduation practices prior to being allowed to walk through graduation line.

## **Early Graduation Program: *NEW***

The Early Graduation regulation, [704 KAR 3:305](#), is a result of [Senate Bill 61](#) (2013) and is a companion to [Senate Bill 97](#) (2013). Since 2014-15, Early Graduation has been possible for students who intend to progress through high school on an accelerated timeline and graduate college ready in three years or less. For the student to participate in senior activities the student must have already meet all required provisions by February 15<sup>th</sup> of their intended graduation year, including meeting the required performance levels on all EOC assessments. This includes participation in the graduation ceremony.

## **Early Graduation Program Requirement (provided by the Kentucky**

### **Department of Education: *NEW***

Early Graduation is a deliberate pathway for students in grades 9-11 who wish to move on when ready, receive a diploma from the district and be eligible for acceptance into Kentucky public universities and non-profit independent colleges and universities. The pathway provides a financial scholarship, known as the Early Graduation Certificate, to support this action. Students participating in the pathway must meet the requirements set forth by [704 KAR 3:305](#) including those listed below. Students must:

- Notify the school principal within the first 30 days of the school year in which they intend to graduate.
- Enter the Early Graduation pathway prior to October 1 of the year in which they intend to graduate early.
- Graduate in three years or less. Students exceeding three years do not qualify for the incentives identified with Early Graduation.

- Take the state-administered college readiness exam and meet the college readiness exam benchmarks as set by the Council on Postsecondary Education in 13 KAR 2:020 for placement in credit-bearing courses without the need for remediation.
- Take and score proficient on all required End-of-Course Assessments (EOCs). To meet this requirement, the Kentucky Department of Education (KDE) will provide EOCs for those students participating in the Early Graduation pathway during the 2018-2019 and 2019-2020 school year.

### **New State Mandated Graduation Requirements: *NEW***

On April 5, 2019, Kentucky's new minimum high school graduation requirements became law, [704 KAR 3:305](#). The changes add "graduation prerequisites" and "graduation qualifiers" to ensure students have basic math and reading skills, as well as experiences that can help them be prepared to enter college or the workforce. [The new high school graduation requirements are provided in this handbook in this handbook under the section of "Miscellaneous Information Documents for Students and Parents"](#). Graduation Qualifiers is in effective for all students who enter high school as freshmen at the beginning of the 2019-2020 school year, and thereafter, will be responsible for meeting at least one graduation qualifier in order to graduate from high school. Graduation Prerequisites become effective for all students who enter high school as freshmen at the beginning of the 2020-2021 school year, and thereafter, will be responsible for meeting graduation prerequisites in order to graduate from high school. Bath County High School Site Based Decision Making Council and the Bath County Board of Education will update their policies regarding graduation requirements in regards to the graduation qualifiers that is place for BCHS Freshmen Class of 2019-20 and the added provisions of required graduation prerequisites in place for the BCHS Freshmen Class of 2020-21 and beyond.

### **Graduation Requirement- Civics Test:**

During the 2017 General Assembly session, the legislators passed SB 159 which mandates that all high school students beginning in July 2018 must pass a Civics Test developed and administered at the local school district level. This assessment will be administered with the ninth grade Social Studies class. The assessment must be made up of 100 questions drawn from the US Citizenship and Immigration Services Test and students must attain at least a 60% in order to pass. Students are allowed to take the test numerous times. The test and administrative procedures must be adopted by the Bath County Board of Education.

### **"Transition Readiness" Now Replaces "College and Career Readiness" as the Goal for Graduating Seniors: *NEW***

Transition Readiness is the attainment of the necessary knowledge, skills and dispositions to successfully move to the next level of education, work or life. It is important, for individual students to be able to fulfill their chosen career pathway and become contributing residents of Kentucky and citizens of the United States. Each student must be prepared and ready to take the next steps in an educational pathway, world of work or life. The productivity of individuals, our state and our nation are impacted positively when students exit from the K-12 experience transition ready. However, the concept of preparation and readiness must begin at the elementary level and continue developing into middle and high school.

At high school, transition readiness is more than earning a high school diploma. It requires that students demonstrate academic, technical or military readiness. A variety of experiences can be evidence of readiness so that students may personalize their pathway to readiness in their area of focus. The chart below includes the options for demonstrating readiness.

The Kentucky Department of Education has created a document to outline the means in which students can earn this distinction. This document has been included in this handbook under the section of "Miscellaneous Information Documents for Students and Parents".

### **Individual Learning Plans:**

It is extremely important for ALL students to think about and plan for their future, after all "without vision people perish" meaning that if we don't have a plan to succeed then we usually fail. Our school uses the concept of an "Individual Learning Plan" or I.L.P. to help our students select careers that interest them and complete the necessary courses to prepare them for that career. Each student shall complete a program that utilizes courses that emphasize their career plans. Our Media Specialist or Guidance Counselors will work closely with our students to ensure effective use of ILP's. ILP's can be altered by students, but can be viewed by parents, advisors, counselors, and administrators. ILP's will be completed electronically through English classes at Bath County High School. All students are required to finish certain parts of their ILP each year they are in school and complete their ILP to be eligible to graduate.

### **Graduation Ceremony:**

The school principal will share a tentative graduation date at the beginning of the school year based on the school year calendar adopted by Bath County Board of Education. This date is subject to change depending on the number of days scheduled to be made up at the end of the school year. If needed, the BCHS SBDM Council will revisit setting an updated graduation date and time during its March monthly meeting. If additional days of school are missed after the March meeting, the school administration will update the graduation ceremony information (if necessary) and share this information to all stakeholders in a timely manner.

### **Guidelines for Graduation Ceremony:**

Graduation is a very special occasion for ALL graduates and their families. All participants in the BCHS Graduation Ceremony should conduct themselves in a manner that shows respect to their peers, our invited guests, and our school. Disruptive, disrespectful, or destructive behavior will not be tolerated. Any graduate or guest engaging in these behaviors **will be escorted from school premises** and the ceremony will not continue until the situation has been rectified. Students are not allowed to have anything on them during graduation that could be used to disrupt or cause distractions resulting in having to stop the ceremony. During the graduation ceremony, the use of party novelties (i.e. silly string, noise makers, air horns, and so forth) and/or any other item that may deter from the attention and dignity of the event will not be tolerated. Every person walking across the stage deserves the spotlight as they receive diplomas without any distractions. When the graduates return for the traditional hat toss, this will be the appropriate time for celebration.

Students must dress appropriately and wear school approved cap and gown in official school colors (red for males and white for females) in order to participate in the graduation ceremony. Students must dress appropriately underneath their gown and wear appropriate shoes for the occasion. Students can only wear school appropriate, school related, and school approved items on or around their gowns at graduation. Students may decorate their caps for graduation as long as it is school appropriate and is not obscene or vulgar and does not relate to guns, knives, tobacco, alcohol, sex, nudity, drugs, or promote violence.

### **Special Recognitions:**

All students will be asked to wear a special hood or stole in which all students can display their special recognitions. The cost of the hood/stole will be paid by the students at the time in which cap and gowns are ordered. Students graduating with the recognition of "Transition Ready" and completing the Honor Pathway or "College Ready" path will be provided with a special patch to recognize their accomplishment. The valedictorian(s) and salutatorian(s) will be allowed to wear special stoles/sashes. Any senior Beta Club member will be allowed to wear the official Beta Club sash/stole. The Student Government

Association (SGA) will be allowed to wear their special class officer stole/sash. Competitive clubs and organizations (FCCLA, FBLA, TSA, STLP, FFA, and HOSA) may award a cord to outstanding seniors who meet the following criteria: 1) actively involved in the organization for at least three (3) years, 2) competed in local/regional/state/ national competitions, and 3) served as a positive leader for the club. All other school clubs and organizations are encouraged to give their seniors pins, broaches, or badges to wear if the senior has been actively involved in the club or organization. A different color cord will be assigned by the administration to each club eligible to award cords to seniors.

### **Valedictorian and Salutatorian Requirements for the Class of 2020 and 2021:**

The valedictorian(s) and salutatorian(s) of each graduating class of Bath County High School will be the fulltime student(s) who has (have) attended Bath County High School for at least their entire senior year and who has (have) the highest non-weighted grade point average and second highest non-weighted grade point average respectfully. Students who completed the requirements of the former "College Ready" Diploma certification will be eligible to be valedictorian. In the event of a tie, then all those students who tied will be recognized as co-valedictorians and a salutatorian will still be recognized.

### **Valedictorian and Salutatorian Requirements for the Class of 2022 and Beyond:**

To earn the distinction of Valedictorian and Salutatorian of the graduating class a student must have earned the highest cumulative GPA (weighted Dual Credit and AP Course grades will be factored into this calculation). If there should be a tie of one or more students the following criteria will be used to determine valedictorian: 1) ACT scores and the 2) school attendance. The student earning the 2<sup>nd</sup> highest GPA, or in the case of the tie, the next highest ACT (and/or attendance percentage) will be named Salutatorian of the graduating class.

### **Cumulative Student Record Folder: *New***

At the end of every school year, our graduating senior are given the contents of their cumulative student record folder. This folder contains all education records of the student. Any legal documents submitted to the school since the student's enrollment in Bath County Schools should be filed with this record. If a parent should have any concern with their graduating student viewing any of this information they must contact the BCHS Guidance Department. \*Note: once a student turns 18 years of age, they become custodians of their own educational records and can view the contents of this folder at any time they want.

# Student Classification and Student Leadership:

## Grade Level Assignments:

Students are classified and placed in a "grade level" based on the number of credits they have earned in their high school career. Once a student is placed in a "grade level", the student MUST remain in that classification for the remainder of that semester. Grade level assignments are only made at the beginning of each school year and after first semester (must be initiated by student request through the counselor's office). Students are classified in grade levels as follows:

<b>Grade Level Assignments</b>			
	<b>Sophomore</b> (Grade 10)	<b>Junior</b> (Grade 11)	<b>Senior</b> (Grade 12)
<b>Credits Needed</b>	6	12	18

## Class Officers:

Class officers are elected each year at Bath County High School and all candidates must meet certain requirements to be eligible. Students interested in becoming a class officer must meet the following requirements:

- 1) Be on Grade Level (not retained the previous school year)
- 2) A Cumulative 2.75 GPA in the previous school year- Not applicable for 9<sup>th</sup> grade
- 3) Full time student (no early dismissal)
- 4) No major discipline infractions the previous school year this includes- Out of School Suspension and/or 2 or more days of ACP. For 9<sup>th</sup> grade candidates discipline will be checked for the current school year only
- 5) Not removed from a class office in previous years by school administration- Not applicable for 9<sup>th</sup> grade
- 6) Receive two (2) satisfactory recommendations from school faculty members – (9<sup>th</sup> grade candidates can receive recommendations from high school or middle school faculty members)
- 7) Write a short essay - What qualities do you possess that would make you a productive leader for your class? (100 to 250 words)

During last month of each school year, students will be provided the opportunity to run for a Student Government Association (SGA) Class Officer for the upcoming school year. Interested candidates will need to obtain, review, and complete a BCHS Class Officer Informational and Application Packet. Students will be given an allotted period of time to turn in their completed Class Officer Application to a designated staff member in order to be considered as a potential candidate. Each class will elect five (5) officers including: president, vice-president, secretary, treasurer, and reporter. Students will only be permitted to sign up for one class office. At the end of the sign up period, candidates will be reviewed to ensure they qualify for the office. After a candidate has been deemed eligible for office, their name will be placed on the ballot. Any student who does not meet all requirements will be ineligible to run. An election advisor will be designated by the principal to develop a typed list (election ballot) that has all eligible candidates on it to be used during the election process.

Ballots will be developed and copied by the designated advisor and kept in a safe place until the election. All students running for election will be given the opportunity to campaign prior to election, with all candidates for President presenting a video campaign ad via our school video announcements to the school. Students will be called down one class at a time to vote and only those students present can vote (students who are absent or in ACP will not be allowed to vote). After voting, those students running for President of each class will count the votes in the presence of the designated advisor and/or an administrator. The winners will be announced at the end of that school day.

All elected class officers must complete the duties and adhere to the guidelines presented in the BCHS Class Officer Informational Packet. Any class officer failing to fulfill the duties of their position or

maintain appropriate behavior may be subject to removal from their office by school administration. If a class office becomes vacant, the student that received the next highest number of votes running for the same office will be appointed to fulfill the term.

# Information on Grading:

## **Course Syllabi:**

Students will be provided a course syllabus by each of their teachers for each class taught at Bath County High School. These course syllabi will explain all course requirements, the teacher's academic expectations for students, class rules, tardy policy, hall pass policy, routines and procedures, grading policy, a description of the course, and an outline of the curriculum for each class. Teachers will discuss the course syllabi in detail as well as provide their students with a copy of the course syllabus within the first 10 days of the start of the class.

## **Student Progress Reports:**

A student's progress at school will be reported at least 7 times during the school year distributed in appropriately 4 ½ week intervals. A final grade report will be mailed home at the end of the school year. The school will make every effort to make sure that parents/guardians know when all progress reports are being given to students. It is the parent's/guardian's responsibility to make sure that they ask the student to see all grade reports given out by teachers. Parents can subscribe to Parent Portal and have live access to their student's grades at all times via a smart device or computer.

## **Changing Grades:**

Teachers are to make every effort to ensure the accuracy of each grade given to students. In the event that a student feels like a teacher has made an error in reporting a grade, the student should talk to the counselor and the teacher within five (5) days of the dissemination of progress reports. The teacher must make any needed changes within ten (10) days of the end of a midterm or semester. After ten (10) days the grade becomes final and cannot be changed. Teachers wishing to make a change to a grade must fill out the appropriate grade change form and submit to the counselor and principal for approval within the allocated ten (10) days!

## **Student Honor Roll:**

At Bath County High School, we make every attempt to celebrate the academic accomplishments of our students. Students who earn a 3.5 GPA or better at midterm or at the end of the semester will be placed on the Principal's Honor Roll and their name will be published in the local newspaper and posted on the bulletin boards in the school. All of these names will be placed in a box and three names (one from each honor roll category) will be drawn at random. The winners of the drawing will receive a reward.

## **Grading Scales:**

Bath County School has adopted the following Grading Scale for all schools:

A	90 – 100	B	80 – 89
C	70 – 79	D	60 - 69
F	Below 60	I	Incomplete

## **Grade Point Average:**

A grade point average is provided for the following grading sessions: 1) current performance in class the student is currently enrolled and 2) cumulative average of ALL the grades earned for all courses completed during the student's high school career. The GPA is used to determine student rank in his/her class and is also used for meeting standards for college admission, scholarships, eligibility for class

offices, and discounts on automobile insurance. GPA's are calculated by first assigning quality points. Quality points are assigned for each course grade according to the following scale:

**Grading Scale Points for Non-Weighted Classes:**

- A = 4 quality points
- B = 3 quality points
- C = 2 quality points
- D = 1 quality point
- F = 0 quality points

**Grading Scale Points for Weighted Classes (Dual Credit and AP Classes):**

- A = 5 quality points
- B = 4 quality points
- C = 3 quality points
- D = 2 quality point
- F = 0 quality points

Next, all of the quality points are added to give the total points earned and the total is then divided by the number of classes (credits) that were attempted. This will yield a number between 0 and 4 and this number is called a GPA. The GPA does not include any courses that are in progress. The valedictorian and salutatorian will be chosen using GPA's. All GPA's will be reported upon request to colleges for admission and scholarship with student/parent permission.

**BCHS Grading Procedures:**

Bath County High School is once again modifying its grading policies and protocols in the effort of creating a system that will be communicate our students' level of learning to all stakeholders. Our updated policy utilizes some aspects from standards-based grading, performance-based instruction, and traditional grading. The purpose of this grading system is to provide protocols for teachers as they assess their students. Our assessment program is designed to evaluate our level of learning the student demonstrates based instruction organized by learning targets derived from state adopted standards. We will continue to utilize Learning Targets derived from the most recent mandated standards as the vehicle to design instruction and assessments. Learning targets, most typically presented in the form of an "I Can" Statements, are the academic skills our students should know to be able to demonstrate a proficient level of learning after instruction.

**Formative Assessments:** Formative assessment refers to a wide variety of methods that teachers use to conduct in-process evaluations of student comprehension, learning needs, and academic progress during a lesson, unit, or course. Formative assessments help teachers identify concepts that students are struggling to understand, skills they are having difficulty acquiring, or **learning standards** they have not yet achieved so that adjustments can be made to lessons, instructional techniques, and **academic support**. The general goal of formative assessment is to collect detailed information that can be used to improve instruction and student learning *while it's happening*. What makes an assessment "formative" is not the design of a test, technique, or self-evaluation, per se, but the way it is used—i.e., to inform in-process teaching and learning modifications.

Formative assessments are factored into students' term grade for stressing the importance obtaining accurate data in the formative assessment process. In other words, students will be participate in learning the content during the formative process without an incentive to do so.

Examples of formative assessments are, but not limited to the following: quizzes, journal entries, admission or exit slips, lab reports, etc... Formative assessments that are recorded in IC should be based on individualized performance.

**Summative Assessments:** Summative assessments are cumulative evaluations used to measure student growth after instruction and are generally given at the end of a course, or unit of study, in order

to determine whether long term learning goals have been met. Summative assessments are not like [formative assessments](#), which are designed to provide the immediate, explicit feedback useful for helping teacher and student during the learning process. High quality summative information can shape how teachers organize their curricula or what courses schools offer their students.<sup>1</sup> There are many types of summative assessments; the most common examples include the following: State-mandated assessments, District benchmark or interim assessments, End-of-unit or -chapter tests, End-of-term or -semester exams, Scores that are used for accountability for schools (AYP) and students (report card grades).

**End of Course Assessment (EOC):** A summative, cumulative assessment to measure student growth that at the end of term instruction.

**Performance Tasks:** Performance tasks build on earlier content knowledge, process skills, and work habits and are strategically placed in the lesson or unit to enhance learning as the student “pulls it all together.” Such performance tasks are not “add-ons” at the end of instruction. They are both an *integral part of the learning* and an *opportunity to assess the quality of student performance*. When the goal of teaching and learning is knowing and using, the performance-based classroom emerges. Performance tasks range from short activities taking only a few minutes to projects culminating in polished products for audiences in and outside of the classroom. In the beginning, most performance tasks should fall on the short end of the continuum. Teachers find that many activities they are already doing can be shaped into performance-learning tasks. A rubric must be provided when using a performance task.

**Feedback:** Feedback should be constructive, timely, and meaningful. Constructive means that as the evaluator highlights the strengths and weaknesses of a given piece of work, as well as ways in which the student can improve the work. Timely feedback while the assessed work is still fresh in a student's mind, before the student moves on to subsequent tasks. This should take place during the formative assessment process. Meaningful feedback should target individual needs, be linked to specific assessment criteria, and be received by a student in time to benefit subsequent work.

### **Grading Policy Provisions:**

1. All classroom instruction for the course in which the student is enrolled must be based on the standards assigned to the course by the Kentucky Department of Education.
2. Learning Targets are to be used to organize and deliver instruction. All Learning Targets for instruction must be tied to specific standards for that course.
3. All assessment items must be directly related to instruction provided through the use of learning targets.
4. \*All grading criteria provided in a scoring rubric or scoring guides must be designed for the demonstration of proficiency that is tied to specific standards for the course. Rubrics/scoring guides are to detail the level of quality/demonstration of mastery.
5. Formative Assessments will be used to inform classroom instruction daily. Formative assessment data should be collected and analyzed daily and discussed during Content Area Department meetings for all core content areas. Re-teaching days should be utilized when deemed necessary by the analysis of the data. (Note: you do not have to record a formative assessment in IC daily; formative assessment do not necessarily have to be in the form of the traditional quiz).
6. **A single digit number that is converted into a percentage in IC will no longer be utilized. Performance will be recorded into IC based on our District Grading 100 point scale policy. \*Teachers still have the option of utilizing a scoring guide/rubric to assess their students' level of learning.**
7. **Summative assessment are no longer required to be organized by learning targets. All assessment items must be tied to instruction provided through the utilization of learning targets. Assessments should be organized through standards; essential questions; or learning targets (utilize an organization system that best communicates performance to students and parents based on the assessment items).**
8. **\*Scores will be recorded into IC based on the organizational system the teacher uses to design their assessments.**

9. Term Grades will be based on the following: 20% formative assessments; 60% summative assessments; 10% Participation/Effort; and 10% End of Course (EOC) Assessments or End of Course Culminating Performance Task. Notes: (1) State EOC's will not be administered this year. (2) Participation/Effort grades cannot be used to lower students' scores due to student attendance or as a disciplinary action (Bath Schools Grading Policy 08.221).
10. All classes will administer an EOC Assessment/Performance Task at the end of the term. This assessment can be in the form of a test, project, essay, or event. The assessment must be cumulative, encompassing material from the whole semester/term.
11. All teachers must provide study materials to guide the review process for the EOC event. New instruction for assessment must be stopped at least one week before the EOC assessment is to be administered.
12. In addition to paper/pencil tests, summative assessments may be performance tasks such as; projects/products, demonstrations, writings, speaking, etc... which are to be evaluated with a rubric. This rubric must be provided to your students before the assessment is administered.
13. Grades should focus on the determination of the student's level of learning, but it is also an important to note a student's effort and participation towards the mastery of the content. Participation will be determined based on a scoring guide established by the teacher and approved by the principal.
14. Students will be allowed to retake an assessments (formative and summative) only once (1) time between the time the last summative assessment was administered and the administration of the next summative exam. If a student needs to retake an assessment more than one time, the student must participate intervention (RTI) beyond the required practice. Example- Chris' first attempt on the assessment he makes a 30%. He retakes after practice and makes a one 50%. He would need to participate in some type of intervention to be determined and documented by the teacher before attempting another retake. Examples of interventions are as follows: tutoring provided outside of class time (Study Zone, after school, break, or bus bells). Any additional retakes after two (2) are at the discretion of the teacher.
15. When a student receives anything lower than 60% on an assessment; it is highly recommended that the student retake the assessment (formative or summative). Students are still required to complete practice or "reinforcement" activities for the target/content before they are allowed to retake. Appropriate practice or reinforcement activities are to be determined by the teacher.
16. \*Students will be able to retake an assessment up to 10 school days after the student received their score from the original assessment. Note: If the student was absent on the day of the exam; their 10 days would begin from the day they received their grade, not the day the exams was returned to the whole class. Timelines for additional retakes will be 5 days from the intervention instruction.  
 \*\*\* Clarification (Approved by SBDM 11/3/18). Students have 5 days to make up missed work/assessments from the date of their absence. If the student fails to make up a missed assessment within this 5 day window, but does make-up the missed assessment within or after a 10 day window; this first attempt will be considered a "retake". Retake protocols should be followed.
17. Students must be provided the opportunity to complete a retake within the 10 days. If the teacher is unable to provide the student the opportunity to complete the retake the deadline will be extended. (Example: If the teacher is out of school chaperone the senior trip, the deadline would need to be extended). If the opportunity was provided to the student and the student refused or failed to complete the retake during the time window the deadline will not be extended.
18. Students should initiate the retake process, but teachers should encourage and monitor their students' performance to ensure student success. Note: Issues arising from excessive student absences (not school related) should be brought to the principal for clarification.
19. Retake assessments are not to be the exact same assessment administered in the same form for the initial assessment, but must assess the same learning targets.
20. \*To ensure students prepare for assessments and do not rely solely a retake to raise their scores; the highest score a student can earn on a retake is 85%.

21. Teachers using performance tasks assessments are not required to allow students to “redo” the assessment due to the limitation of resources (ex. AG teachers do not have to allow a student to rebuild their toolbox). An alternative assessment must be offered to allow students the chance to demonstrate they gained a better understanding of the content.
22. Retakes must be noted in the comments section to communicate to students, parents, and administration that the student has taken a retake for that assessment.
23. At least one formative assessment must be entered into I Campus weekly.
24. Clarification (Approved by SBDM 11/3/18). Teachers/Students may request for the school principal to consider a special circumstances that may cause the need for a modification of this protocol to be considered. (Ex. Student misses 2 weeks for an illness/surgery and is not placed on Homebound Instruction). Principal permission should be obtained before the modification of this protocol is implemented.

# Student Courses and Testing:

## **Course Selection:**

Every spring, students already enrolled at Bath County High School will be provided a description of the courses that will be offered the next year at our school. Then, through the Guidance Counselors, students will be made aware of the required classes that must be in their schedule. Students will then complete a Program Planning Guide (P.P.G.) that will be used to generate student schedules for the next academic year. In order to generate schedules for incoming freshmen from Bath County Middle School, the guidance counselors and administration will set up dates for incoming freshmen to visit and tour the high school. Once this is complete the guidance counselors from the high school and possibly a team of teachers (one per department) in cooperation with the middle school Guidance Counselor will conduct next year scheduling and help eighth graders complete a P.P.G. All student requests for scheduling should be completed each year before the end of the school year to allow for next year scheduling.

## **New Schedule Format for the 2019-20 School Year: *NEW***

Like numerous schools across the state of Kentucky, reduction in funding has become a major concern for our school. Funding for our Career and Technical programs is based on the number of students assigned to a CTE class in November of early school year. The modified block schedule that we have utilized in the past assigned students to CTE classes on a semester basis (in simpler terms- we only received funding for the first semester CTE classes and not the second). To address this situation, we had to explore other schedule designs. After much thought, debate, and research, we going to use a year-long modified block schedule with classes running all school year.

Our block classes (90 minute classes) will be meeting on a rotating basis, assigned by the following layout: Monday, Wednesday, Friday 1 classes and Tuesday, Thursday, Friday 2 classes. All elective courses are offered in the block format along with the following required core content classes: 9<sup>th</sup> grade Social Studies Course (Integrated Social Studies) and 11<sup>th</sup> grade Science Course (Integrated Science III). In a standard 2 week period of time, students will have participated in 5 sessions of each of the block classes. (For example: if a student has an elective Art I class on M, W, and F1 during 1/2 Block, the student would go to their Art I class during on the following days:

Week 1- Monday, Wednesday, and Friday

Week 2- Monday and Wednesday only

The student will participate in their Art I class for 5 sessions during a two-week period.

Our "skinny" core content required classes (45 minute classes), will meet every day. The student may have their English I class 4<sup>th</sup> period on Monday, Wednesday, and Friday 1 and during 3<sup>rd</sup> period on Tuesday, Thursday, and Friday 2. The student will still have an English I class every day.

We understand there is shortcomings to the implementation of this schedule, but the issues regarding funding for teacher positions and funds to run our programs has forced our school to try to find means to address this program.

## **Missed Days of Schools**

We have kept the same pattern of class attendance even if we miss days of school due to unforeseen circumstances, such as snow days. (Example: school is dismissed on a Tuesday due to snow, if Wednesday if the next day we are in attendance, students would attend their classes on their M, W, F1 schedule).

## **Changing Schedules: *NEW***

Once student schedules have been completed, the school will set up at least (2) schedule pick-up days prior to the start of school (during these two (2) days students can come to the school to review and change their schedules). At the start of the school year, students will be given an opportunity to change

their schedules. Students will only be allowed to change their schedules to enroll in courses that they wanted to take but didn't receive or to schedule a class they must have to graduate. The school will NOT make trivial changes to student schedules – this includes changing teachers, changing classes to be with friends, and other frivolous changes. Once the final schedule change date has been announced for the school year, no schedules will be changed – regardless of any reasons stated by the students or parents. Students are advised to listen carefully to announcements to ensure changes needed in their schedule are made prior to the announced cut-off date. The school administration reserves the right to make schedule changes as needed.

**Dates for Schedule Changes:**

Monday, August 19<sup>th</sup>- Junior and Seniors- 3:15 pm to 5:00 pm  
Tuesday, August 20<sup>th</sup> – Sophomores and Freshmen- 3:15 pm to 5:00 pm

Students that cannot stay after school can request schedule changes begin Wednesday, August 21<sup>st</sup> before school and during break.

**No schedule changes can be made after Friday, August 30, 2019 without written permission from the principal.**

**Course Sequencing: NEW**

All courses must be taken in the order that has been set up by the school. Students cannot take a higher-level course without first having passed all the prerequisite courses. Under extreme circumstances the principal and/or guidance counselors in cooperation with all appropriate teachers may allow students to take two (2) required classes in the same subject together if no other options will permit the student to graduate on time. (example: English classes must be taken in the appropriate order starting with English I, then English II, followed by English III, and then the appropriate level senior class (English IV, English 099/100, or English 100/200).

**Honors Courses: NEW**

Bath County High School offers a variety of advanced courses at each grade level. A "Honors" is used to designate most of the accelerated courses that serve to provide in-depth challenge to students. Students must meet certain criteria to enroll in a "Honors" course. The availability of honors classes offered each school year may vary due to student enrollment and staffing allocations.

**Dual Credit Courses and AP Courses: NEW**

Dual credit means that Bath High School and a corresponding college both award credits to a student for satisfactorily completing a course. Students taking college courses will be on a weighted grading scale as outlined in the Bath County High School SBDM Dual Credit/AP Course Grading Policy. Our school currently offers our students the opportunity to earn 27 Dual Credit courses through Morehead State University provided at no cost to our students. Students must meet the requirements set forth by MSU to enroll in these courses. See your counselor for more information. We actively seeking to add additional Dual Credit Course Offerings with MSU, EKU, UK, or any other state college. For more information regarding Dual Credit and AP Courses, see your guidance counselor.

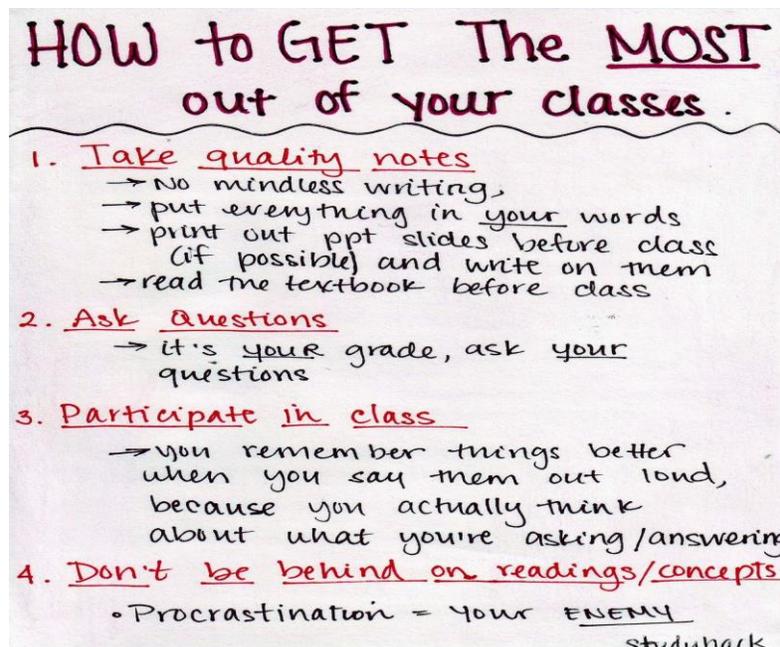
**Credit Recovery Program:**

In a perfect world, all students would be on grade level and pass all the courses in which they are enrolled. When students fail classes, they become at risk of dropping out of school. The more credits failed, the greater the chances of dropping out of school. For these reasons, Bath County High School offers a credit recovery program using on-line curricula through our Graduation Success Academy. Students who are behind on credits may request enrollment in Credit Recovery, if it is available in order to regain grade level status. Credit recovery may be offered during or after the regular school day. Students enrolled in Credit Recovery must have permission from the guidance or vocational counselor

and the principal. If a student enrolled in our credit recovery program recovers their lost credits before the end of the school year, but at a time that enrollment in another class is not possible, the student must begin work on an elective credit course or other instructional program approved by school administration.

### **Repeating Classes:**

Students may not repeat a class previously passed to get additional credit unless the course description of that class specifically states that the course may be repeated for additional credit or if permission is granted by the school principal. Students who fail a class first semester may repeat that class second semester of that same year if the class is offered and space permits. Most of the courses that are offered at Bath County High School **cannot** be repeated once the student has earned a credit in that course. This includes ALL math, science, social studies, English, and arts and humanities courses. There are some courses offered such as Digital Video and Production, Drama, Yearbook, and Instrumental Music that can be repeated.



# Student Support Services:

## **Guidance Counselors:**

Guidance and vocational counselors are available to all students. Students should visit a guidance counselor if they need to talk to someone about a problem or issue, are having trouble with another student or teacher, need help with filling out scholarship applications, need assistance completing financial aid information, interpreting test scores, and numerous other needs. Get to know your counselors – they can be a great help to you throughout your school career!

## **Youth Service Center:**

Youth Services Centers of the Bath County School District purpose is to help remove barriers that keep students from attending and learning in school. This is accomplished by providing services to students and families at the Center or referring to local community agencies.

Did you know that the Bath County High School Youth Services Center could assist the student with the following, if needed?

School Supplies

Basic Needs

Referrals to mental health counseling

Referrals to substance abuse counseling

Drop Out Prevention

Resume' Building

Job Applications

Interviewing skills

Health Services Referrals

Finding Prom Attire

Attendance Assistance

Did you know that the Bath County High School Youth Services Center offers or assists with bringing the following programs, assemblies and awareness programs on?

Suicide Prevention

Alcohol, Tobacco and Other Drugs Prevention

Bullying Prevention

Breast Cancer Awareness

Health Issues

Career & College Fair

Child Abuse Prevention

Health Fair

Parent Workshops

Safe Schools

Save a Sweetheart

Violence Prevention Programs

If you need to get into contact with the Youth Services Center, please call 606.674.3078 or you can email [Cindy.Kerns@bath.kyschools.us](mailto:Cindy.Kerns@bath.kyschools.us) or [Sandy.Harvey@Bath.Kyschools.us](mailto:Sandy.Harvey@Bath.Kyschools.us)

The Youth Service Center has provided various information for students and parents regarding Social Media, Suicide Awareness and Prevention, and Needs Survey for Parents and Student that are found in this handbook under the section of "Miscellaneous Information" and "School Forms".

## **Study Zone: *NEW***

This school year our school is going to implement a RTI (Response to Intervention) and/or Enrichment Program during our Study Zone period. Students will be participating in instruction sessions based on the various assessment needs of their grade level. This program has designated specific days for instruction and other days to focus on individual student needs such as making up or retaking assessments, intervention services, tutoring, independent study time, credit recovery, to complete homework, and/or various enrichment opportunities.



### **School Nurse:**

Bath County High School has a school nurse that is available to service student's health-related needs. The nurse can administer first aid and issue medications. Students may make appointments to see the nurse during breaks, before school or after school. Students should be sent out of classes to the nurse only if an emergency is present. All students must have emergency contact information and appropriate consent forms on file with the nurse to receive treatment. The nurse's office is not a hang out place and should be thought of as a service provided to students when they are in need of medical attention. Students who have a medical reason for visiting the nurse frequently must have a medical statement on file with the office. Students who abuse the privilege of visiting the nurse will be reported to the administration by the nurse and the student will receive disciplinary consequences from the administration. Before a student can be dismissed to go to the nurse, the teacher must call the nurse's office and let the nurse know that a student is coming. Visits to the nurse will be monitored by the nurse and students who are abusing this privilege will be reported to the principal or assistant principal. Students who are reported may lose their privilege to visit the nurse during class time because of the abuse of the privilege and can be given Break Detentions or assigned to ACP. Read thru this please.

### **Prescription Medication:**

Students who need to take prescription medications or over-the-counter medications during the school day must deliver the medication in the original pharmaceutical container with a note to the nurse prior to the start of the school day (a note should be included authorizing the nurse to administer the medication). Medications are not to be brought to school in zip lock bags or any other containers. The school nurse will administer all medications at the appropriate times during the day. No students shall be in possession of any medications including prescription drugs and over-the-counter drugs. Students who are caught in possession of any drug (prescription or over-the-counter) will be disciplined accordingly! In the unlikely event that the nurse is unavailable, the student should bring their prescription to the office immediately! Medications are not to be left over the summer and if left will be destroyed.

### **Library/Media Center:**

Bath County High School offers our students and teachers a wealth of resources in our Library/Media Center. The Library/Media Center will be open from 7:45 a.m. - 3:45 p.m. each school day. The Library/Media Center is also open to students between classes, before school, and during afternoon breaks. During the school day, students may enter the library with a pass from a teacher stating the reason for library use. Students are required to sign in/out of the library at each visit. Students may not bring food or drink into the library. Students are required to follow the library rules and failure to abide by the rules will result in loss of library privileges. Report cards will be held if books are not returned or paid for at the end of each grading period. Seniors with library obligations will not be allowed to participate in Senior Graduation Exercises or Senior Honors Night. **The Library is closed on Wednesdays due to the librarian providing services at Owingsville Elementary School.**

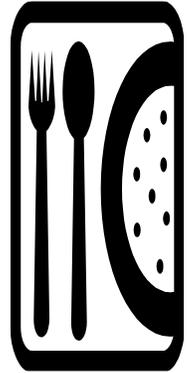
### **Textbooks:**

Textbooks will be provided to all students free of charge in all courses that require a textbook. Textbooks are extremely expensive, so students should take good care of their textbooks and return them in the same shape they were issued. It is a student's responsibility to keep up with their textbooks. If a textbook is lost or stolen, the student that the textbook was issued to will have to pay for the book before a replacement textbook will be issued. Students who do NOT pay for lost or stolen textbooks will be ineligible for extra-curricular activities and all grades/credits for that student will be withheld until the textbook is paid for. Furthermore, the school may even hold a student's transcript if that student owes money for a lost or stolen textbook. Finally, seniors who owe money for lost or stolen textbooks will not be allowed to participate in graduation or any honors programs.

## **Free and Reduced Lunch Program:**

Bath County High School wants to make sure that our students receive a nutritious breakfast and lunch every day. Our school is participating in the Community Eligibility Provision under the National School Lunch Program. Under CEP all students receive a breakfast and lunch at no charge for the entire school year. However, to determine eligibility to receive additional benefits for your child(ren) you will need to complete a household and income form. **Return only one Household Income Form per household to one school in the Bath County School District when forms are sent home at the beginning of the school year.**

Many state and federal programs use socioeconomic status (that is, household and income information) to determine eligibility for their programs. In addition, the primary state funding calculation uses socioeconomic status. By completing this form your school is able to determine eligibility for additional programs for which your child(ren) may qualify.



## **Cafeteria Program:**

Bath County High School provides our students and the staff a breakfast and lunch program each school day in the cafeteria. While students are in the cafeteria they must follow the rules listed below:

1. Students should show good manners and courtesy.
2. **All students and faculty and staff are** expected to enter and exit through appropriate doors.
3. Students are to stay in the cafeteria until their lunch period is over.
4. Students can only go to the bathroom during lunch with permission.
5. Students are to keep tables clean by returning trays and clearing tables of trash.
6. All food must be eaten in the cafeteria (unless otherwise allowed).
7. No textbooks or backpacks are to be taken through the serving lines.
8. No one is to be in the serving line that is not purchasing food.
9. Students are NOT allowed to order food from local restaurants during the regular school day or have parents/friends deliver food to the school.
10. A fee will be charged for additional servings or extra items offered. If a student does have money they will need to visit the school bank, The Wildcat Exchange, to get a loan.



## **Bus Transportation:**

School bus transportation is provided to all students living in the Bath County School District. To provide maximum safety to all transported students; you are to maintain a code of conduct when loading, unloading and riding the bus. Safety rules are posted in the front of each bus. Students must enter the school immediately upon arrival by bus. Also, in the afternoon students are required to remain seated in the classroom until the correct bell releasing you to board your bus is sounded. Since there are several bells to release students, any student leaving on the wrong bell will be reported by their teacher and will be punished accordingly.

Students are not allowed to get off the buses on the way to or from school unless a note is presented from a parent/guardian, and is signed by the principal or his/her designee. Students who want to ride a bus in the afternoon and get off in town to ride home with parents should also present a note to the driver which has been signed by both the parent and the school principal or his/her designee. All notes for students to ride a different bus or get off at a different location must be signed by a parent and include a telephone number, turned in to the front office, and then picked up after the afternoon announcements. All notes will be verified by the principal or his/her designee and signed. This note must be shown to the driver when boarding the bus. Riding a school bus is not a right, but a privilege! Students who do not follow the rules for riding on the bus will be suspended from riding the bus. Because a student's actions on a school bus

may endanger the lives of other students and the driver, misconducts on school buses will be dealt with more harshly than similar actions at school.



### **Bus Notes:**

Students must ride the bus they are assigned to ride. If a student must ride a different bus, permission must be granted by the office/administration. If a student must ride a different bus, the student must turn in a note to do so. **Bus notes must be turned in by 8:45 a.m. and can NOT be accepted after 3:00 p.m. in the afternoon. Notes are to be submitted in a folder located outside of the front office. The purpose of this change is to reduce congestion in the front office. We can NOT accept bus notes over the phone, all bus notes must be submitted in writing.** The bus note must provide a parent signature and must have the contact information needed to verify the note. The note will be signed by office staff once verified and can be picked up at the end of the school day as the student leaves the building on their appropriate bus bell.

### **School Assemblies:**

Assemblies may sometimes be scheduled during the school day. The schedule for the day may be altered, depending on the time and location of the program. Students are expected to go to the assembly with their assigned teacher and sit as a group with that class unless the administration announces differently. During the assembly all students shall behave in a manner appropriate to the activity. Talking is not acceptable during a speech, performance or club function. Students are expected to show school spirit during pep rallies, but throwing objects and horseplay are not allowed.

### **Homebound Services:**

Students who have a medical statement that prevents them from attending school can apply for homebound instruction. All homebound requests must be submitted to the homebound coordinator at Bath County Board of Education or to the high school Guidance Counselor. Students who are granted homebound instruction will be assigned a homebound instructor. A student on homebound instruction will remain on iCampus and will be left scheduled in their regular classes. The homebound teacher will then work with the student's regular teacher on a weekly basis.

When students are on homebound they should not necessarily be expected to complete each and every assignment missed in their regular classes (there will be some students who will be able to do all work, but this will not be expected of all homebound students). The regular teacher, with input from the homebound teacher, shall modify the number of assignments to be completed to ensure that students are not overwhelmed by any one course. The purpose of homebound instruction shall be to keep the homebound student as caught up as possible in all their classes without causing undue stress that might worsen a student's medical condition. The homebound teacher will provide a minimum of 2 hours of instruction per week. When a student on homebound completes an assignment, the homebound teacher shall submit the assignment to the regular teacher for grading. This will be done weekly in a timely manner. Only assignments submitted to the regular teacher by the homebound teacher for grading are to be graded and any other missing work cannot be counted against the homebound student. Any final grades for homebound students shall be decided through consensus of both the regular and homebound teacher. In the event that consensus cannot be reached, it will be referred to the principal for a final decision. Due to school liability and student health risks, a student on homebound cannot attend prom or other school events. If a student on homebound wants to participate in the graduation ceremony, he/she must submit documentation from their doctor that states they are able to participate in the activity.

### **Early Intervention Program:**

Bath County High School does not tolerate student use or possession of tobacco, drugs, or alcohol. Students caught using or possessing tobacco, drugs, or alcohol will receive the maximum consequences possible. At the same time, we do not want one mistake by a student to jeopardize their whole year's work. Furthermore, first-time offenders need to understand the impact of their actions on their lives. For these reasons first-time drug, alcohol, and tobacco offenders (other than use and trafficking) **may** be allowed to participate in a diversion program called the Early Intervention Program. Students must complete the program with their parents, and once completed any disciplinary consequences for the drug, alcohol, or tobacco offense may be waived. See the principal for more information.

### **Announcements:**

Any announcements that need to be made to the entire school will be made either in the mornings or at the end of the school day. The intercom will not be used during the school day unless there is an emergency. Teachers or students needing to have an announcement made should submit the announcement in writing to the office each morning before school starts. During announcements, students shall be quiet and listen. Students who fail to listen to announcements shall be subject to disciplinary consequences. Most of the communication with the school will be done through the daily video announcements and all staff shall use this as the main mode for communication with students.

### **Lost and Found Service:**

If you find something that doesn't belong to you, please bring it to the YSC. If you lose something, please check with the office to see if it has been found. Any item found that is not picked up by the end of each grading quarter will be thrown away. The school is in no way liable or responsible for items that are brought to school and are lost, misplaced, stolen, or damaged. Students are advised to only bring the classroom materials and supplies that they need – leaving any other item(s) at home.

### **Vending Machines:**

The snack vending machines are owned and operated by the high school and revenues raised through them serve to support as many student services as possible. Snack and soft drink vending machines are available throughout the building for students to buy soft drinks and snacks each day during afternoon breaks and after school. Students must eat and drink all food and soft drinks before they return to class. **No food or drinks (with exception of water in approved containers) are allowed in any classrooms.** All trash must be disposed of properly! The vending machines can and WILL be turned off if students do not follow the basic rules outlined above. Issues with the vending machines needs to be reported to the front office.

### **Open House/Title I Parent Meeting:**

In an effort to communicate with the parents/guardians of our students at the high school, we will conduct an annual "back-to-school" open house (one per school year). The open house will be scheduled by the administration and announced on the radio and advertised in the newspaper. The open house will allow parents and teachers a chance to meet and to talk to each other about a student's progress at school (especially difficulties). This will hopefully help to encourage communication especially for students who may become in danger of failing in the class. All teachers are required to attend the scheduled open house. All students, their parents/guardians, and their families are invited to attend.

### **Parent/Teacher Conferences:**

When students are not passing a course or when consistent behavior problems are occurring, teachers will request a Parent-Teacher-Student Conference through a Guidance Counselor. Most problems can be solved by simply discussing the problem with all those involved. Teachers will always make a valiant

effort to meet with parents and attempt to solve as many problems as possible – this improves classroom discipline and helps to keep a good relationship with the community! Parent-Teacher-Student Conferences shall be done face-to-face. Parents are encouraged to ask for Parent-Teacher-Student conferences as well. If a parent/guardian feels that their child is falling behind in a class or not performing well, the parent/guardian can set up a Parent-Teacher-Student conference by calling a Guidance Counselor at 674-6058 between the hours of 8:00 am and 4:00 pm, Monday thru Friday.

### **Honors Board:**

On the first floor near the cafeteria is a bulletin board that has been set up to recognize students for their academic accomplishments. Each subject will be asked to recognize a student on a regular basis. Dates will be assigned to teachers for using the Honors Board. When recognizing a student for their academic achievements, teachers will include a picture of the student, sample work (graded), a short biography, and sample assessments (graded). Teachers must acquire student permission in order to place the student on the Honors Board. Students who are placed on the Honors Board will receive a reward from the school in recognition of their accomplishments. A student can only be recognized on the Honors Board one time per year by the school for their accomplishments. In order for a student to receive their reward the teacher recognizing a student must submit to the Librarian. We are excited to share that the Citizen's Bank will be sponsoring a \$25 gift card for every Honor's Board Student in recognition of their accomplishment!

### **Club Days/Meetings:**

Approximately once each month (six times minimum for the school year), our school will have a "Club Day". On "Club Days", classes will be held as usual but teachers will be asked to not cover new material (thus all material missed if a student is out of class will be review and easily made up). Each club will be called out for at least thirty (30) minutes. On "Club Days" different clubs will meet each period (1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup>, 6<sup>th</sup>, and 7<sup>th</sup>). The meeting times and locations will be announced to all students during the first month of school.

### **GEAR UP:**

GEAR UP Kentucky is a competitive federal grant program designed to increase the college-going rate. Bath County has been selected as one of 12 districts to participate in this grant program. Our GEAR UP, as well as their students and families and surrounding communities, to research, identify and test strategies for reproducing a sustainable college-going culture. Our Bath County Schools GEAR UP Coordinator will be working primarily with our senior class during the 2019-20 school year.

Services are aligned to the Four Pillars of Student Success, a theoretical framework used to engage, develop and mobilize students and their key influencers in pursuit of student success. 1)

**Self:** Curriculum; advising and assessments; campus experiences; and leadership development;

2)**Family:** Curriculum; advising and support; campus experiences; and leadership development; 3)

**Institution:** Technology and assessments; peer learning community; professional development; and leadership development; and 4)

**Community:** Communication campaign; statewide institute; partnership development; and leadership development.

# School Sponsored Events and Student Privileges:

## **Conduct at School Events:**

All students, faculty, and staff are to conduct themselves in an appropriate manner at all school events and should be especially careful not to create disturbances that might negatively reflect on the good name of the school or the reputation of the student body. Students are to remember that, regardless of where they are, in the public eye they are representatives of Bath County High School. Students should accept this responsibility with pride and conduct themselves as worthy representatives of the school. All school policies and disciplinary actions will apply to students at school-sponsored events, both home and away.

## **Parking Privilege Rules:**

Students who meet the criteria that follows for parking and who wish to apply for parking privileges must provide the office with a valid Kentucky driver's license, proof of insurance, registration and information about the vehicle to be driven (license plate number of the vehicle to be driven). Eligible students must complete all required forms, providing all information requested, and return them to the office prior to a parking permit being issued. Failure to do so will result in removal of the student from consideration for a parking permit. Students who are approved for parking permits must pay \$20.00 for a semester (only applies to students who want to start driving second semester) or \$30.00 for the year. Funds received for student privileges shall be used to fund student activities throughout the year.

Students who drive to school without a parking permit will be towed at owner's expense without warning.

Attendance rules and policies governing parking permits will be enforced. Students who drive to school must obey the following rules:

1. All drivers SHALL immediately enter the building when they arrive at school. Students who loiter in the parking lot will lose their parking privileges for one grading quarter for each occurrence (no warning is required).
2. Students are NOT allowed to go to their cars during the school day for any reason unless given permission by the principal or assistant principal. Any student caught in the parking lot or in their car during the school day will lose their parking privileges for one grading quarter.
3. Students SHALL obey all speed limits posted around the school and drive in a safe manner. Any student who drives recklessly, speeds, guns their engine in a loud or annoying manner, or plays their music loud will lose their parking privileges for a minimum of one grading quarter or shall be issued a fine.
4. All students SHALL Park ONLY in designated student parking areas. Students who park in the designated staff lot will be subject to towing at the owner's expense without warning and lose any parking privileges they might have for one grading quarter.
5. The assigned parking permit tag SHALL be displayed on the rearview mirror of the vehicle at all times. Failure to display the tag may result in the vehicle being towed at the owner's expense or a fine shall be issued.
6. Students parking out of their assigned parking space shall lose their parking permit for one grading quarter on the first offense and if a second offense should occur will result in a loss of the privilege for a semester. A fine may be issued in lieu of permit suspension.
7. Any vehicle entering the parking area of Bath County High School is subject to search by school authorities and law enforcement personnel working with them. Such a search may be conducted for any reasonable purpose without a warrant being obtained. Search of the vehicle includes all compartments and components thereof. Once a search begins,

the person in control of the vehicle will not be permitted to remove it from the premises during the reasonable duration of the search.

8. Students are not allowed to drive to the Vocational School or to Owingsville Elementary School for CSL courses. If a car is to be worked on at the Vocational School, it may be driven there only if prior written permission is obtained from the Bath County High School Principal or Assistant Principal.
9. Students who leave the school grounds without permission in an automobile or allow others to leave without permission while driving their car will lose their driving privileges for one semester. **Students observed driving the wrong way out of the parking areas will be assigned a fine or will lose their driving privileges for two weeks for the first offense.** (Fine and the length of suspension of this privilege will increase with more offenses).

\* Students driving a different vehicle than the one registered in the office must notify the office upon arrival to school to prevent towing. Failure to do so by the student may result in a towed vehicle.

### **Parking Eligibility:**

Bath County High School provides a student parking area at the rear of the main building beside the gymnasium. Students may request parking privileges at any time during the year. To be eligible to receive a parking permit, students must pay \$30.00 and meet all of the following criteria:

1. be a BCHS Student in good standing;
2. maintain a 2.0 cumulative GPA\*; and
3. keep satisfactory attendance\*\* in the current school year.

\* Students who do not have the minimum 2.0 GPA. will be issued a permit, but the cost will be \$40.00

\*\* Any student who is referred to the DPP for attendance issues shall be declared as having unsatisfactory attendance and shall have their parking privileges revoked. No refund of any money shall be given.

### **Violations of Parking/Driving Rules:**

Students who fail to obey the rules for driving and parking on the Bath County High School premises as outlined on the previous page under "Parking Rules" will be subject to fines and or consequences. If a vehicle is towed from school property, it is done so at owner's expense.

### **Minor Parking Infractions Consequences:**

Minor parking offenses include the following: failure to display a parking tag, parking in a wrong area, failure to stop at a stop sign, loud stereo, sitting in vehicle after arriving on campus, smoking in a vehicle while on campus, going to vehicle during the school day without permission, and parking in the grass.

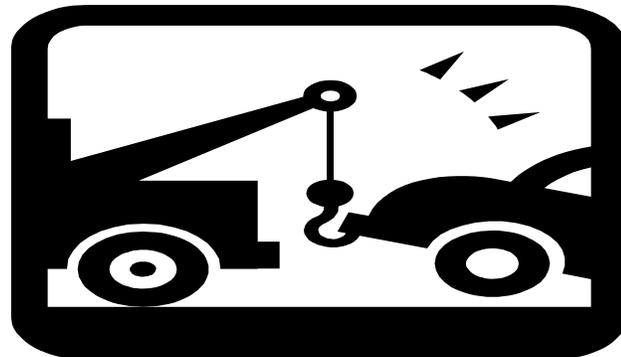
First Offense	\$10 Parking Fine or One Week Parking Suspension (5 School Days)
Second Offense	\$20 Parking Fine or Two Week Parking Suspension (10 School Days)
Subsequent Offenses	\$40 Parking Fine or One Month Parking Suspension (20 School Days)

### **Major Parking Infractions Consequences:**

Major parking offenses include the following: speeding, reckless driving, illegal take-off (squealing tires), excessively loud stereo, driving the wrong way on campus between the hours of 7:15 am and 4:15 pm, loud gunning/revving of engine, driving through the grass, illegal passing of another vehicle while driving on campus, use of vehicle and driving privileges to skip school, parking on campus during a parking suspension, and assisting another student in skipping school using a vehicle parked on school premises.

First Offense	\$20 Parking Fine or Two Week Parking Suspension (10 School Days)
Second Offense	\$40 Parking Fine or One Month Parking Suspension (20 School Days)
Subsequent Offense	Loss of Parking Privileges for the Rest of the School Year

When a student's parking privileges have been suspended, the student must give their parking permit to the principal or assistant principal. During parking suspensions, students are not allowed to drive or park on campus during the suspension time. This includes all Bath County Schools property at Owingsville Elementary School, Bath County Middle School, the Bus Garage, and the Bath County Board of Education. Students who park on the Bath County School property during a suspension will be towed immediately without warning and at the owner's expense and receive harsher consequences as outlined above. **WE WILL NOT ACCEPT ANY COINS FOR PARKING VIOLATIONS. YOU MUST BRING IN A CHECK OR CASH ONLY.**



**Dances: NEW**

Bath County High School will hold at least two (2) dances each year (Homecoming and the Junior/Senior Prom). All dances are sponsored by the classes. All advisors for the sponsoring classes are responsible for advertising the dance, organizing the dance, decorating the gym for the dance, and cleaning up after the dance. The cost to attend the Homecoming Dance is \$8.00 per ticket. The cost to attend prom is \$35 each. Ticket purchases for all dances other than Prom are cash only. The dates for our Homecoming Dance and Prom are as follows:

<b>Dance:</b>	<b>Date:</b>	<b>Time:</b>	<b>Sponsor:</b>
Homecoming Dance	October 12, 2019	7:00 pm – 10:00 pm	Freshmen/Sophomores
Junior/Senior Prom	April 25, 2020	8:00 pm – 11:00 am	Juniors/Seniors



**Student Dance Eligibility Requirements: NEW**

Only Bath County High School students and their guests will be eligible to attend the dances. All eligible student 9-12 can attend the Homecoming and other school sponsored dances. Only eligible juniors and seniors can attend Prom. Middle school students, students attending an alternative school (excludes GSA), and the children (including babies) of BCHS students or their guests will not be allowed to attend prom. All students who fail to meet any one of the following criteria below will not be allowed to attend a school dance unless approved by the school principal by a behavior/:

1. no more than five (5) days of out-of-school suspensions in the current school year,
2. no more than a ten (10) day placement at SCA for behavior;
2. no more than ten (10) days in the ACP Program in the current year,
3. no more than six (6) unexcused absences

On the day that Prom tickets are to be sold, the head Junior sponsor will work with the administration and/or counselors to check the eligibility for all students at Bath County High School and compile an "Ineligibility List". The "Ineligibility List" will be used to ensure that only students eligible for Prom can purchase a ticket. Also, any person that is attending the Prom that does not attend Bath County High School must acquire permission from the administration.

**Guest to BCHS Dances NEW:**

An application request to attend BCHS dances must be completed by the BCHS student or their guest and the request must be submitted to the dance sponsor for approval by the administration. Guests eighteen (18) years old or older will have to submit to a criminal background check and guests that are students at other high schools must grant permission for the school to receive their attendance and discipline records to make decisions about approval. Home school students under the age of 18 are not eligible to attend dances. Guests that are students at other high schools must meet the criteria outlined above for Bath County High School students. Non-students eighteen (18) years old or older must have a clear criminal background or receive a waiver form from the school principal. A waiver may be granted if the guest is a

recent graduate of our school and is familiar to the high school administration. Guest over the age of 25 years old are prohibited from attending school dances. Dates to BCHS dances with a felony criminal background or more than three (3) misdemeanor convictions are ineligible to attend. An approved criminal background form conducted within a calendar year must be on file with the YSC director before the guest can be approved to attend a school dance.

### **Alcohol and Drug Screening for School Dances: *NEW***

All students and their guest are expected to behave in a manner appropriate for the occasion. All students are expected to wear attire appropriate for the occasion. Furthermore, to deter drinking before Prom arrival, all students will be checked as they enter Prom using a breathalyzer. Students who refuse will not be allowed to enter and the police will be called on any student who blows above 0.00 due to reasonable suspicion. If the police confirm drinking, the student will not be allowed to enter Prom and will be disciplined according to the BCHS student code of conduct. Note: The BCHS Administration reserves the right to conduct drug and/or alcohol screenings during any school dance for school sponsored.

### **Educational Fieldtrips:**

Fieldtrips will occasionally be scheduled to help students better understand the concepts that they are learning. When fieldtrips are scheduled, they will not be scheduled during the final week of each grading quarter. Only fieldtrips that have a direct relationship on the concepts being taught in a course will be allowed. The principal must approve all fieldtrip requests. Board policy requires that all schools must pay a fee per mile for all fieldtrips. Because of this expense, students may be required to pay a small fee to go on fieldtrips. Only students in good standing (with student privileges) can attend field trips.

### **Available Clubs and Organizations:**

It is very important that all students be involved in school. Research shows that the more students are involved the more successful they will be in school. For this reason, our school makes available numerous clubs and organizations for students to join. Bath County High School offers the following clubs and organizations: Beta Club, F.B.L.A. (Future Business Leaders of America), F.C.A. (Fellowship of Christian Athletes), T.S.A. (Technology Students Association), F.F.A. (Future Farmers of America), Art Club, F.C.C.L.A. (Family, Career and Community Leaders of America), STLP (Student Technology Leadership Program), Strategic Gaming Club, Student Government Association(SGA), Skills USA, Pep Club, and HOSA (Health Occupations Students of America). \*Other clubs may be offered.



### **Beta Club Eligibility:**

In order for a student to be inducted into the Beta Club they must meet certain criteria. Juniors must have a 3.5 cumulative GPA to be eligible for induction into Beta Club. Induction is also conditional on a student's disciplinary record and attendance records. Students who have more than six (6) unexcused absences in the current school year or who have received disciplinary punishment of out-of-school suspension, during any portion of their enrollment in BCHS exceeding a total of 5 days, will not be eligible for induction into the Beta Club. All students who meet Beta Club eligibility for induction must also be approved by the faculty. In order to stay in Beta Club, students must maintain a 3.5 GPA, receive no F's, receive no out-of-school suspensions, and earn 100 total service points per year based on various Beta Club activities.

# Student Dress Code:

## Dress Code (Appropriate Clothing): *NEW*

### **Student Dress Code:**

In order to maintain an appropriate learning environment for Bath County High School, a standard dress code policy has been established for students. Students are expected to dress in clothing appropriate for the season and for the school setting or activity in which they are present. Students violating the policy will be required to obtain suitable clothing and may be subject to disciplinary action. **The administration reserves the right to disallow any clothing it deems unsuitable and that disrupts the learning process.** All policies pertain to both male and female students. Any student wearing clothing that is deemed to be inappropriate or disruptive to the learning environment will be asked to change or cover up objectionable clothing. Students will be sent to the YSC to find appropriate clothing. If appropriate clothing is not available for the student, parents will be called to provide appropriate clothing to the student or he/she will be sent home to change. Students going home to change must follow the sign-out procedure and the time away from school will count against a student's attendance.

Hats, toboggans, hoods, extremely unusual non-prescriptive contacts, bandanas, and sunglasses are not allowed to be worn. **Head coverings/wraps are allowed if they are used for the purpose of holding hair back. Earbuds and headphones must be put away at times when electronic devices are not allowed to be used. Hats can be visible as long as they are not on the student's head.**

No clothing or accessories (i.e. bracelets, backpacks, notebooks, belts and/or buckles) are to be worn that state, imply, or promote obscene language, tobacco, drug, and/or alcohol use, sexually suggestive slogans and/or depictions, racial, violent, gang-related, or socially offensive images or language. This includes the following: Rebel Flags; Promotion of organization or businesses that promote above mentioned topics (ex. Playboy, Hooters, etc...). No jewelry or accessories that have chains any longer than a normal necklace. (NOTE: We will allow shirts that display a bow or gun as long as it is not the primary focus of the shirt and does not promote violence (ex. Bass Pro Shops shirt that promotes hunting with small display of a gun).

Accessories (spikes, dog collars, etc.) that may be used as a weapon or piercings that are deemed a safety hazard are not permitted. Students with tattoos, body art, or other accessories that violate the provisions described for clothing must be covered at all times of the school day. **Students with hickeys on their neck or body may be asked to cover them up with a bandage or an article of clothing.**

Clothing that exposes underwear or the body, including, but not limited to, cleavage and the midriff, low rider pants, tops with spaghetti straps, strapless tops, halter tops, open back shirts or dresses, muscle shirts, tank tops, mesh shirts, (tops must be at least 3 inches width across both shoulders) may not be worn. Tops must meet the pants/shorts/skirts with no skin showing at the midriff when asked to raise your arms. "Wife beater" shirts or shirts that expose the torso cannot be worn. **Shirts that are cut off at the sleeves and expose any skin below the armpit cannot be worn.** See-through or mesh shirts, tops, dresses, slacks, or shorts are not to be worn unless they are worn over other clothing that meets.

Clothing that is excessively revealing, extremely tight fitting, or that attracts undue attention may not be worn. Spandex pants, leggings, jeggings, yoga pants, and tights may not be worn without an appropriate dress, sweater, or top **that covers the front and the back.**

Shorts, dresses, and skirts that are shorter in length than the mid-thigh are not permitted. A good rule of thumb is 5 inches from the center of the knee. Pants or shorts that contain holes or slits above the 5 inch rule are not to be worn. **If holes are higher than 5 inches above the middle of the knee, they must be covered up with some type of material like tape.**

Shoes must be worn at all times.

**Earbuds can NOT be visible during times when cell phones are not allowed. They can only be visible during times when cell phones are allowed.**

### **Dress Code (Appropriate Clothing)**

It must be understood that when dealing with dress code every student's unique size and shape is a factor in determining the appropriateness of the attire. For example, a shirt worn by one girl may not be appropriate on another or a pair of shorts may meet the length requirement for boy but not another. Please understand that the enforcement of student dress code is not for the purpose of hurting or controlling our students. It is for the purpose of eliminating potential issues that could affect the learning environment of our school. This includes bullying and inappropriate comments.

Recommendations: Students should wear shorts underneath dresses so that their underwear is not seen as they walk up stairs.

Excessive Cleavage can be anything over three inches exposed when a student takes their chin to the neck.

**When in doubt as to whether an outfit is school appropriate, use the following as your guide:  
No belly, no back, no cleavage, and no crack!**

### **Consequences for Dress Code Violations:**

Students who violate the dress code will be provided a change of clothing from the office (if available). Any items worn that do not meet dress code will be immediately confiscated from students and returned to the student at the end of the day if it is a first offense. Upon second confiscation, item(s) will be held until the last day of school and returned to the student upon request.

The student violating the dress code will be required to change clothes and students who do not change clothing will be placed in ACP. **Students who violate the dress code will first receive a warning and will then be assigned one (1) break detention for each following violation.** After three violations the student will be placed in ACP for one (1) day, further violations will result in three (3) days ACP assignment and a mandatory parent conference. If a student refuses to change, they will be subject to additional disciplinary action. Determination of appropriate dress/attire will be left up to the administration.

# School Attendance Policies:

## **Class Tardy (Definition):**

Once a student arrives at school, they are expected to be in each class by the designated time. All students are given 5 minutes passing between classes; this is ample time to walk from one class to another. When a student fails to be inside the appropriate classroom door and seated when the tardy bell for that class rings they are considered to be tardy for that class. Teachers will assign break detentions and/or ACP to students who have unexcused tardies to class. Students are expected to be in class and seated when the tardy bell rings each period. Students who are tardy to class must sign the Classroom Tardy Log for that class. Also, the bell system is not the authority in the school, the bell does not dismiss class, the teacher does! Classroom tardies will be logged and maintained by each classroom teacher in a notebook log (Classroom Log).

## **Consequences for Being Tardy to Class:**

All students are expected to be in class on time. Students who are late to class must sign the tardy log for that class. Bath County High School has a school-wide tardy policy that is strictly enforced by the administration and the faculty. The tardy policy for each semester is as follows:

First Unexcused Tardy	One (1) Break Detention (minimum of ten minutes)
Second Unexcused Tardy	Three (3) Break Detentions (minimum of ten minutes each)
Additional Unexcused Tardies	Office Referral for One (1) Day ACP & Parent Notification

At the beginning of each quarter, students get a clean slate. Break Detentions will be held every day during break in the gymnasium by the assistant principal or his/her designee. Students who fail to show up for their assigned Break Detention(s) will receive double assignment of days. Students who fail to serve double assigned Break Detentions will be assigned one (1) full day of ACP. After a student accumulates two (2) unexcused tardies, each subsequent tardy will result in automatic assignment of one (1) full day of ACP per tardy.

## **School Tardy (Definition) and Consequences for School Tardies: *NEW***

A student is considered tardy for school when they arrive to Study Zone after the start of a school day (after 8:05 am) or leave from school early (after 2:25 pm). These tardies accumulate and result in a student losing certain privileges and possibly going to court. Students who are tardy to school must immediately report to the office and sign-in in the appropriate log. As outlined by KRS 159.150 and board policy 09.123, only six (6) of the tardies committed by any student are excused with a parent note and any other tardies must have a valid reason (i.e. medical appointment, death in the immediate family, court appearance). All notes to excuse a tardy must be presented to the office in order for the late arrival or early release (tardy to school) to be excused. If a student doesn't provide appropriate notes, the tardy will be unexcused and the student will be assigned break detention for each unexcused tardy. Students who are frequently tardy to school (more than six (6) unexcused times) are considered truant and will lose certain privileges at school as outlined by school policy. Students will receive a break detention for unexcused tardies to school up to six (6). After six (6) unexcused tardies to school the be placed on a restricted student privilege contract.

### **Attendance Policy (Expectations):**

When a student is absent from school, no learning occurs and even if the missed work is made up, the instruction cannot be made up. Furthermore, when a student is absent from school it reduces the funding that our school receives from the KDE. With the financial difficulties that all schools are experiencing, great attendance is an important key in the financial stability of our schools and a key to the quality of instruction our school can provide. The administration, faculty, and staff at Bath County High School expect all students and teachers to be present every day! All students at Bath County High School are expected to attend school on a regular basis in order to benefit from the instructional program provided. We want our students to develop desirable traits of punctuality, self-discipline, and responsibility. Students with poor attendance typically do poorly in school and most high school dropouts quit school due to a lack of achievement that resulted from poor attendance. Students who have good attendance usually excel in school, have higher grades, and enjoy school.

### **Parent Notification:**

When a student is absent from school, a One Call notification or personal phone call will be made by the designated school attendance clerk to verify that the student is suppose to be absent and inquire as to why the student is absent. We do this to make sure that students are not skipping school and to communicate with parents about student attendance and possible consequences of truancy.

### **Excused Absences:**

When a student is absent from school the absence will either be recorded as excused or unexcused. As outlined by KRS 159.150 and Board Policy 09.123, the school will allot six (6) parent notes each school year to excuse student absences. Recognized excused absences are as follows:

1. Personal illness\* without a doctor's visit (up to six per school year with a parent note)
2. medical/dental/vision appointment (documentation is required from a physician),
3. death in the immediate family\*\*, (funeral notice is required as documentation)
4. school activities (documentation will be provided by the school),
5. Driver's Test (a copy of the student's newly received Diver's License will serve as documentation and only a ½ day absence will be allowed one time during a student's four-year school career),
6. Permit Test (a copy of the student's newly received Permit to Drive will serve as documentation and only a ½ day absence will be allowed one time during a student's four-year school career),
7. court appearance (written documentation from the court is required), and
8. emergencies declared by the principal and pre-approved (the principal will provide the documentation for emergency absences through a written note to the attendance officer). When a student or parent needs to request an emergency principal's note, the parent or student must get pre-approved written permission from the principal PRIOR to the absence. A maximum of two (2) emergency principal's notes can be given per school year to each student.

### **Turning-In Attendance Notes:**

**All Attendance Notes should be submitted to a folder located near the front office. All students have five (5) days to provide the documentation that is necessary to excuse an absence upon return to school. After the five days, the absence(s) will be considered unexcused and permanently recorded as unexcused (this applies to Prom Eligibility restrictions as well).**

\* Students with chronic or recurring personal illnesses or family illnesses are required to have a doctor's note on file with the school. Students with excessive absences due to illness who also have a request from a physician may be placed on home bound.

\*\* Immediate family is defined by Bath County High School as mother, father, brother, sister, grandparent, aunt, uncle, close cousin (first, second, or third), mother-in-law, father-in-law, brother-in-law, sister-in-law, and legal guardian.

### **Parent Notes:**

When a student is absent, the school requires that a written excuse from the parent/guardian of a student be provided to the office as soon as the student returns to school. All students at Bath County

High School are allowed six (6) absences per school year that can be excused by a parent note. All absences beyond six (6) and all tardies beyond six (6) will be considered unexcused unless the absence or tardy is verified by a medical statement, court order, driver's test, permit test, death in the immediate family, doctor's appointment, or **pre-approved** emergency principal's excuse. All parental notes for tardies should be turned in upon arrival to school or dismissal from school – furthermore notes for tardies must be turned in within five (5) school days. All parental notes for absences must be turned in to the office within five (5) days upon return to school and must include the following:

1. Date the note is written
2. Student's full name (first and last)
3. Date of absence
4. Reason for the absence
5. Signature of parent/ guardian
6. Contact phone number (day and evening)

It is the parent's responsibility to indicate the reason for the absence(s) and the school will excuse the first six (6) parent notes regardless of reason given. Once a student has used all of their parent notes, a student will need administration permission to leave school for any reason. All notes to leave will be verified, doctor's appointments will be verified, and every attempt will be made to ensure the student does not receive an unexcused absence. If a student or parent does not turn in a parent note for an absence and any of the six (6) allowable parent notes are available, the school will issue a parent note by default. A sample Parent Note is shown below...

<b>August 16, 2019</b>
To Whom It May Concern,
Please excuse my son Donald Trump, a freshman at Bath County High School, for his absence on August 15, 2019. He was unable to attend school due to an illness.
Sincerely, <i>Fred Trump</i> Father
Home Telephone: (606) 674-6325

### **Emergency Principal Excuses:**

When a student has used all of their six (6) parent notes, Bath County High School will not accept any parent notes for absences beyond the six (6) and these absences will be recorded as unexcused. If an emergency does occur and a student has used all parent notes, a student can request up to two (2) emergency principal's excuses. **However, all emergency principal's excuses MUST be APPROVED no later than the day the student returns to school after the emergency.** In other words, if a student is to receive an emergency principal's excuse, the student and/or parent/guardian must communicate with the principal on the date of the absence or immediately after before an emergency principal's excuse will be issued. No emergency principal's excuses will be issued to a student if a request is made after the absence has already been locked as unexcused. Communication can occur via telephone, personal conversation, email, or written request as long as the communication occurs on or before the date of the absence. The principal shall have the authority to grant a maximum of two (2) emergency principal's excuses per student per school year.

### **Nurse Excuses:**

Bath County High School is staffed with a licensed nurse during the school day. The nurse is available to administer basic medical needs to our students and staff. If a student is sick and the nurse determines

that a student is unable to stay at school due to sickness, the nurse may send a student home and issue an excuse from the nurse's station. The nurse will be allowed to send a student home with an excuse from her office only once per semester (twice per school year). If the nurse sends a student home more than once in a semester the student must use a parent note to excuse the absence or go to the doctor for a medical excuse. Also, unless there is a medical condition, students are restricted to 3 (three) nurse visits per grading quarter. Students who exceed the allotted visits will be referred to the principal.

**Attendance Incentives:**

Bath County High School will attempt to work with local businesses to set up an attendance incentive program to reward students who have good attendance in school, if at all possible. Rewards will be set up on a monthly basis and depending on local business contributions and funding, the school will try to reward students who have good attendance in a variety of ways including, cash drawings, gift card drawings, free merchandise, and other similar awards.

**Unexcused Absences:**

An absence or school tardy that is not excused is considered unexcused. Anything that is not recognized by Bath County High School as excused is considered to be unexcused. This includes, but is not limited to skipping school, shopping, vacation, work, car trouble, traffic jams, etc. Students who skip school place themselves in danger and place the Bath County Board of Education in legal jeopardy. Skipping school is a serious offense and students who skip school will be subject to the maximum consequences allowable by the school. Under state law, students who skip school for three days or more are considered truant.

**Consequences for Unexcused Absences:**

<b><u>Unexcused Absence Events</u></b>	<b><u>Consequence</u></b>
First Unexcused Absence	Documented warning from school attendance officer
Second Unexcused Absence	Student Conference and/or parent contact from classroom teacher
Third Unexcused Absence and Beyond	Attendance Contract, and Documented Meeting with YSC, and Referral to the Truancy Diversion Program (students under the age of 18)
Fourth Unexcused Absence	Documented conference with school guidance counselor and/or mental health provider
Fifth Unexcused Absence	Documented conference with school administration
Sixth Unexcused Absence	Referral to DPP for Habitual Truancy, Request Home Visit, <b>and Suspension of Student Privileges</b>

**Once a student has been referred to the DPP for habitual truancy, the student's privileges will be revoked and the student will also be suspended from participation in all school events, activities, fieldtrips, and clubs; in other words the student will not be able to participate in any school related activities or events including the following: Prom, senior events, all fieldtrips, dances, parking, extra-curricular activities (including sports), co-curricular activities (including all school clubs and Beta Club), and the student cannot hold any office (class office or club office). Any dues or fees paid by a student or money spent to belong or participate in any events, clubs, or sports lost due to habitual truancy will not be refunded by the school and the money will be forfeited by the student and parent/guardian. In summary, the consequences for poor student attendance at Bath County High School are as follows:**

### **Habitual Truancy (HB 72 and KRS 159.150):**

By law, any student who has been absent from school for three days, or who has been tardy to school on three days without valid excuse, is truant. Any student who is reported as truant more than two times is a habitual truant. Habitual truant students and their parents are legally liable under KRS 159.150 and HB 72 and shall be referred to the courts by school personnel for noncompliance. Students who have accumulated more than six (6) unexcused absences shall be referred to the DPP for court referral. Any parent, guardian, custodian, or student of age eighteen or older who intentionally fails to comply with KRS 159.150 shall be fined one hundred dollars (\$100) for the first offense, two-hundred fifty dollars (\$250) for the second offense, and each subsequent offense shall be classified as a Class B misdemeanor and adjudicated in the courts.

### **Procedure to Request Reinstatement of Student Privileges (Attendance):**

#### **NEW**

Any student that has had their student privileges removed due to truancy can request in writing for the reinstatement of their privileges. The school administration will establish the provisions that the student must adhere to in order to regain their privileges. The student and parent must sign and uphold an Attendance Contract /Behavior Contract for Reinstatement of Student Privileges before student privileges can be reinstated.

### **Attendance Requirements for Receiving Course Credits:**

Student attendance is directly related to student achievement and future success. A trait that is embedded in all successful people is punctuality and good attendance. Bath County High School wants each of our graduates to learn the traits of good attendance, hard work, and being punctual. Bath County High School follows all laws and Kentucky Revised Statutes related to maintaining satisfactory student attendance. For these reasons our school uses the traditional Carnegie Hour System as a requirement for a student to receive credit in a course. Therefore, students must be present for at least 75% of the class time for a semester/year. In order to receive credit, a student cannot miss more than 25% of the time a class has met. An easy way to think about this is if there are 170 days of school and a student is in a yearlong class, the student must be present for 128 days in order to be able to receive credit, so if the student misses more than 42 total days of school they must make up the days in summer school (if possible) or they do not receive credit for the course. A semester course (if offered) would work the same way, so typically there are 85 days in a semester class, the student must be in attendance 64 of those days to be eligible for a credit. If the student misses more than 21 days in a semester, the student must make up the days in summer school (if possible) or night school, otherwise they do not receive credit for the course. Questions on the minimum attendance requirements for receiving credits should be directed towards the principal or assistant principal.

If extenuating circumstances exist that caused a student to miss excessive unexcused absences, a student may petition the principal in writing for a waiver of this policy. If the principal deems the circumstances valid, the student will be invited to voice their request before the SBDM Council at a regularly scheduled monthly meeting. The SBDM Council will make the final determination of the extent of waiver if any for the policy.



### **School-to-Work Early Release:**

Students who have jobs after school during the week working outside Owingsville and having to be at work by 4:00 pm are eligible to leave on **first bell** on those days assuming they do the following: 1) turn in evidence of employment outside of Owingsville to the YSC, turn in a permission form to the YSC signed by the student and parent, turn in a copy of a current work schedule every week to the YSC, and sign out on the appropriate log in the YSC each day the student has to leave for work. On days the student leaves early they are to exit the campus in the appropriate direction. On days that a student does not work before 4:30 pm, the student is to remain at school and leave on their normal bell. Students who fail to turn in all paperwork, a copy of their weekly work schedule, or who fail to sign out in the YSC log will be disciplined accordingly. Students who have repeated issues will not be eligible for early release. The earliest a student can leave for work is the first dismissal bell.

### **Leaving School Early (Checking Out):**

Students who need to leave school early must bring a note written by the student's parent to the office immediately when they arrive at school. The note can be submit in the folder where absence notes are turned in outside the front office or given directly to the secretary. This note must include the date, reason for early release, time of early release, and the telephone numbers of parents. The office secretary will call the parent to verify the note before the student will be allowed to leave. When a student becomes ill during the school day, the student must come to the nurse's office. The nurse will take care of all calls to parents in the event that an ill student needs to leave school early. All students who leave school early must sign out in the front office before leaving, even after the 3:15 bell. Students can only be checked out by parents, guardians, and those people on the student's Check-Out Sheet. **As per board policy, parents will no longer be allowed to call the school to give their student permission to leave during the school day. If no note is presented, the parent or other authorized person(s) listed on the students' Permission Form must come to the school to sign out the student. Once a student has used all their parent notes, they must have permission from the administration to leave and all reasons for leaving must be verified and the appropriate documentation must be provided upon the student's return to school. Students leaving school for invalid or unnecessary reasons, or if the student fails to provide appropriate documentation, will be disciplined for skipping school.**



## Excessive Medical Excuses:

It is important for all students to be at school every day – a student cannot learn if they aren't in school. It is also important for students to schedule medical appointments so that the student can be at school all day or at least part of the day. Medical appointments can also be made on non-school days during scheduled breaks. Even though a medical absence is usually an excused absence, excessive medical absences can hinder learning and negatively impact the education being provided to a student. If a student misses more than ten (10) days of school due to medical reasons, the student must have the doctor or ARNP complete a Medical Excuse Form (Form XMA8) for each and every absence beyond ten (10) – one per occurrence. A regular medical excuse will NOT be accepted for any absences in excess of the ten (10) and failure to submit this completed form for the medical absences beyond ten (10) will result in the absence being recorded as unexcused.

## Educational Enhancement:

A student who is attending or participating in an educational activity may request that the absence be excused as an educational enhancement if they have no unexcused absences. The student must complete an appropriate Educational Enhancement Request Form (Form EHO8) and **return it to the school guidance office secretary at least five (5) days prior to the absence.** Such an absence as requested by the signed application and approved by the school principal will be considered an excused absence. The major intent of the activity must be educational in order for the student to be granted this type of absence (e.g. art program, dance programs, State Fair activities, workshops that are educational in nature, etc.). The principal will use his/her good judgment to determine if the activity meets guidelines, however, decisions may be appealed to the Superintendent and then to the Board of Education. A student may be approved for up to ten (10) days of absence per year for this purpose. Student grade cannot be affected by lack of attendance or participation in classes for approved days. **Documentation must be submitted within five (5) days of returning to school to excuse the absences. Requests for Educational Enhancement will NOT be granted to students during the school's state testing window, during the first five (5) days of each semester, or for the last five (5) days of each semester. EHO forms can be picked up in the front office or from the Bath County Schools website.**

## Post-Secondary Visitations:

We hope that all of our students that graduate from Bath County High School go on to attend some post-secondary institution or trade school. In order to help students with their post-secondary plans we allow seniors to schedule up to two (2) documented visits to a post-secondary institution. These two (2) documented post-secondary visits will be recorded as educational enhancement days if possible. Any student wanting to visit a post-secondary institution must follow these guidelines:

1. Discuss the post secondary visitations with a counselor or administrator before going.
2. Complete an educational enhancement form **prior** to the visit.
3. The senior must obtain a signed and dated document that provides evidence that the student made the post-secondary visit (including time spent on campus).

4. The documentation must be signed by the counselor (the counselor verifies that permission was granted prior to the visit) and provided to the attendance clerk in order to get the educational enhancement for the visitation.

### **Make-Up Work:**

When a student misses school due to an excused absence, it is the student's responsibility upon returning to school to make arrangements with their teachers to make up work. It is the student's choice of whether to make up any missed work, but all assessments missed must be made up within five (5) days of returning to school unless the student has missed more than three (3) days of school. In the event that a student has missed more than three (3) days of school, the student will receive the same number of days missed to make up work and/or assessments (for example: if a student missed five (5) days then they have five (5) days to make up the work). Any assessments not made up in the allowed time frame will be recorded as no data by entering a zero.



# Code of Student Conduct:

## **Behavior Expectations for Students:**

In order to provide an environment that fosters student achievement, the faculty needs the help and cooperation of students, parents/guardians, the community, and the local Board of Education in establishing proper conditions for learning. All students at Bath County High School are expected to behave in a manner that creates a positive school environment. Students should feel proud of the school they attend and school pride only occurs when students are respectful, positive, and make every effort to follow all school rules! Rules are not made to impose on student rights; rules are made to protect all students' rights in the school. All teachers, staff, and students should be respectful to each other at all times. The primary goal of the faculty and staff of Bath County High School is to provide every student with the opportunities to achieve their life goals, even if no goals have yet been established. The faculty and staff will administer the discipline code in a firm, fair, and consistent manner!

## **Tobacco and Tobacco Cessation Products (Possession and Use of Tobacco):**

The use or possession of cigarettes, chewing tobacco, smokeless tobacco of any kind, or e-Cigarettes by the students at Bath County High School is strictly prohibited. This not only includes the regular school day, but also at all school sponsored events! Students who are caught in possession of or using tobacco or tobacco cessation products will be placed in ACP for violation of school rules as outlined in the Parent and Student Handbook. **All tobacco and tobacco cessation products that are confiscated at school will not be returned!** All tobacco and tobacco cessation products that are confiscated from student vehicles during routine searches will only be returned to the student upon parent acknowledgement and permission. Students found in possession of tobacco or tobacco products (not using) will be assigned to three (3) days of Break Detention for their first offense. Any additional offenses for possession will result in a day of assignment in ACP. Students found using tobacco or tobacco cessation products will be assigned a day of ACP, with an additional day added for every future offense (i.e. 2<sup>nd</sup> offense using tobacco – 2-day assignment to ACP, and so on). There is no student smoking area on the Bath County High School campus. Smoking in a public building is against Federal Law and carries a \$10,000 fine. **If tobacco is found in the bathrooms or anywhere in our building and we cannot pinpoint who the tobacco belongs to, then the administration can take break and/or shorten lunches. The administration reserves the right to modify any of these policies regarding tobacco.**

## **Eating and Drinking in Classrooms:**

Eating in the classroom is prohibited, however students will be allowed to drink water in a clear plastic container (24 ounces for less) or Bath County Schools water bottles only. They cannot put additives in the water or have sports drinks – water only. No glass or metal containers are permitted. We are understaffed and our custodians have more than enough to do. Furthermore, when a spill or mess occurs, instructional time is wasted cleaning up messes. Students are allowed a 15 -20-minute break in which they can drink soda and eat snacks (this is ample time). Teachers will stand at their classroom door at the beginning of seventh period and make sure that students throw all food and drinks in the trash can before they enter! Any student who intentionally brings food or drinks into a classroom will be reprimanded by the teacher and reported to the office (disciplinary consequences may occur). Exceptions will only be made if a note from a physician specifically states that it is medically necessary for a student to have food with them in a classroom. Physician notes must be submitted to the nurse and the nurse will notify all teachers of that student of the need for food.

### **Sleeping in Class:**

Students are expected to be actively engaged in all activities in a classroom and attentive during all discussions. Under no circumstances are students allowed to sleep in class. Students who are caught sleeping in class will be assigned time-up in the classroom by the teacher (the time up will not exceed ten minutes and will either be in a corner or in the back/front of the classroom). After the student returns to their seat, if they are caught sleeping again, the teacher will assign the student one (1) day Break Detention for each occurrence in that class. Teachers will report students who habitually sleep in class to the counselor for investigation of the student's home life and will also report the student to the principal/assistant principal for consequences.

### **Public Displays of Affection (PDA):**

PDA is not tolerated in any form or fashion at Bath County High School. Students are expected to maintain proper distance from each other and refrain from kissing, groping, full body contact, or other similar actions. Students who are caught committing PDA will be disciplined according to the consequences outlined by the BCHS Student Discipline Code. If a teacher or administrator observes PDA, the students will be written up and reprimanded. If a teacher or administrator observes questionable behavior that is "borderline PDA" and asks the students to stop, the students must cooperate or they may be written up for defiance. Students caught kissing will automatically be assigned to one (1) day ACP.

### **Possession of Various Communication or Entertainment Devices/Items: Cell Phones, Smart Watches and Similar Devices:**

Items that may interrupt the educational process should not be visible or utilized during the school day except for permitted times or if specific permission is granted by a teacher/administrator. Such items include, but not limited to the following: Cell phones, tablets, Smart Phones, laptops, various noise makers, guitars, skateboards, athletic equipment outside of the gym, and any other item that may be deemed inappropriate for the educational setting by the school administration.

In our new technology age, it is understandable that our students will need to use their electronic communicative devices at times during the school day for their appropriate personal use and for instructional purposes. Because of this, permitted times have been established for these types of devices.

Permitted Times included the following: Arrival to school until 8:03 a.m.; Between Class Changes until the movement bell; During the student's assigned lunch time and only in the cafeteria; During Afternoon Break (if the student has not been assigned break detention or specifically told not to use their device); and after the first dismissal bell at 3:15 p.m. School administration and classroom teachers may permit use of devices for special occasions and for instructional purposes.

### **No electronic device can be used in the bathrooms.**

Cell phones, pagers, and other devices that are **visible or heard** when NOT allowed shall be immediately confiscated by school personnel and brought to the office and will receive the following consequences (students who are caught using these items will receive harsher consequences):

First Offense	One (1) day Break Detention assigned by the teacher (teacher must report this to the Break Detention Coordinator) – cell phone or device will be returned to the student at the end of the day (prior to the student leaving school)
Second Offense	Three (3) days Break Detention assigned by the teacher (teacher must report this to the Break Detention Coordinator) – cell phone or device will be returned to the student at the end of the day (prior to the student leaving school)
Subsequent Offenses	One (1) day ACP assigned by the office (teacher must write up student and send to the office) – cell phone or device will NOT be returned to the student at the end of the day and the parent/guardian must come to the school and pick up the cell phone or device

The consequences above do not apply to students who are caught using an I-Pod, Walkman, or cell phone (includes talking on the cell phone, checking voice messages, viewing pictures, using Bluetooth, or text messaging). Use of a cell phone or other similar device during the school day during restricted times is a Level II misconduct and results in automatic assignment to ACP (see Level 2 Misconduct Consequences). When a student is caught using a cell phone (includes talking on the cell phone, checking voice message, viewing pictures, using Bluetooth, or text messaging) the cell phone will be confiscated and returned to the parent upon request (the cell phone will not be returned to the student). Students who fail to cooperate with school officials when a device/cell phone is being confiscated will be written up for defiance which is a Level III misconduct and the student will receive the consequences outlined.

### **Other Prohibited Items: NEW**

There are a variety of things that students are not allowed to bring to school, besides the obvious items mentioned previously. These items include the following: guitars, keyboards, amplifiers, animals, brass knuckles, nun chucks, ninja stars, sling shots, bow-n-arrows, stereo boom boxes, skateboards, roller blades, stink bombs, pepper spray, mace, fire crackers, bullets, any contraband related to alcohol or drugs, vape pens, juuls, juul pods, vape juice, and any other items that might disrupt the educational environment of the school. These items are prohibited from school due to the various problems that can arise when they are brought into the building. If one of these items must be brought to school because it is needed for a classroom project or activity, then written permission must be acquired from the teacher and signed by the principal before the item is brought to school. The administration reserves the right to add items to the "Prohibited Items List" if it becomes necessary. Students who are caught using any prohibited item will receive the consequences as outlined under the Level II misconducts.

### **House SB228" The Bully Bill"- Kentucky's Bullying Law:**

House Bill 91 was signed into effect by Governor Matt Bevin in April 2016. This law provides a definition to bullying; requires the school board's code of acceptable behavior to prohibit bullying; require the code to include procedures for investigating and responding to reports of bullying; and a method to protect a person reporting a bullying incident.

Definition-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.

Note: 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.

### **Bullying Policy:**

In order to prevent the disruption of the educational process and the ability of all students to take advantage of the educational opportunities offered at BCHS the following student behaviors as defined by law will not be tolerated:

- |                                   |  |
|-----------------------------------|--|
| <input type="checkbox"/> Hazing   | <input type="checkbox"/> Intimidating                          |
| <input type="checkbox"/> Bullying | <input type="checkbox"/> Threatening behavior                  |
| <input type="checkbox"/> Taunting | <input type="checkbox"/> Verbal or physical abuse of others    |
| <input type="checkbox"/> Menacing | <input type="checkbox"/> Use lewd, profane, or vulgar language |

This policy extends to any/all student language or behavior including, but not limited to, the use of electronic or online methods. These provisions should not be interpreted to prohibit civil exchange of opinions or debate protected under the state or federal constitutions where the opinion expressed does not otherwise materially or substantially disrupt the education process or intrude upon the rights of others.

VIOLATIONS AND REPORTING Students who violate this policy will be subject to appropriate disciplinary action as outlined in the District Code. Students wishing to report a violation or who believe they are victims may report it to any staff member of Bath County High School who will take appropriate action as defined by the Code. Staff will refer the report to the principal (or designee) for further action when the report involves an offense that may warrant suspension or expulsion of a student, any felony offense, or a report that may be required by law, including reports to law enforcement. When a complaint is received that does not appear to be covered by this policy, the administrators will review other policies that may govern the allegations and take appropriate action.

RETALIATION Other students and employees shall not retaliate against a student because he/she reports violation of the code or assists or participates in any investigation, proceedings, or hearing regarding the violation. The Superintendent (or designee) shall take measures needed to protect students from such retaliation. As provided in the Code, students who believe they are victims of these behaviors will be provided with a process to enable them to report such incidents to personnel for appropriate action.

COMMUNICATION By the end of the first week of school, the Bath County Schools Code of Acceptable Behavior and Discipline will be posted at the school, referenced in our school handbook, and provided to all school employees, parents, and legal guardians, or other persons exercising custodial control or supervision of students including those students who enroll during the school year. Before the beginning of each school year, the principal (or designee) will work with the district to develop a process to train employees when necessary in the use of the Code and/or to provide update information to the staff, students, and parents concerning this Code.

**For Additional Information Regarding the District Bullying Code please refer to the Bath County Schools Code of Acceptable Behavior.**

**Any questions regarding this code or to report an incident of potential bullying please contact Melanie Erwin, Principal Bath County High School.**

# Consequences for Misconduct:

## **Punishments Used for Student Misconducts:**

The rules that have been established by Bath County High School are set to ensure that our school is successful in preparing all our students for the future. When students do not follow the rules set by the school, certain consequences will be administered to the students by the administration. These consequences are meant to deter students from doing things that prevent other students from making the most of the educational opportunities that our school is providing to them. Some of the consequences may include: time-out, time-up, Break Detention, Alternative Classroom Placement, Work Detail, Extra-Curricular Ineligibility, After-School Detention, Saturday School, Out-of-School Suspension, assignment to Alternative Setting, and Expulsion. Each of these consequences is described below.

### **Time-Out:**

When a student is causing problems in a class and immediate removal from class is necessary to ensure that a positive learning environment is supported; the student will be placed in isolation with the principal, assistant principal, or ACP instructor. A time-out area will be set up in an administrator's office and in the ACP room. Time-out is only a temporary solution to the immediate problem and further consequences will be given.

### **Time-Up:**

When a student is sent to the office for certain actions on the part of the student, the student may be assigned to stand in a corner for a period of time ranging from one-half (1/2) hour to two (2) hours.

### **Break Detention:**

Students, who commit minor misbehaviors at school and especially in the classroom, will be assigned Break Detention by the teacher or administration. Teachers may assign Break Detentions to a student for not bringing paper or pencil to class, failure to bring their textbook, talking in class, making negative statements in class, failure to complete assigned homework, and other similar behaviors. Also, teachers are required to assign Break Detentions to students who sleep in class, are tardy to class, have a cell phone out in class, or have a cell phone ring in class. A teacher can assign a MAXIMUM of three (3) break detentions per period/block class. When a break detention is assigned, students are to report to the gymnasium. A student assigned Break Detention will lose at least ten (10) minutes of their break.

### **Excessive Break Detentions:**

Students who continually commit minor misbehaviors at school and have been assigned to fifteen (15) break detentions in a semester will receive one (1) day placement in ACP for excessive break detentions. After thirty (30) break detentions students will be placed in ACP for two (2) full days and receive six (6) hours of after school work detail. If a student receives forty-five (45) total break detentions, they would receive three (3) days ACP and nine (9) hours of after school work detail. If a student received sixty (60) total break detentions, they will receive four (4) days ACP and twelve (12) hours of after school work detail. This pattern will continue for the entire semester with seventy-five (75) break detentions meaning five (5) days of ACP and fifteen (15) hours of after school work detail and so on. Tallies for break detentions start over each semester.

### **Suspension:**

When students violate certain school rules, they will be assigned out-of-school suspension. When a student is suspended they are not allowed to attend school for an assigned number of days. Suspended students are responsible to make arrangement to complete make up work during the time of their suspension. Any student who is suspended is ineligible to attend or participate in any extra-curricular

activities – this includes practices, meetings, games, or competitions of any form. Students who are suspended from school are not allowed on school property (day or night) during the suspension. Students who are caught, observed, or reported by school officials to be on school property during a suspension will receive double suspension time. Students who are suspended from school are not allowed to participate in or attend any school functions or contests and are not allowed on school property for the entire duration of their suspension (this includes weekends).

### **Alternative Classroom Placement (ACP):**

When a student is reprimanded for certain violations of the Bath County Code of Acceptable Behavior and Discipline, they may be assigned by the administration to the Alternative Classroom Placement Program. The ACP Program is an alternative to out-of-school suspension because of inappropriate actions taken by students. Students assigned to **ACP must report to room #121** each day they are assigned to ACP and remain there all day. ACP students must sit in an assigned study carrel on a stool. Students assigned to ACP are ineligible to participate in any extra-curricular activities on the days and evenings they are assigned to ACP however, ACP students may attend activities. Students assigned to ACP are eligible for weekend activities or contests. ACP students can complete the work assigned in their classes for full credit, but it must be completed by the end of that school day or no credit will be given. Students who have severe back problems that prevent them from sitting on a stool for an entire day may receive a normal chair while in ACP. However, this will only be done if a formal request from a licensed physician is presented to the principal or assistant principal (the letter from the physician must state the medical condition and state that it is a medical necessity for the student to have a chair with a back).

### **ACP Program Guidelines:**

While in the ACP Program the following routines, procedures, and guidelines will apply to ALL students:

1. All students assigned to the ACP **classroom must report to room #121** immediately after eating breakfast each day and arrive before the morning tardy bell rings! Students who are tardy and arrive within ten (10) minutes of the start of ACP will receive three (3) days break detention. Students who arrive to ACP after ten (10) minutes must make up the time rounded to the nearest full hour.
2. When a student enters the ACP **classroom (room 121)** they will be required to completely empty their pockets into an assigned storage container. Then the student will be assigned an area for which they are responsible and they must stay in that area for the entire time that they are in the ACP classroom (whether it is one period or several days). Students must stay seated in their assigned area all day long except during the three breaks provided (one in the morning, one directly after lunch, and one in the afternoon). (May be able to eliminate part of this since details of breaks are listed in #7).
3. **Students in the ACP Program will be videotaped to monitor behavior and ensure strict adherence to the rules and procedures of the ACP Program.**
4. Students will begin their assignment to the ACP Program by completing two short assignments: (1) ACP students must re-copy all ACP Guidelines and Rules in their own handwriting and (2) all ACP students must write a one-page essay stating what they did to get assigned to ACP and then reflect on their actions by writing down at least two alternative actions that they could have taken that would not have resulted in them being assigned to ACP. The ACP teacher will verify that this is done properly for each student.
5. Each morning, an assigned ACP helper will collect all daily assignments for all ACP students and provide those assignments to the ACP teacher for distribution.
6. The ACP teacher will ensure that all students understand and complete all assignments by the end of the day. The ACP teacher will collect all completed student assignments and return those to the appropriate teachers before the end of that school day! All work completed in ACP is worth full credit!

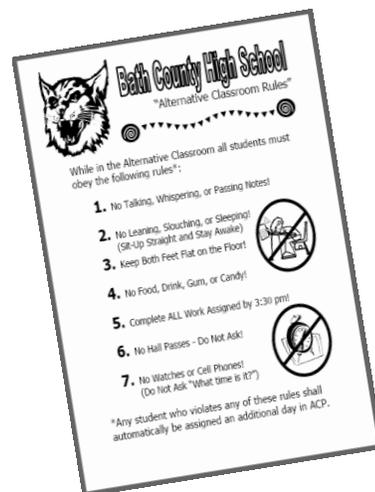
7. Three (3) STRICTLY supervised five (5) minute bathroom breaks will be provided to students at approximately 10:00 am, 12:30 pm, and at 2:00 pm (these breaks can only be taken when the regular student body is in class and teachers must be in or near the bathrooms with the ACP students). ACP students are NOT allowed to interact with the regular student body at any time of the day.
8. A school lunch will be delivered to the ACP room for consumption in that room. Students in ACP are not allowed to have lunch in the cafeteria.
9. All ACP students must checkout of the ACP Program each day. To checkout students must do the following: (1) clean their assigned area with paper towels and a spray cleaner, (2) show evidence to the ACP teacher that no vandalism of the ACP classroom occurred, (3) turn in all completed regular classroom work that was assigned, (4) show that there is no tobacco in or behind the assigned cubicle, and (5) if this was the first day of ACP for a student, the student must provide the ACP teacher with both ACP assignments (recopying of rules and the reflection on actions assignment).
10. ACP students are not allowed to wear watches or have any time device in their possession (this includes cell phones). Students will be asked to empty their pockets upon arrival to ACP and purses will be held by the ACP teacher in a storage cabinet. Failure to do this will result in an automatic assignment of an additional day of ACP. **ACP students are responsible for collecting their personal possessions at the end of their assigned day from the classroom. BCHS is not responsible for any item left in the ACP classroom.**

### **ACP Program Rules:**

While in the ACP Program students must obey the following rules\*:

1. No Talking, Whispering, or Passing Notes!
2. No Leaning, Slouching, and No Sleeping (Sit-Up Straight)!
3. Keep Both Feet Flat on the Floor!
4. No Food, Drink, Gum, Candy, or Tobacco!
5. Complete ALL Work Assigned!
6. No Hall Passes!
7. No Watches or Cell Phones! Do Not Ask "What time is it?"

\*Any student who violates an ACP rule shall automatically be assigned an additional day in ACP. Any student that is disrespectful to the ACP teacher (especially vulgar, abusive, or profane language) will immediately be reported to the administration and reprimanded using Saturday School, Out-of-School Suspension, or a recommendation for Expulsion. When a student is assigned Out-of-School suspension due to a reprimand in the ACP Program, the student will receive the maximum consequences possible.



### **Work Detail:**

Students who have excessive break detentions or who are caught drawing, writing, or defacing school property may be assigned work detail in addition to the consequences designated in the Code of Conduct. Students assigned to work detail will have to stay after school for several days for one (1) to five (5) hours after school and help clean the school. At the discretion of the principal, if work detail is used as an alternative to ACP assignment a student will be required to complete twenty (20) hours of work detail during the next ten (10) calendar days. A student who is assigned work detail as an alternative to ACP must stay after the school the first day for a minimum of three (3) hours and then complete the remaining hours in the next ten (10) calendar days. Once this option is selected, you will not be able to select another discipline option unless a meeting is held between the parent/guardian and an administrator. Students will be given two 15 minute breaks during the work detail. Students who fail to complete assigned work detail will be assigned two (2) full days of ACP with no work detail option – that is one (1) day of ACP for the original consequence and another day ACP for failure to finish work detail that was assigned.

## **Alternative Setting (Second Chance Academy):**

When a student is consistently experiencing problems at Bath County High School and the learning environment of the school is being impaired, the student may be removed and placed on Alternative Setting. Also, special education students who violate school rules and are subject to suspension may be placed on short term alternative setting at the principal's discretion and if it is written in the student's I.E.P. Students placed on alternative setting will be served by a teacher at the student's home during the day or after school at the high school (services will be provided for one hour twice a week or if it is a special education student they will be served as outlined in the student's I.E.P.). Students on Alternative Setting are not allowed in or around Bath County High School at any time (except if services are at the high school in the afternoons) unless the principal grants written permission. Students placed on Alternative Setting for an entire school year are not eligible to attend prom, senior activities, senior honors night, or graduation. The Second Chance Academy (SCA) may be used in lieu of alternative setting as deemed by the local board of education.

## **Expulsion:**

Students who commit major violations of school rules can be expelled from school. Expulsions are recommended by the principal and must be brought before the Bath County Board of Education in order to be official. When a student is expelled they are no longer allowed to attend school in Bath County! The Graduation Success Academy (GSA) and the Second Chance Academy (SCA) may be used in lieu of expulsion as deemed by the local board of education.

## **Levels of Misconduct:**

When a student misbehaves, the seriousness of the misconduct can vary. For this reason, Bath County High School recognizes four (4) different levels of misconduct. Level I Misconducts are considered to be minor misbehaviors and Level IV Misconducts pose a direct threat to the others in the school. The disciplinary responses to most student misbehaviors are described on the following pages and are organized by levels. The administration has the sole right to determine the level and type of misconduct for all misbehaviors.

## **Level I Misconducts/Consequences:**

Level I Misconducts include the following: Altercation Between Students that Involves the Exchange of Inappropriate Words, Failure to Abide by Classroom Rules\*, Failure to Follow Directions, Loitering in Hallway after Movement Bell, Loitering in the Bathrooms, Loitering in the Hallways During Classes, Minor Classroom Disturbances, Minor Disruptive Attitude, Minor Foul Language, Minor Horseplay, Possession of an e-Cigarette (or other tobacco cessation device), Possession of a Tobacco Product\*\*, Possession of a Water Gun\*\*\*, Public Displays of Affection, Repeatedly Sleeping in Class, and Mildly Rude Behavior. The consequences for Level I misconducts are as follows:

<u>First Level I Misconduct:</u>	Time-Out, Time-Up, or three (3) days Break Detention <sup>†</sup>
<u>Second Level I Misconduct:</u>	One (1) day in ACP and Notification of Parents (telephone, email, and/or official school letter)
<u>Third Level I Misconduct:</u>	Two (2) days in ACP and Parent Conference
<u>Further Level I Misconducts:</u>	Three (3) days in ACP and Parent Notification (telephone, email, and/or official school letter)

\* Each teacher at BCHS can set individual rules for their classrooms and students must follow these rules.

\*\* Tobacco products will be confiscated and will not be returned!

\*\*\* Water guns will be confiscated and returned to the parent of the student upon request. Water guns that are confiscated will not be returned to students!

<sup>†</sup> The consequence to be assigned to a student for the first violation of a Level I Misconduct is at the discretion of the administrator dealing with the misconduct.

## **Level II Misconducts/Consequences:**

Level II Misconducts include the following: Altercation Between Students that Involves Screaming or Cursing, Altercation Between Students that Involves the Slight Shoving of Another Student, Being Outside of the Main Building, Bullying\*, Contributing to an Altercation (carrying tales that cause a fight); Cyber Bullying; Defacing School Property (writing on desks, lockers, tables, walls, etc.); Disrespectful Attitude; Disruptive Attitude (includes back talking); Disruptive Horseplay; Disruptive Horseplay that contributes to a verbal altercation; Excessive Break Detentions; Excessive Visits to the Nurse's Office (Abuse of Privilege); Failure to Report an Issue with Known Knowledge; Flipping Off Another Student; Forgery (Writing or Using a Forged Note); Gambling; Inappropriate Comments; Leaving Class Without Permission (Walking Out of Class); Leaving on the Wrong Bell, Loud Disruptive Behavior During Break and Class Changes; Lying; Mild Disrespect to a Teacher; Moderate Vulgarity; Petty Theft (under \$50); Possession of a Prohibited Item/Device; Racial Slurs; Refusal to Change Clothes\*\* that Violate School Dress Code; Skipping Class\*\*\* (one class inside building only); Sexual Orientation Slurs; Uncooperative Behavior; Use of a Cell Phone (Talking, Checking Voice Messages, Viewing Pictures, Using Bluetooth, or Text Messaging) during restricted school time\*\*\*\*; Use of an Electronic Device; Use of Tobacco Products† (smoking, dipping, and chewing); Use of an e-Cigarette or other tobacco cessation device/product (VAPES, JUULS) , **Shoulder Checking another student(s)**, Skipping School by leaving early and returning to school without a valid reason or without providing proper documentation with parent permission (Note: Additional violations will result in the implementation of the Skipping Consequences), and Violation of a Behavior Contract. The consequences for all Level II Misconducts are as follows:



<u>First Level II Misconduct:</u>	One (1) day in ACP and Notification of Parents
<u>Second Level II Misconduct:</u>	Two (2) days in ACP and Notification of Parents
<u>Third Level II Misconduct:</u>	Three (3) days in ACP, Mandatory Parent/Student Conference, and Loss of all Extra-Curricular Privileges (participation and attendance) for the remainder of the year or next school year.
<u>Further Level II Misconducts:</u>	Five (5) days in ACP and Mandatory Parent Conference

\* Students who repeatedly bully other students (repeatedly meaning more than four times) will be written up for harassment/intimidation and punished accordingly as a Level IV misconduct.

\*\*Students who do not meet dress code will be provided clothing if available or the parent will have to bring different clothes for the student. Students not in compliance with the dress code will be kept in the ACP room until the student is compliant. Students who refuse to change clothes when they violate the dress code will be sent home and will receive one (1) full day ACP assignment the next day upon return to school. Future violations will be dealt with in the same manner, but the number of days of ACP to be assigned will follow the consequences outlined above.

\*\*\* Skipping a class and then leaving the building is considered skipping school and is a Level III misconduct.

\*\*\*\* Students caught using their cell phones have the option to give up their cell phones for five (5) days for each assigned day of ACP that resulted from a cell phone infraction (this includes cell phone and sim card). This means that if a student voluntarily gives up their phone to the administration for five (5) school days, they do not have to serve ACP. A second infraction would mean giving up the cell phone for ten (10) school days. Cell phones will be locked up and returned upon student request after the days are up.

† Tobacco products that are used by a student at school will be confiscated and will not be returned.

## **Level III Misconducts/Consequences:**

Level III Misconducts include the following: Aggressive Behavior (Altercation that Involves Hard Shoving that Results in a Fall or Bruises); Criminal Mischief; Defiance of Authority; Destruction of School Property; Disrespect to Administration; Disrespect to Faculty/Staff (includes Flipping Off); Distribution of Non-Narcotic Prescription Medication/OTC Stimulants; Extreme Vulgarity; Fighting; Habitual Violation of School Rules (Level II and III only); Inappropriate Use of a Personal Electronic Device During School; Mass Distribution of Pornography with a Personal Electronic Device; Possession of a Narcotic Prescription Medication in the Student's Name Not Given to Nurse; Possession of a Non-Narcotic Prescription Medication in Student's Name Not Given to Nurse; Possession of a Pocket Knife with a Blade Under 3"; Refusal to Go to ACP; Possession of Prohibited Items Designed to Cause Bodily Harm (Brass Knuckles, Nun chucks, Ninja Stars, Sling Shots, and Bow/Arrow); Skipping School (Includes Leaving Building and Never Showing Up When Sent to School); Tampering with Computer Equipment; Tampering with Fire

Alarms; Tampering with Fire Extinguishers; Tampering with Surveillance Cameras; Theft; Threatening to Fight; Trespassing; Vandalism; Verbal Aggression towards a Faculty/Staff Member; Verbal Confrontation with Faculty/Staff Member; and Viewing Pornographic Material. The consequences for all Level III Misconducts include the following:

**Aggressive Behavior (Altercation Involving Hard Shoving Resulting in a Fall/Bruise, Intentional Hard Shoving with one or both hands)**

First Violation	Two (2) days Out-of-School Suspension or placement in SCA and two (2) days ACP with Parent Notification (telephone, email, or letter)
Second Violation	Three (3) days Out-of-School Suspension three or placement in SCA (3) days ACP with a Required Parent Conference, Loss of all Extra-Curricular Privileges (participation and attendance) for the remainder of the school year or next school year
Further Violations	Five (5) days Out-of-School Suspension or placement in SCA and Recommendation to Alternative Setting or Expulsion

**Being on School Property without Proper Supervision In a Secured Area During the School Day or After School Hours (example: the school building, the gym, greenhouse, or barn)**

First Violation	Two (2) days of ACP and Parent Contact, Loss of all student privileges for two (2) weeks.
Further Violations	Will be Considered Trespassing- Five (5) days of Out-of-School Suspension or placement in SCA and five (5) days of ACP, Parent Conference Required for Student to Return to School, and Loss of all Extra-Curricular Privileges (participation and attendance) for the remainder of the school year or next school year

**Criminal Mischief and Destruction of School Property\***

First Violation	Five (5) days of ACP and a Parent Conference Required for Student to Return to School
Second Violation	Five (5) days of Out-of-School Suspension or placement in SCA and five (5) days of ACP, Parent Conference Required for Student to Return to School, and Loss of all Extra-Curricular Privileges (participation and attendance) for the remainder of the school year or next school year.

**Aggressive Horseplay WITHOUT Significant Injury: *New***

First Violation	Two (2) days of ACP and Parent Contact.
Second Violation	Three (3) days ACP with a Required Parent Conference, Loss of all Extra-Curricular Privileges (participation and attendance) for the remainder of the school year or next school year
Further Violations	Five (5) days ACP or Out-of-School Suspension or placement in SCA and Recommendation to Alternative Setting or Expulsion.

### **Horseplay Resulting in Significant Injury**

First Violation	Two (2) days Out-of-School Suspension or placement in SCA and two (2) days ACP with Parent Notification (telephone, email, or letter)
Second Violation	Three (3) days Out-of-School Suspension or placement in SCA and three (3) days ACP with a Required Parent Conference, Loss of all Extra-Curricular Privileges (participation and attendance) for the remainder of the school year or next school year
Further Violations	Five (5) days Out-of-School Suspension or placement in SCA and Recommendation to Alternative Setting or Expulsion.

### **Horseplay Resulting in Multiple Injuries: *NEW***

First Violation	Three (3) days Out-of-School Suspension or placement in SCA and Three (3) days ACP with Parent Notification (telephone, email, or letter)
Second Violation	Five (5) days Out-of-School Suspension three (5) Five ACP with a Required Parent Conference, Loss of all Extra-Curricular Privileges (participation and attendance) for the remainder of the school year or next school year
Further Violations	Ten (10) days Out-of-School Suspension or placement in SCA and Recommendation to Alternative Setting or Expulsion.

### **Direct Defiance of a Teacher**

First Violation	Three (3) days in ACP, Behavior Modification Contract, and Parent Notification (telephone, email, or letter).
Second Violation	Five (5) days in ACP, Required Parent Conference, Loss of all Extra-Curricular Privileges (participation and attendance) for the remainder of the school year or next school year
Third Violation	Five (5) days Out-of-School Suspension or placement in SCA and five (5) days ACP and Parent Conference
Further Violations	Ten (10) days Out-of-School Suspension or placement in SCA and Recommendation to Alternative Setting or Expulsion

### **Direct Defiance of the Principal or Assistant Principal**

First Violation	One (1) day of Out-of-School Suspension or placement in SCA and four (4) days ACP with a required Parent Conference
Further Violations	Five (5) days Out-of-School Suspension or placement in SCA, five (5) days ACP, and Recommendation to Alternative Setting or Expulsion

### **Disrespect to Administration**

First Violation	Two (2) days Out-of-School Suspension or placement in SCA and two (2) days ACP
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Further Violations Three (3) days Out-of-School Suspension or placement in SCA, three (3) days ACP, and request Alternative Setting or Expulsion (per board policy)

**Disrespect to Faculty/Staff (includes Flipping Off)**

First Violation Three (3) days ACP and Parent Notification  
Second Violation Five (5) days ACP and Parent Conference  
Further Violations Five (5) days Out-of-School Suspension or placement in SCA, five (5) days ACP, and request Alternative Setting or Expulsion (per board policy)

**Distribution of Non-Narcotic Prescription Medication/OTC Stimulants**

First Violation Five (5) days in ACP and Parent Notification  
Second Violation Five (5) days Out-of-School Suspension or placement in SCA and Parent Conference  
Further Violations Ten (10) days Out-of-School Suspension or placement in SCA and Recommendation to Alternative Setting or Expulsion (per board policy)

**Extreme Vulgarity**

First Violation Five (5) days in ACP and Parent Notification  
Second Violation Five (5) days Out-of-School Suspension or placement in SCA and Parent Conference  
Further Violations Ten (10) days Out-of-School Suspension or placement in SCA and Recommendation to Alternative Setting or Expulsion (per board policy)

**Inappropriate Touching (Minor): NEW**

First Violation Three (3) days ACP and Parent Notification  
Second Violation Five (5) days ACP and Parent Conference  
Further Violations Five (5) days Out-of-School Suspension or placement in SCA, five (5) days ACP, and request Alternative Setting or Expulsion (per board policy)

**Inappropriate Touching (Major): NEW**

First Violation Five (5) days ACP and Parent Notification.  
Second Violation Five (5) days at Alternate Setting and Five (5) days of ACP and Parent Conference.  
Further Violations Ten (10) days Out-of-School Suspension or placement in SCA, and request Alternative Setting or Expulsion (per board policy)

**Indecent Exposure**

First Violation Two (2) days Out-of-School Suspension or placement in SCA and three (3) days of ACP and Parent Notification

Second Violation	Two (2) days Out-of-School Suspension or placement in SCA and three (3) days of ACP and Parent Conference
Further Violations	Five (5) days Out-of-School Suspension or placement in SCA and five (5) days of ACP and Recommendation to Alternative Setting or Expulsion (per board policy)

**Fighting (ONE PUNCH ONLY) NEW\***

First Violation	Three (3) days ACP as well as Parent Notification (telephone, email, or letter). A Parent Conference is required for the student to return to school
Second Violation	Three (3) days of Out-of-School Suspension or placement in SCA and three (3) days in ACP (after the suspension has been served) as well as Parent Notification (telephone, email, or letter). A Parent Conference is required for the student to return to school
Further Violations	Five (5) days of Out-of-School Suspension or placement in SCA and five (5) days in ACP (after the suspension has been served) as well as Parent Notification (telephone, email, or letter). A Parent Conference is required for the student to return to school

\* When a fight occurs at any time during the school day or at school sponsored events, the students will be isolated from other students, reprimanded by the principal or assistant principal and sent home immediately. The consequences for fighting will begin the next school day and ACP placement for the two students will alternate alphabetically by student last name so students aren't together.

**Fighting\***

First Violation	Three (3) days of Out-of-School Suspension or placement in SCA and three (3) days in ACP (after the suspension has been served) as well as Parent Notification (telephone, email, or letter). A Parent Conference is required for the student to return to school
Second Violation	Five (5) days of Out-of-School Suspension or placement in SCA and five (5) days in ACP (after the suspension has been served) as well as Parent Notification (telephone, email, or letter). A Parent Conference is required for the student to return to school
Further Violations	Ten (10) days Out-of-School Suspension or placement in SCA, Parent Notification (telephone, email, or letter) and request to board for Expulsion (per board policy)

\* When a fight occurs at any time during the school day or at school sponsored events, the students will be isolated from other students, reprimanded by the principal or assistant principal and sent home immediately. The consequences for fighting will begin the next school day and ACP placement for the two students will alternate alphabetically by student last name so students aren't together.

**Habitual Violations of School Rules (Level II and Level III Only)**

When a student has committed more than five (5) Level II and/or Level III misconducts or has acquired more than ten (10) days of ACP or Out-of-School Suspension, then the student is considered to be beyond the control of the school. The principal or assistant principal will file "Beyond School Control" with the local courts and placement in the Second Chance Academy... In lieu of "Beyond School Control" charges, the administration has the right to request placement on Alternative Setting and request Expulsion if necessary to protect the learning environment of the school.

**Inappropriate Use of a Personal Electronic Device during School:**

Students who inappropriately use their phones/electronic device during allowed times during the school day will receive the following consequences:

First Violation	Two (2) days ACP and Parent Conference/Notification
Second Violation	Three (3) days ACP and Parent Conference/Notification
Further Violations	Five (5) days ACP and Mandatory Daily Cell Phone Confiscation

**(Minor) Retaliation against Others Regarding Reporting or Assisting in an Investigation of Bullying**

Minor Retaliation would include such things as inappropriate comments. Students engaging in more aggressive forms of retaliation will be disciplined with the consequences described for bullying. As per Bath County Schools Bullying Code any student that retaliates against another student(s) involved that has reported or assisted in a bullying investigation will receive the following consequences:

First Violation	Two (2) days ACP and Parent Conference / Notification and Placement on a No Contact Contract
Second Violation	Three (3) days ACP and Parent Conference / Notification and Assignment to Lock-Down Procedures (Lockdown Procedures is the loss freedom of break times from instruction such as before school, during class changes, lunch, and break)
Further Violations	Five (5) days ACP; Request for Assignment to SCA; and Report to Police

**Minor Distribution of Pornography with a Personal Electronic Device: *NEW***

Students who inappropriately use their personal electronic devices during school time to distribute pornography will be disciplined according to the following guidelines.

First Violation	Three (3) days ACP, Parent Conference, Notification of Law Enforcement Officials
Further Violations	Five (5) days ACP, Parent Conference, Notification of Law Enforcement Officials, and Mandatory Daily Cell Phone Confiscation

**Mass Distribution of Pornography with a Personal Electronic Device**

Students who inappropriately use their personal electronic devices during school time to mass distribute pornography will be disciplined according to the following guidelines.

First Violation	Five (5) days ACP, Parent Conference, Notification of Law Enforcement Officials
Further Violations	Ten (10) days ACP, Parent Conference, Notification of Law Enforcement Officials, and Mandatory Daily Cell Phone Confiscation

**Possession of a Narcotic Prescription Medication**

Students who must take prescription medication must take the prescription to the nurse immediately upon arrival to school. Students are not permitted to carry prescription medication with them at school. Prescription medication that is in a student's name, not given to the nurse as required by school policy, and caught on a student will be disciplined according to the following guidelines.

First Violation	Five (5) days Out-of-School Suspension or placement in SCA and Parent Conference
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Further Violations Ten (10) days Out-of-School Suspension and Recommendation to Alternative Setting or Expulsion (per board policy)

**Possession of Non-Narcotic Prescription Medication/OTC Stimulants**

Students who must take prescription medication must take the prescription to the nurse immediately upon arrival to school. Students are not permitted to carry prescription medication with them at school. Prescription medication that is in a student’s name, not given to the nurse as required by school policy, and caught on a student will be disciplined according to the following guidelines.

First Violation Three (3) days ACP and Parent Notification  
Second Violation Five (5) days ACP and Parent Conference  
Further Violations Ten (10) days Out-of-School Suspension or placement in SCA and Recommendation to Alternative Setting or Expulsion (per board policy)

**Possession of a Pocket Knife with a Blade under 3”**

First Violation One (1) day Out-of-School Suspension or placement in SCA, two (2) days ACP, and Parent Notification  
Second Violation Two (2) days Out-of-School Suspension or placement in SCA, three (3) days ACP, and Parent Conference  
Further Violations Five (5) days Out-of-School Suspension or placement in SCA and Recommendation to Alternative Setting or Expulsion (per board policy)

**Possession of Prohibited Items Designed to Cause Bodily Harm\*: *NEW***

First Violation Two (2) days ACP and Parent Notification  
Second Violation Three (3) days ACP and Parent Notification  
Further Violations Five (5) days ACP and Parent Conference

\* This would include items such as brass knuckles, nun chucks, ninja stars, sling shots, bullets, and bow-n-arrow

**Refusal to Go to ACP**

Students who politely and respectfully refuse to serve assigned ACP time may be offered and/or work detail as outlined in school policy. If the student refuses either or both alternatives, the student will receive one day of out-of-school suspension and when they return they will still have to complete their assigned ACP. Students who disrespectfully refuse to serve assigned ACP time will receive three (3) days of out-of-school suspension and upon return to school must serve a minimum of two (2) additional days of ACP.

**Skipping School\***

First Violation Three (3) days in ACP and Parent Conference  
Note: Students leaving school and returning to school with parent permission, but without a valid reason or documentation will be assigned one (1) day ACP for the first occurrence. Any additional occurrence will follow this policy.  
Second Violation Five (5) days in ACP, Required Parent Conference, Loss of Hall Pass Privileges for the remainder of the school year

Third Violation	Ten (10) days in ACP and Parent Conference
Further Violations	Recommendation to Alternative Setting

\* Skipping class is defined as being present at school and not going to a class, but the student remains inside the building. Once a student leaves the building or skips more than one class, the student is considered to be skipping school. Skipping School means coming to school and then leaving the building without permission from school authorities; being sent to school by parents, but never showing up at school; coming on campus, never entering the building, and then leaving; and also failing to show up for more than one class even though the student is in attendance at school.

**Tampering with an Alarm System, Fire Alarms, and/or Fire Extinguishers\***

First Violation	Five (5) days of Out-of-School Suspension or placement in SCA, Parent Conference Required for Student to Return to School, and <u>Notification of Law Enforcement Officials</u>
Further Violations	Ten (10) days of Out-of-School Suspension or placement in SCA, Parent Conference Required for Student to Return to School, <u>Notification of Law Enforcement Officials</u> , and request to Board for Expulsion (per board policy)

\* Restitution for any and all damages will be required and the student must participate in any cleanup work (work detail) that is needed due to the infractions listed above.

**Tampering with Computer Equipment and/or Surveillance Cameras\***

First Violation	Five (5) days of Out-of-School Suspension, Notification of Parents (telephone, email, or letter), and Parent Conference Required for Student to Return to School
Further Violations	Ten (10) days of Out-of-School Suspension, Notification of Parents (telephone, email, or letter), and Parent Conference Required for Student to Return to School, and request to Board for Expulsion (per board policy)

\* Restitution for any and all damages will be required and any clean-up work (work detail) that is needed.

**Threatening to Fight with another Student**

First Violation	Three (3) days of ACP and a Parent Conference Required for Student to Return to School
Second Violation	Five (5) days of ACP, Parent Notification (telephone, email, or letter), Parent Conference Required for Student to Return to School, and Loss of all Extra-Curricular Privileges
Further Violations	Ten (10) days ACP or placement in SCA, Parent Notification (telephone, email, or letter), and request to board for Expulsion (per board policy)

**Trespassing\***

First Violation	Five (5) days of ACP, Parent Notification (telephone, email, or letter), Parent Conference Required for Student to Return to School, <u>Notification of Law Enforcement Officials</u> , and Loss of all Extra-Curricular Privileges (participation and attendance) for the remainder of the school year or next school year
Further Violations	Ten (10) days of ACP, Parent Notification (telephone, email, or letter), <u>Notification of Law Enforcement Officials</u> , and request to board for Expulsion (per board policy)

\* Restitution or replacement for any stolen items will be required as well as restitution for any damages to school property. The student must participate in any cleanup work that is needed due to theft, trespassing, or vandalism.

**Possession/Use of a Prohibited Item**

First Violation	Three (3) days of ACP and Parent Notification
Second Violation	Five (5) days of ACP and Parent Conference Required for Student to Return to School
Further Violations	Ten (10) days of ACP or placement in SCA, Parent Notification (telephone, email, or letter), and recommendation to Alternative Setting or request for Expulsion (per board policy)

**Minor Vandalism: NEW**

First Violation	Two (2) days of ACP, Parent Notification (telephone, email, or letter), and Student will be held financially responsible for repair or replacement of the damage done.
Further Violations	Five (5) days of ACP, Parent Notification (telephone, email, or letter), Parent Conference Required for Student to Return to School, and Loss of all Extra-Curricular Privileges (participation and attendance) for the remainder of the school year or next school year, and financial responsibilities for damage done.

**Vandalism\***

First Violation	Five (5) days of ACP, Parent Notification (telephone, email, or letter), Parent Conference Required for Student to Return to School, and Loss of all Extra-Curricular Privileges (participation and attendance) for the remainder of the school year or next school year
Further Violations	Ten (10) days of ACP or placement in SCA, Parent Notification (telephone, email, or letter), and request to board for Expulsion (per board policy)

\* Restitution or replacement for any damages to school property caused by vandalism must be made. The student must participate in cleanup work (work detail) that is needed.

**Verbal Aggression towards a Faculty/Staff Member**

First Violation	Two (2) days Out-of-School Suspension or placement in SCA three (3) days of ACP, and Parent Conference
Further Violations	Three (3) days Out-of-School Suspension or placement in SCA, five (5) days of ACP, and request Alternative Setting or Expulsion (per board policy)



**Verbal Confrontation with Faculty/Staff Member**

First Violation	Three (3) days of ACP and Parent Notification
Second Violation	Five (5) days of ACP and Parent Conference
Further Violations	Ten (10) days of ACP and Recommendation to Alternative Setting or Expulsion (per board policy)

## **Level IV Misconducts/Consequences:**

Level IV Misconducts include the following Activating a False Fire Alarm; Arson; Assault and/or Battery of a Another Student; Assault and/or Battery of a School Employee; Bomb Threat; Burglary; Distribution and/or Trafficking of Alcohol, Drugs, Look-Alike Substances, and Drug Paraphernalia; Extortion; Harassment; Intimidation; Malicious Remarks; Menacing; Physical Aggression towards an Adult; Possession of a Firearm; Possession of a Knife; Possession of or Selling of Stolen Property; Possession of Other Weapons; Possession of Pornographic Material; Robbery; Sexual Misconduct; Threats to Faculty and Staff (Non-Terroristic Threatening); Terroristic Threatening; Under the Influence of Drugs or Alcohol at School; Use or Possession of Alcohol, Drugs, Look-Alike Substances, and Drug Paraphernalia; and Use of a Weapon. The consequences for all Level IV Misconducts vary and are described individually.

### **Activating a False Fire Alarm**

First Violation	Ten (10) days of Out-of-School Suspension or placement in SCA, Notification of Parents (telephone, email, or letter), <u>Notification of Law Enforcement Officials</u> , and Expulsion Request to Board
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### **Arson**

First Violation	Ten (10) days of Out-of-School Suspension or placement in SCA, Notification of Parents (telephone, email, or letter), <u>Notification of Law Enforcement Officials</u> , and Expulsion Request to Board
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### **Assault and/or Battery of an Another Student**

First Violation	Ten (10) days of Out-of-School Suspension or placement in SCA, Notification of Parents (telephone, email, or letter), <u>Notification of Law Enforcement Authorities</u> , and Expulsion Request to Board (per board policy)
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### **Assault and/or Battery of a School Employee**

First Violation	Ten (10) days of Out-of-School Suspension or placement in SCA, Notification of Parents (telephone, email, or letter), <u>Notification of Law Enforcement Authorities</u> , and Expulsion Request to Board (per board policy)
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First Violation	Ten (10) days of Out-of-School or placement in SCA, Notification of Parents (telephone, email, or letter), <u>Notification of Law Enforcement Officials</u> , and Expulsion Request to Board
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### **Burglary\***

First Violation	Five (5) days of Out-of-School Suspension or placement in SCA, Notification of Parents (telephone, email, or letter), Parent Conference Required for Student to Return to School, and <u>Notification of Law Enforcement Officials</u>
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Further Violations	Ten (10) days of Out-of-School Suspension or placement in SCA, Notification of Parents (telephone, email, or letter), and Parent Conference Required for Student to Return to School, <u>Notification of Law Enforcement Officials</u> , and request to Board for Expulsion (per board policy)
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\* Restitution for any and all damages will be required and the student must participate in any clean-up work (work detail) that is needed due to the infractions listed above.

**Distribution and/or Trafficking of Alcohol, Drugs, Look-Alike Substances, and Drug Paraphernalia**

First Violation<sup>†</sup>                      Notification of Law Enforcement Authorities and Indefinite Suspension and Request to the Board for Expulsion

<sup>†</sup> First time offenders who distribute/traffic alcohol, drugs, look-alike substances, or drug paraphernalia are not eligible to participate in the ALERT Early Intervention Program offered through Pathways.

**Extortion**

First Violation                      Five (5) days of Out-of-School Suspension or placement in SCA Notification of Law Enforcement Authorities, Parent Notification (telephone, email, or letter), Parent Conference Required for Student to Return to School, and Loss of all Extra-Curricular Privileges (participation and attendance) for the remainder of the school year or next school year

Further Violations                Notification of Law Enforcement Authorities, ten (10) days of Out-of-School Suspension, and request to Board for Expulsion

**Harassment, Intimidation, Menacing, Bullying, and Malicious Remarks**

First Violation                      Five (5) days of Out-of-School Suspension or placement in SCA, Parent Notification (telephone, email, or letter) or placement in SCA, Parent Conference Required for Student to Return to School. Counseling session required.

Further Violations                Ten (10) days Out-of-School Suspension, Parent Notification (telephone, email, or letter) and request to Board for Expulsion (per board policy). Counseling session required.

**Physical Aggression towards an Adult**

First Violation                      Ten (10) days of Out-of-School Suspension or placement in SCA, Notification of Parents (telephone, email, or letter), Notification of Law Enforcement Authorities, and Expulsion Request to Board (per board policy)

**Possession of a Firearm**

First Violation                      Indefinite Suspension and Request to the Board for Expulsion and Notification of Law Enforcement Authorities

**Possession of a Pocket Knife with a Blade 3" or Longer or Possession of a Deadly Weapon Other than Firearm (KRS 537.010 and KRS 500.080)**

First Violation  
(Possession ONLY)                Five (5) days of Out-of-School Suspension, Parent Notification (telephone, email, or letter), Loss of Hall Pass Privileges, Parent Conference Required for Student to Return to School, Loss of all Extra-Curricular Privileges (participation and attendance) for the remainder of the school year or next school year, and Notification of Law Enforcement Authorities. SCA may be assigned in lieu of suspension.

Further Violations  
(Possession ONLY)                Ten (10) days of Out-of-School Suspension, Notification of Law Enforcement Authorities, and request to the Board for Expulsion

**Possession of Pornographic Material**

First Violation	Five (5) days of Out-of-School Suspension or placement in SCA, <u>Notification of Law Enforcement Authorities</u> , Parent Notification (telephone, email, or letter), Parent Conference Required for Student to Return to School, and Loss of all Extra-Curricular Privileges (participation and attendance) for the remainder of the school year or next school year
Further Violations	<u>Notification of Law Enforcement Authorities</u> , ten (10) days of Out-of-School Suspension or placement in SCA, and request to Board for Expulsion

**Possession of or Selling of Stolen Property**

First Violation	Five (5) days of Out-of-School Suspension or placement in SCA, <u>Notification of Law Enforcement Authorities</u> , Parent Conference Required for Student to Return to School, and Loss of all Extra-Curricular Privileges (participation and attendance) for the remainder of the school year or next school year
Further Violations	<u>Notification of Law Enforcement Authorities</u> , ten (10) days of Out-of-School Suspension or placement in SCA, and request to Board for Expulsion

**Robbery/Grand Larceny (Theft of More than \$250)**

First Violation	Ten (10) days of Out-of-School Suspension or placement in SCA, Notification of Parents (telephone, email, or letter), Notification of Law Enforcement Officials, and Expulsion Request to Board
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**Sexual Misconduct**

First Violation	Ten (10) days of Out-of-School Suspension or placement in SCA, <u>Notification of Law Enforcement Authorities</u> , Parent Notification (telephone, email, or letter), Parent Conference Required for Student to Return to School, and Loss of all Extra-Curricular Privileges (participation and attendance) for the remainder of the school year or next school year
Further Violations	<u>Notification of Law Enforcement Authorities</u> , Indefinite Suspension or placement in SCA and Request to the Board for Expulsion

**Threats to Faculty and Staff (Non-Terroristic Threatening)**

First Violation	Five (5) days of Out-of-School Suspension or placement in SCA, Notification of Parents (telephone, email, or letter), and Parent Conference Required for Student to Return to School
Further Violations	Ten (10) days of Out-of-School Suspension, Notification of Parents (telephone, email, or letter), Parent Conference Required for Student to Return to School (if allowed by board), and request to Board for Expulsion.

### **Terroristic Threatening\***

First Violation	Ten (10) days of Out-of-School Suspension or placement in SCA, Notification of Parents (telephone, email, or letter), <u>Notification of Law Enforcement Officials*</u> , and request to Board for Expulsion
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\* Students should realize that terroristic threatening is punishable with up to 12 months in jail. Effective June 2001, terroristic threatening is a crime in the state of Kentucky (KRS 508.080). A person is guilty of terroristic threatening when: **(a)** He or she threatens to commit any crime likely to result in death or serious physical injury to another person or likely to result in substantial property damage to another person; or **(b)** He or she intentionally makes false statements for the purpose of causing evacuation of a building, place of assembly, or facility of public transportation. Students who threaten to cause harm to another student or any member of the faculty or staff at Bath County High School will be dealt with according to consequences outlined above.

### **Under the Influence of Drugs or Alcohol at School\***

First Violation	Ten (10) days of Out-of-School Suspension or placement in SCA, Notification of Parents (telephone, email, or letter), <u>Notification of Law Enforcement Officials</u> , and Expulsion Request to Board
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\* If the administration has reasonable suspicion that a student may be under the influence of alcohol or drugs and in attendance at school the student will be punished according to the consequences outlined above. The administration reserves the right to use breathalyzers to confirm suspicion of drinking at school or being under the influence of alcohol at school. If there is reasonable suspicion that a student is under the influence of drugs at school, the student will be disciplined also. However, if the student wants to prove innocence they may volunteer for drug testing. The test must be taken at the school or within 24 hours of the incident and the student/parent must submit an original verifiable test to the administration at least three (3) days prior to the date of the scheduled expulsion hearing. If the drug test comes back negative and is verifiable, any consequences assigned will be revoked.

### **Use or Possession of Alcohol, Drugs, Look-Alike Substances, and Drug Paraphernalia**

First Violation <sup>††</sup>	Notification of Law Enforcement Authorities and Indefinite Suspension and Request to the Board for Expulsion
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<sup>††</sup> First time offenders who use and/or possess alcohol, drugs, look-alike substances, or drug paraphernalia may be eligible to participate in the ALERT Early Intervention Program offered through Pathways. Only those students without prior major disciplinary infractions will be offered this option. The student and his or her family must participate in the program together and suspension/expulsion will be waived pending program completion. Students can only participate in the ALERT Early Intervention Program once in their high school career. The administration at Bath County High School will reinstate the first violation consequences above if a student who agreed to participate in the program does not complete it.

### **Use of a Weapon**

First Violation	<u>Immediate Notification of Law Enforcement Authorities</u> and Indefinite Suspension and Request to the Board for Expulsion
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### **Accomplices to a Misconduct:**

Students who help, encourage, or participate in misbehavior with another student will be subject to a maximum punishment equal to the consequences administered to the student caught committing the misbehavior. The administration only needs reasonable suspicion to punish an accomplice.

### **Non-Compliance with Disciplinary Consequences:**

Students who do not complete punishments received for misconducts that are assigned by the Principal or Assistant Principal will be subject to further disciplinary actions. Students who miss school and are unable to attend a time-out assignment, time-up assignment, ACP assignment, or after-school detention must make up the punishment immediately upon return to school. After-school detention must be made

up on the next day that after-school detention is held. Students who attend school and are unable to attend after-school detention due to any reason, including medical appointments, must provide a valid written excuse to the principal or assistant principal at least one day before the assigned detention. Students who skip ASD will be assigned to one day ACP on the next school day. Finally, excuses for missing an assigned ASD will not be accepted the day after a detention is missed.

Students who fail to complete the full out-of-school suspension assigned by the school and thus return to school early will receive three (3) additional days of out-of-school suspension. This especially applies when school is closed due to inclement weather. When the school is closed due to inclement weather, the snow day does not count as a suspension day.



### **School Cancellations and Suspension:**

When a student is suspended from school and school is cancelled for any reason (including weather related closures), the cancelled dates do not count as suspension dates. When a student is suspended they are ineligible to attend school for the number of days assigned by the administration as a consequence for misconduct.

### **Due Process:**

The United States Supreme Court has held that a student may not be deprived of the opportunity to a public education without good cause in which procedural due process is observed. Due process requires that all students be given an oral or written notice of the charges against him or her, that they receive an explanation of the evidence, and that they have an opportunity to present their explanation. Due process should occur before any consequences are imposed, but does not necessarily have to in all situations. Due process may occur shortly after consequences are imposed on a student.

### **Grievance and Appeal Process:**

A student or parent/guardian may request, in writing, that a hearing be held before a Faculty Grievance Committee to express and resolve any grievances resulting from disciplinary actions taken by school personnel. The Faculty Grievance Committee will be an ad hoc committee comprised of the principal, guidance counselor, the student's teachers, and the superintendent or his/her appointed designee. After the grievance has been heard, if the grievance is still unresolved, the committee and the student/parent/guardian may request to appear before the SBDM Council for consideration. Only after the committee and SBDM council have heard the grievance and attempted to resolve the issue will it be eligible for consideration by the Bath County Board of Education. Please note that the administration does have the right to alter consequences for special education students with behavioral disabilities especially when outlined in the student's I.E.P. that alternatives must be used.

# School Bus Safety:

## Conduct on a School Bus:

All students are expected to obey the driver at all times and follow all bus safety rules to ensure safety for all students and the driver. Riding a bus is a privilege and not a guaranteed right. Students are to remain seated on all buses at all times until they reach their drop off point, buses will not leave in the afternoon until all riders are seated, no loud talking or laughing, radios or other musical devices are strictly prohibited, no tobacco related products are allowed (use or possession), no eating or drinking, all students are to keep all extremities inside the bus at all times (hands, feet, and arms are to stay inside the bus), no helium balloons, no floral arrangements, no glass objects or containers, no animals, and furthermore all rules for school apply to riding a school bus as well.

## Bus Misconducts:

All school rules apply to students while they are riding any school bus. Violations of school rules that occur on the bus will be dealt with according to the consequences outlined below. However, there are some specific rules that apply to riding a school bus. Bus misconducts such as standing up while the bus is moving, changing seats during motion, excessively loud talking or laughing, eating or drinking on the bus, possession of tobacco, bringing a musical device on the bus, or any other minor misconduct that does not endanger other students or the driver will be dealt with as follows:

First Violation	Warning from Principal or Assistant Principal and Parent Notification (telephone, email, or letter)
Second Violation	One (1) to three (3) days suspension from bus and Notification of Parents (Student must attend school for the three to five days without bus transportation, an absence will result in another suspension)
Third Violation	Three (3) to five (5) days suspension from bus and Notification of Parents (Student must attend school for all days without bus transportation, an absence from school will result in more suspension)
Subsequent Violations	Five (5) to ten (10) days suspension from bus (Student must attend school for those days without bus transportation, an absence from school will result in additional days of suspension from bus) and a mandatory parent, driver, and administration conference.

Other misconducts such as disrespect to the driver, use of tobacco, and other misconducts that could possibly endanger the student, other students, and/or the driver will be dealt with as follows:

First Violation	One (1) week Bus Suspension (student must attend school for five days without bus transportation being provided, school absences do not count as a bus suspension day) and Parent Notification (telephone, email, or letter)
Second Violation	Two (2) weeks Bus Suspension (student must attend school for ten school days without bus transportation being provided, school absences do not count as a bus suspension day) and mandatory Parent Conference
Third Violation	Three (3) weeks suspension from bus and Notification of Parents (Student must attend school for fifteen days without bus transportation, an absence from school will result in another day of suspension from bus)
Subsequent Violations	Suspension from bus for the remainder of the school year and Parent Notification (telephone, email, or letter)

**Extreme Bus Misconducts:** 

The administration reserves the right to invoke harsher consequences for student misconducts that blatantly endanger the lives of other students or the driver. Examples may include assault, vandalism, etc. Fighting on the bus will result in the same punishment as a fight in school, in addition to a bus suspension for the days during the ACP assigned days.

**Alternative Consequences for Bus Misconduct:**

Parents who are unable to provide transportation for a student who has received a bus suspension may choose to have their child suspended from school. A one- week bus suspension will be replaced by one day ACP. A two-week bus suspension will be replaced by three (3) days of ACP. A three-week bus suspension will be replaced by five (5) days of ACP. Finally, a five-week bus suspension will be replaced by ten (10) days of ACP. The parent of a student who is suspended from the bus for the remainder of a school year cannot request an alternative consequence. When a student is taken off a bus for the remainder of a school year, they cannot ride a Bath County School bus for any reason.

<b><u>Level I Misconduct:</u></b>	<b><u>Alternate ACP Consequence:</u></b>
First Bus Misconduct	Warning
Second Bus Misconduct	1 (one) Day of ACP
Third Bus Misconduct	2 (two) Days of ACP
Subsequent Bus Misconducts	3 (three) Days of ACP
<b><u>Level II Misconduct:</u></b>	<b><u>Alternate ACP Consequence:</u></b>
First Bus Misconduct	3 (three) Days of ACP
Second Bus Misconduct	5 (five) Days of ACP
Third Bus Misconduct	10 (ten) Days of ACP
Subsequent Bus Misconducts	None



# Extra-Curricular Activities:

## Extracurricular Eligibility:

Bath County High School makes every effort to offer our students a variety of extra-curricular activities in which our students can participate. Our school offers the following extra-curricular activities: academic team, baseball, basketball, cheerleading, cross country, football, golf, soccer, softball, volleyball, bass fishing, and track and field. Additionally, student privileges which include but are not limited to – driving/parking on school property and club membership. In order for any student at Bath County High School to participate in any extra-curricular activities, the student must meet the following requirements:

1. All students must meet proper credit requirements for each grade level based on the graduation requirements of the school. The KHSAA (Kentucky High School Athletic Association, telephone 1-859-299-5472) policy on this reads as follows: "On the first day of school, guidance counselors or other personnel [Athletic Director] should use the following chart to determine eligibility based on the local school districts [and SBDM council] requirements for graduation.

Graduation Requirements	First Year Normally Grade 9	Second Year Normally Grade 10	Third Year Normally Grade 11	Fourth Year Normally Grade 12	Required to Reinstate
27	Promoted from 8 <sup>th</sup> Grade	5.5	12.25	19	6.75
26	Promoted from 8 <sup>th</sup> Grade	5.25	11.75	18.25	6.5
25	Promoted from 8 <sup>th</sup> Grade	5	11.25	17.5	6.25

2. Students must be passing two-thirds (2/3) of their classes at all times to be eligible to participate in any extra-curricular activity. To verify eligibility, the athletic director will check Extra-Curricular Student Eligibility on every Friday of the season for each extra-curricular activity that a student is involved. The eligibility will be checked using iCampus! The KHSAA policy on this reads as follows: "On a weekly basis, a student shall also be passing [cumulatively for the credit period] in at least ... the equivalent of four hours of instruction acceptable to graduation in order to be eligible to participate in athletics during the next seven-day period (Monday through Sunday) and through the next opportunity to examine grades in this manner. No special tests or recitations are to be given for the purpose of making the student eligible."
3. Students must be in school AT LEAST ½ the school day in order to practice that afternoon or compete that afternoon. Students who are absent all day may only participate and compete if they provide the school, athletic director, or coach a valid excuse for missing so that the absence is an excused absence.
1. Students must maintain satisfactory attendance and be punctual to school and class. Any student who acquires more than six (6) unexcused absences during a school year is ineligible to participate in any extra-curricular activity or event until the next school year. Students who accumulate excessive tardies to school (more than twelve (12) unexcused tardies) will be ineligible to participate in extra-curricular activities for that school year.
5. Students who are involved in extra-curricular activities or programs who do not follow school rules may become temporarily or completely ineligible to participate in extra-curricular activities. Violations of the school discipline code that result in student assignment to a full day of ACP, OSS, or Saturday School will result in extra-curricular **ineligibility** during the day(s) that the student is assigned to ACP, OSS, or Saturday School. See Code of Conduct in this handbook for further information.

# Drug Testing Program:

## **Drug Testing Consent:**

Prior to participation in any team or extracurricular activity or issuing parking permits EACH year, the Bath County School District shall provide all students choosing to participate with teams or extracurricular activities and/or choosing to drive or park on school property and their parent/guardian with a written copy of this policy and the accompanying "Student and Parent/Guardian Consent to Perform Urinalysis for Drug Testing" form which must be completed prior to participation in any of the above mentioned activities.

Pupils become eligible once they and the parent/guardian complete a "Consent to Drug Test Form". The "Consent to Drug Test Form" must be submitted to the appropriate coach, advisor, or person in charge of parking permits, or Drug Testing Coordinator. The following guidelines shall prevail:

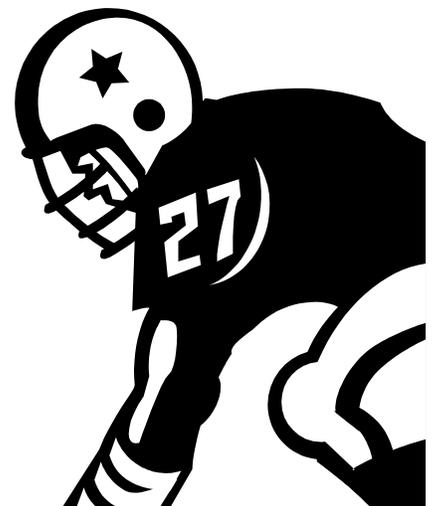
1. Pupil athletes must submit the Consent to Drug Test Form on or before the first day they participate in practice. Failure to do so will result in ineligibility for participation in the athletic endeavor until the form is submitted and at the discretion of the Athletics Director.
2. Pupils involved in co-curricular activities or school clubs must submit the Consent to Drug Test Form by no later than their attendance at the first meeting. Failure to do so will result in ineligibility for participation in said activity.
3. Pupils applying for a parking permit for on campus parking must submit the Consent to Drug Test Form prior to the permit being issued.
4. Pupils who have violated the District under the Influence in School Policy will be required to submit a Consent to Drug Test Form prior to their return to school following suspension unless they have a current Consent to Test Form already on file.
5. Pupil volunteers for the Program shall be entered into the Testing Pool once they submit the Consent to Drug Test form.
6. Pupils remain eligible for random drug testing from the date the Consent to Test Form is turned in through the ENTIRE current school year, whether or not they have been previously tested or are currently participating in athletics or co-curricular activities at the time they might be randomly selected for a drug test.
7. The district will test NO less than 25% of the total number of pupils in the Testing Pool at some point during the current school year.

This policy applies to all students, grades six (6) through twelve (12), who choose to participate in any extracurricular activity, including athletes at the varsity and/or junior varsity levels, and students who drive or park on school property.

## **Drug Testing Pool:**

All pupils in the Bath County School District in grades six through twelve who participate in any athletics, co-curricular activities (school clubs), have been granted parking permits for on campus parking, or have violated the district substance abuse policy, and any additional students who volunteer to participate with parental consent will be eligible for the random drug testing pool (Testing Pool).

Testing will only occur on pupil attendance days during the academic year and will be conducted on campus. If at any time during the testing procedure the DTC or monitor has reason to believe the student is tampering with a specimen, the procedure will be stopped and the designated authority will be notified. Selection of eligible pupils for testing will be conducted in a purely and entirely random basis as outlined in board policy 09.423.



## **Drug Testing Procedures:**

Random drug testing conducted by an independent testing laboratory for all extracurricular activity participants, athletes, and student drivers will be conducted at least nine times during the school year.

Testing shall be accomplished by the analysis of urine specimen obtained from the student participants. Collection and testing procedures shall be established, maintained, and administered under the auspices of the Drug Testing Coordinator through an independent drug testing laboratory to ensure:

1. Randomness of selection procedures;
2. Proper student identification;
3. Identification of each specimen with appropriate student participant;
4. Maintenance of the unadulterated integrity of the specimen;
5. Integrity of the collection and testing process; and
6. Protection of the confidentiality of the test results.

## **Specific Drug Testing Process:**

The specific testing process shall be on file at the testing laboratory approved by the Board. Student participants' urine specimen shall be tested for the following, which include, but may not be limited to:

1. Amphetamines;
2. Marijuana (THC);
3. Cocaine and its derivatives;
4. Opiates;
5. Phencyclidine (PCP);
6. Benzodiazepine;
7. Methamphetamine;
8. Methadone;
9. Barbiturates; and  
Blockers and/or other abused, illegal, or controlled substances

## **Overview of Drug Testing Schedule:**

A confidential testing schedule will be created by the Drug Testing Coordinator (DTC) prior to the initiation of the program to ensure that the testing of eligible pupils is conducted in a manner that is truly random. Random tests will be performed in the fall, winter, and spring seasons at times to be determined by the DTC and the testing agency.

## **Confidentiality of Testing:**

The Drug Testing Coordinator (DTC), appointed by the superintendent, shall arrange for laboratory services that are accurate and reliable. Appropriate measures shall be taken throughout the testing process and through the handling of all test results to protect the confidentiality of the student participant. Access to drug testing results shall be strictly limited to the student participant, the parent/guardian of said student, the School Drug Counselor, and the DTC. The head coach of the athletic team, the faculty sponsor of the extracurricular activity, or principal in charge of parking SHALL NOT know the specific results of any drug test; however, that individual shall be notified of a positive result only as it is necessary to implement the sanctions for the student's violations.



## **Consequences for Drug Violations:**

### **First Violation:**

1. Any student who violates the drug use policy, shall be suspended for the next three (3) consecutive weeks of the athletic season, suspended for the next three (3) consecutive events of the extracurricular or athletic activity, whichever is greater, or lose driving privileges for the next three (3) consecutive weeks. Students suspended for athletic activities shall follow the same procedures as those suspended for academic reasons. If the violation occurs at the end of a season, the student's suspension shall carry over to the next season of the school year.
2. Before reinstatement to the team or extracurricular activity or driving privileges, the student must submit to a new drug test administered in accordance with the same procedures utilized for random drug testing. A negative result will allow the student's reinstatement; however, a positive result will be treated as a SECOND VIOLATION.

### **Second Violation:**

1. For a second violation, the student participant shall be suspended for the next nine (9) consecutive interscholastic events or nine (9) consecutive weeks, whichever is greater in time. Student drivers with a second violation shall be denied permission to drive and/or park on school property for the next nine (9) consecutive weeks of school. If necessary, the suspension shall carry over to the student's subsequent participation on another athletic team and/or the following season.
2. Before reinstatement to the activity after a second violation, the student participant must submit to a new drug test administered in accordance with the same procedures utilized for random drug testing. A positive result shall be treated as a THIRD VIOLATION.
3. If a student is reinstated to the activity following a second violation, the student's participation in another activity shall not be restricted solely because of the existence of the second violation, as long as the student has completed the period of suspension and the required chemical dependency program and was appropriately reinstated to the prior activity. If the student elects not to seek reinstatement to an activity after a second violation (either because of the student's own election or because the season concluded prior to the expiration of the student's period of suspension), the student is still required to serve the unexpired portion of the suspension before becoming eligible for any other athletic activity.
4. A student serving a suspension for one sport may try out for a second sport if the student provides a negative drug test result from the testing laboratory under contract. If the student makes the team, prior to participation, the student must serve the unexpired portion of the previous suspension. The student must submit to a new drug test administered in accordance with the same procedures utilized for random drug testing. A positive result shall be treated as a THIRD VIOLATION.

### **Third Violation:**

1. For a third violation, the student participant shall be suspended for the next thirty-six (36) consecutive interscholastic events or thirty-six (36) consecutive weeks of scheduled school attendance, whichever is greater in time. Student drivers with a third violation shall be denied permission to drive and/or park of school property for the next thirty-six (36) consecutive weeks of scheduled school attendance.

### **Additional Violations:**

1. Any additional violations shall disqualify the student's involvement in any extracurricular activities (varsity and junior varsity or from driving/parking on school property for the remainder of his/her enrollment in the school district.

# **Miscellaneous Information for Students and Parents**

The following pages provide miscellaneous information that we are required to make our parents/guardians and standards aware of as we enter the beginning of a year school year. If at any time you would have questions or need additional information regarding any information in this handbook, please feel free to contact the BCHS school administration.

**Dear Student, Parent, and/or Guardian,**

**Our most important function in the Bath County Schools is to provide the safest learning environment possible for all of our student and school staff members.**

**Unfortunately, in recent years Kentucky's P-12 schools have experienced and escalation of terroristic threats being made by students with intent to do harm to either other students or school staff members. In many of those cases, school officials and law enforcement officials were forced to close schools to investigate the threats that have 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 the state law (KRS 508.078)**

- (1) A person is guilty of terroristic threatening in the second degree when, other as provided in KRS 508.075, he or she intentionally,**
- (2) Makes false statements by any means, including by electronic communications, for the purpose of:**
  - 1. Causing evacuations 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, parent, or school personnel (for the complete text for KRS 508.078 please see next page)**

**Such threats to our students and school staff are totally unacceptable and will not be tolerated. As result, the purpose of this letter is to notify all students, parents, and/or guardians that school district official (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.**

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

**Bath County Schools**

**Regarding Kentucky State Law Provisions of Terroristic Threatening and Potential Penalties (KRS 508.078)**

**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 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.

# Kentucky's New High School Graduation Requirements

On April 5, 2019, Kentucky's new minimum high school graduation requirements became law. The changes add "graduation prerequisites" and "graduation qualifiers," explained below, to ensure students have basic math and reading skills, as well as experiences that can help them be prepared to enter college or the workforce. Here's what the changes mean for Kentucky students:

2019-2020 High School Freshman	2020-2021 High School Freshmen
<p>The new graduation requirements give students the chance to take more classes geared toward their plans after graduation.</p> <p>Freshmen must complete the following 22 personalized credits before graduation.</p> <ul style="list-style-type: none"> <li>• English I and II AND 2 additional English Language Arts credits aligned with the student's Individual Learning Plan (ILP)</li> <li>• Algebra I and Geometry AND two additional Mathematics credits aligned with the student's ILP • 3 credits Social Studies (at least 1 aligned with the student's ILP)</li> <li>• 3 credits Science (at least 1 aligned with the student's ILP)               <ul style="list-style-type: none"> <li>• 1/2 credit Health</li> <li>• 1/2 credit Physical Education</li> <li>• 1 credit Visual and Performing Arts</li> </ul> </li> <li>• 6 additional credits aligned with the student's ILP</li> </ul> <p>ADDITION, students must complete one of eight graduation qualifiers.</p> <p>These qualifiers help ensure graduates are prepared for what comes after high school. Students will be required to do ONE of the following:</p> <ul style="list-style-type: none"> <li>• Complete the precollege curriculum as established by the Council on Postsecondary Education; OR</li> <li>• Meet the benchmark score in one section (such as English, Reading, Math or Science) of a college admissions test (such as ACT or SAT) or placement exam as established by the Council on Postsecondary Education; OR</li> <li>• Earn three postsecondary credit hours or more of a Kentucky Department of Education (KDE)-approved dual credit class with a grade of C or higher; OR               <ul style="list-style-type: none"> <li>• Complete one class and corresponding test meeting the following criteria: - Advanced Placement (AP) with a score of three or higher; or - Cambridge Advanced International (CAI) with a score at or above benchmark; or - International Baccalaureate (IB) with a score of five or higher; OR</li> </ul> </li> <li>• Earn an industry certification as approved by the Kentucky Workforce Innovation Board; OR • Earn four credits from classes within a single KDE-approved career pathway; OR</li> <li>• Complete two years of a KDE-approved or Kentucky Labor Cabinet approved pre-apprenticeship or apprenticeship; OR</li> <li>• Complete a KDE-approved process to verify 500 hours of exceptional work experience or alternative requirements as outlined in a student's Individual Education Plan (IEP).</li> </ul>	<p>Students entering high school in the fall of 2020 and beyond also will have to meet a graduation prerequisite.</p> <p>The graduation prerequisite require students to demonstrate basic competency in reading and math in one of three ways before graduation:</p> <ul style="list-style-type: none"> <li>• Score at least at the Apprentice level in reading and mathematics on the 10th-grade state-required assessments;</li> <li>- Students who do not meet the minimum score on one or both assessments may retake the reading and/or mathematics assessments twice each year in the 11th and 12th grades of high school.; OR</li> <li>• Score at least Proficient on the 8th-grade state-required assessment for reading and/or mathematics; OR</li> <li>• Complete a collection of evidence to include the following:               <ul style="list-style-type: none"> <li>- The student's ILP, including a student transcript;</li> <li>- If applicable, the student's IEP, including evidence that the student has received specially designed instruction and related services in reading and mathematics;</li> <li>- Student performance on the required state assessments;</li> <li>- Appropriate interventions, targeted to the student's needs, to ensure support was provided to the student;</li> <li>- Student work demonstrating the students' competency in reading and/or mathematics, as applicable; and</li> <li>- The student's post-high school plans. The process shall require the principal to submit the collection of student evidence to the superintendent or his or her designee for review and approval.</li> </ul> </li> </ul> <p>ADDITIONAL REQUIREMENTS Students also are required to pass a 100-question civics exam, receive instruction in financial literacy and demonstrate competency in essential skills and technology</p> <p>NEXT STEPS Local school boards may consider adding to these minimum requirements to best meet the needs of their students.</p>

# Kentucky Department of Education Transition Readiness

## Student Expectations for Transition Readiness

**High School Diploma**  
Earn a high school diploma by meeting/exceeding the Kentucky Minimum High School Graduation Requirements

**AND**  
**Meet Requirements of Academic or Career Readiness**

 <b>Academic Readiness</b>	 <b>Career Readiness</b>	<b>English Language Readiness (only required for English Learners)</b>
<ul style="list-style-type: none"> <li>✓ Benchmarks, determined by Council on Postsecondary Education (CPE) on a college admissions exam or college placement examination; OR</li> <li>✓ A grade of C or higher in each course on 6 hours of KDE-approved dual credit; OR</li> <li>✓ A score of 3+ on exams in 2 Advanced Placement courses; OR</li> <li>✓ A score of 5+ on 2 exams for International Baccalaureate courses; OR</li> <li>✓ Benchmarks on 2 Cambridge Advanced International examinations; OR</li> <li>✓ Completing a combination of academic readiness indicators listed above.</li>   <li>• Demonstration of academic readiness shall include one quantitative reasoning or natural sciences and one written or oral communication, or visual and performing arts; or humanities; or social and behavioral sciences learning outcomes.</li> </ul>	<ul style="list-style-type: none"> <li>✓ Receiving an Industry Certification <i>(Approved by the Kentucky Workforce Innovation Board on an annual basis)</i>; OR</li> <li>✓ Scoring at or above the benchmark on the Career and Technical Education End-of-Program Assessment for articulated credit; OR</li> <li>✓ A grade of C or higher in each course on 6 hours of KDE-approved Career and Technical Education dual credit; OR</li> <li>✓ Completing a KDE/Labor Cabinet-approved apprenticeship; OR</li> <li>✓ Completing a KDE-approved alternate process to verify exceptional work experience.</li> </ul>	<ul style="list-style-type: none"> <li>✓ Meeting exit criteria for English language proficiency assessment (Overall composite of a 4.5 on a Tier B/C) for any student who received English Language services during high school.</li>   <li>• English Language Learners are included in academic and career readiness in addition to English Language Readiness.</li> </ul>

*Note: Students participating in the alternate assessment program and earning an alternate diploma will have criteria for Transition Readiness based on alternate assessment requirements and employability skills attainment.*

# Counting Young Children in the 2020 Census



## Counting everyone once, only once, and in the right place

An estimated 5 percent of kids under the age of 5 weren't counted in the 2010 Census. That's about 1 million young children, the highest of any age group.

We need your help closing this gap in the 2020 Census. Here's what our research tells us about why young children are missed and what you can do to help make sure they are counted.

<p>Common situations where young children aren't counted</p>	<p>How you can help?</p>
--	--------------------------



**The child splits time between two homes.**

The child lives or stays with **another family or with another relative such as a grandparent.**

- Emphasize that the census counts **everyone where they live** and sleep most of the time, even if the living arrangement is temporary or the parents of the child do not live there.
- If the child truly spends equal amounts of time between two homes, count them where they stayed on **Census Day, April 1**. Coordinate with the other parent or caregiver, if possible, so the child is not counted at both homes.
- If it's not clear where the child lives or sleeps most of the time, count them where they stayed on Census Day, April 1.



**The child lives in a lower income household.**

- Explain to service providers and families that responding to the census helps determine **\$675 billion in local funding** for programs such as food stamps (also called the Supplemental Nutritional Assistance Program or SNAP), the National School Lunch Program, and the Children's Health Insurance Program (CHIP). When children are missed in the census, these programs miss out on funding that is based on the number of children counted.



**The child lives in a household with young parents or a young, single mom.**

- Explain that filling out the census yourself, on your own schedule, is easier than having to respond when a census worker knocks on your door. Remind these households that the form should **only take about 10 minutes** to fill out and can be done online or over the phone, in addition to mailing it back.
- Encourage moms with young children to ask other household members to count them and their children on the form if others live in the household.



**The child is a newborn.**

- Emphasize that parents should **include babies** on census forms, even if they are still in the hospital on April 1.
- **Encourage facilities** providing services to newborns to remind parents about the importance of counting their children on the census form.
- Highlight the fact that the census form only takes about 10 minutes to complete, and parents can **fill it out online or over the phone in addition to paper** at a time that works best for them.



U.S. Department of Commerce  
Economics and Statistics Administration  
U.S. CENSUS BUREAU  
[census.gov](http://census.gov)

Connect with us  
[@uscensusbureau](https://twitter.com/uscensusbureau)

## Common situations where young children aren't counted

## How you can help?



The child lives in a household that is **large, multigenerational, or includes extended or multiple families**.

- Remind the person filling out the form to count all children, including nonrelatives and children with no other place to live, even if they are only living at the address temporarily on April 1.
- Spread the word that the census **counts all people living or staying** at an address, not just the person or family who owns or rents the property.



The child lives in a household that **rents or recently moved**.

- Encourage renters and recent movers to complete their census forms **online or over the phone**, right away. That way they don't need to worry about paper forms getting lost in the move.
- **Focus efforts** on multiunit buildings that are likely to have renters.



The child lives in a household where they're **not supposed to be**, for one reason or another.

- Please explain to those that have children living in places where they aren't allowed (for example, grandparents in a seniors-only residence that have a grandchild living with them, a family with more people, including children, than the lease allows) that they should include the children because the **Census Bureau does not share information** so it can't be used against them.
- Emphasize the Census Bureau's legal commitment to keep census **responses confidential**.
- Explain that the Census Bureau **will never share information** with immigration enforcement agencies like Immigration and Customs Enforcement (ICE), law enforcement agencies like the police or Federal Bureau of Investigation (FBI), or allow this information to be used to determine eligibility for government benefits.



The child lives in a **non-English or limited-English speaking** household.

- **Conduct outreach** and create resources in non-English languages that highlight the importance of counting young children.
- **Encourage non-English speakers to self-respond** to the census and let them know that for the 2020 Census, the online form and telephone line will be available in 13 languages, including English. Language guides will be available in 59 languages other than English.



The child lives in a household of **recent immigrants or foreign-born adults**.

- Work with community members to conduct outreach in neighborhoods with recent immigrants. **Focus efforts** on the **community's gathering places** like local grocery stores, places of worship, and small restaurants.
- Emphasize the **Census Bureau's legal commitment** to keep census responses confidential. Explain that the Census Bureau will never share information with immigration enforcement agencies like Immigration and Customs Enforcement (ICE), law enforcement agencies like the police or Federal Bureau of Investigation (FBI), or allow this information to be used to determine eligibility for government benefits.

**Bath County High School  
Youth Services Center  
606-674-3078**

**Facts for Teens: Teen Suicide**

**Introduction**

Teen suicide is a serious problem in the United States. It is the third leading cause of death among teenagers — almost 2,000 teens kill themselves each year.

Many more teens attempt suicide. A recent survey of high-school students found that:

- Almost 1 in 5 had seriously considered attempting suicide;
- More than 1 in 6 had made plans to attempt suicide; and
- More than 1 in 12 had made a suicide attempt in the past year.

If you look around a class of 25 students, at least five are likely to have seriously considered suicide, and at least two are likely to have tried to kill themselves in the past year.

Female teens are much more likely to attempt suicide than males, but male teens are four times more likely to actually kill themselves.

Over sixty-percent of teens who kill themselves use guns.

**Who Is At Risk?**

Some teens, because of their biochemical makeup or life experiences, are at greater risk for suicide.

Risk factors for suicide include:

- **Previous suicide attempts** - Teens that have attempted suicide in the past are much more likely than other teens to attempt suicide again in the future. Approximately a third of teen suicide victims have made a previous suicide attempt.
- **Depression and/or alcohol or substance abuse** - Over 90% of teen suicide victims have a mental disorder, such as depression, and/or a history of alcohol or drug abuse.
- **Family history of mental disorders, substance abuse, or suicide** - Teens who kill themselves have often had a close family member who attempted or committed suicide. Many of the mental illnesses, such as depression, that contribute to suicide risk appear to have a genetic component.
- **Stressful situation or loss** - Teens who kill themselves almost always have serious problems, such as depression or substance abuse. When they experience losses or certain stressful situations, it can trigger a suicide attempt. Such stressful situations include: getting into trouble at school or with the police; fighting or breaking up with a boyfriend or a girlfriend; and fighting with friends.

- **Easy access to guns** - Teens are much more likely to kill themselves when they have access to guns. When teens shoot themselves, they most often do so in their own homes. Teens are at a far greater risk for suicide when there are loaded and accessible guns in their homes.
  - **Exposure to other teenagers who have committed suicide** - Teens are more likely to kill themselves if they have recently read, seen, or heard about other suicide attempts.<sup>13</sup>
- Other risk factors include a history of physical and/or sexual abuse, poor communication with parents, incarceration, and lack of access or an unwillingness to seek mental health treatment.

## **What You Can Do**

### **If you are worried about a friend...**

Ask directly if he or she is considering suicide. Ask whether he or she has made a specific plan and has done anything to carry it out. Listen openly to your friend, tell your friend that you care deeply, and that no matter how overwhelming his or her problems seem, help is available. Then, help your friend to find someone trained to help, such as a doctor, community health center, counselor, psychologist, social worker, youth worker, or minister. Numbers for suicide hotlines and crisis centers should be available in your local phone book or call 1-800-SUICIDE. If your friend has a detailed plan or appears acutely suicidal and will not talk, he or she could be in immediate danger and it is important to get help right away. Do not leave your friend alone, and seek help immediately, taking your friend to a hospital emergency room if necessary. Even if it will anger your friend, talk with an adult you trust about your friend's situation so that you aren't carrying the burden by yourself. Do not try to "rescue" your friend or be a hero and try to handle the situation on your own. You can be the most help by referring your friend to someone with the professional skills to provide the help that he or she needs, while you continue to offer support.

### **If you are thinking about suicide...**

Talk with a trusted adult or call your local crisis intervention center immediately. You may be feeling tired, alone, depressed, scared, angry, hopeless, or unloved, and it may seem that things will never get better. However, no matter how overwhelming your problems seem, confidential help is available. Trained, caring adults can help you to find alternatives you may not have considered and solutions to problems or situations that may seem hopeless. If you are depressed, effective treatments are available that will help to relieve your sadness, anger, and pain.

**If danger is imminent, call 911 or take your child to the nearest emergency room**

**Pathways, Inc. 1.800.562.8909**

**National Suicide Prevention Lifeline  
1-800-273-8255**

[www.suicidepreventionlifeline.org](http://www.suicidepreventionlifeline.org)

**Teen Suicide Prevention and Awareness**

[www.teensuicideprevention.org](http://www.teensuicideprevention.org)

**Preventing Suicide**

[www.kentuckysuicideprevention.org](http://www.kentuckysuicideprevention.org)

**Bath County High School Youth Services Center**  
**606.674.3078**  
**Social Media Information**

Are you familiar with Snapchat, Kik, Whisper, Instagram, Twitter and Tumblr. High School teens are living their lives online. They are checking their friends' status updates and posting their own, watching their favorite shows, uploading photos and videos, playing games and accessing all different types of information.

**Tumblr:** Tumblr is unique because of the variety of content that users can post from phones. They can text and post photos, they can offer up quotes, links, music, voice messages and videos. Key concerns are privacy and inappropriate content in which users do not have to use their real names.

**GroupMe:** GroupMe is an app that does not charge fees or have limits for direct and group messages. User also can send photos, videos and calendar links.

**Snapchat:** Snapchat is popular with teens because it allows users to rapidly send their friends images and video which disappear after a certain amount of time set by the user (1-10 seconds). What parents need to know about this app is that it is currently the most popular "sexting" app available. Some teens use the app to send explicit photos, believing that they can't be retrieved after the app makes them disappear. Forensic experts have shown that the images can actually be retrieved from the phone after disappearing from the app.

**Kik Messenger:** Kik Messenger is an app that lets teen's text for free. It is fast and has no messages limits, character limits or fees if you only use basic features. Because it is an app, the texts will not show up on your kid's phone's messaging service, and you are not charged for them.

**WhatsApp:** WhatsApp lets users send text messages, audio messages, videos, and photos to one or many people with no message limits or fees. It was designed for those 16 and over and is often pushy as it automatically connects you to all the people in your address book.

**Discord:** Discord started as a place for gamers to chat while playing video games but has become a bigger platform where users can use text, voice-chat, and video-chat to discuss a wide variety of topics.

**Tik Tok:** Tik Tok is a video sharing social network that mostly features teens lip-synching to famous songs but also includes some original songwriting and singing. They can build up a following among friends or share posts publicly.

**Houseparty – Group Video Chat:** It is a way for groups of teens to connect via live video. Two to eight people can be in a chat together at the same time. If someone who is not a direct friend joins a chat, teens get an alert in case they want to leave the chat.

**Live.me- Live Video Streaming:** Allows kids to watch others and broadcast themselves live, earn money from fans and interact live with users without any control over who views their streams.

**YouNow:** Broadcast, Chat and Watch Live Video is an app that lets kids stream and watch live broadcasts. The ultimate goal is to get lots of viewers, start trending, and grow your fan base.

**Whisper:** Whisper is also a messaging app, but with a twist. Users post messages anonymously in the form of text superimposed over a picture. Whisper has become popular with users as a way to make anonymous confessions. Among the concerns that have arisen regarding Whisper is the app's use in cyberbullying, wherein teens are posting pictures of other teens with derogatory text over the image. The app also allows users to communicate with other who are nearby using a GPS function.

**Ask.fm:** One of the hottest social networking apps among young people, Ask.fm is a Q&A platform that allows users to ask each other a question anonymously. Twitter and Facebook integration has made it even more popular, with an estimated 25% of teenager having accessed it within the last 30 days. However, this app has become popular for cyberbullying, with FOUR documented bullying-related suicides being linked to it.

**MeetMe:** Chat and Meet New People. It was not marketed as a dating app MeetMe does have a “Match” feature whereby users can “secretly admire” others, and its large user base means fast paced communication and guaranteed attention.

**Omegle:** Omegle is a chat site that puts two strangers together in their choice of a text chat or a video chat. This can be very attractive to teens and provides a no-fuss way to make connections.

**Yubo:** Formerly Yellow-Make New Friends is an app that is other called the “Tinder for teens” because users swipe right or left to accept or reject the profiles of other users. If both swipe right on each other, they can chat and hook up via Snapchat or Instagram.

**Twitter:** Twitter is a microblogging tool that allows users to post brief, 140 character messages—called “tweets”- and follow other users’ activities. It is not

only for adults; teens like using it to share tidbits and keep up with news and celebrities.

**Instagram:** Instagram lets users snap, edit, and share photos and 15-second videos, either publicly or within a private network of followers. It unites the most popular features of social media sites: sharing, seeing and commenting on photos. It also lets you apply fun filters and effects to your photos, making them look high quality and artistic.

*While awareness of these apps is a good start, it is just the beginning. It is crucial for parents to monitor their child's smartphone, tablet and computer use.*

*Most of all, communicate with your children. Talk with them about the importance of on-line safety, and the importance of making good decisions while on-line.*

### ***Here is a few statistics concerning online activity.***

71% of teens have established online profiles on social networking sites.

Nearly half (47%) have public profiles viewable by anyone. Teens with public profiles are more likely to receive messages from strangers and be harassed by peers.

54% of teens report that if parents knew what actually happened on social media, they'd be a lot more worried about it.

1 in 5 teens report says they check notifications while driving at least sometimes, 44% say they "never" do.

At least one in four are receiving sexually explicit texts and emails, and at least one in seven are sending sexts. More than one in 10 teens are forwarding these sexts without consent. Roughly one in 12 teens have had sexts they sent shared without their permission.

Information source: Internetsafety101.org, enough.org and Commonsensemedia.org

# Forms

All forms are available via the Bath County Schools and Bath County High School Website or may be requested at the school. Please check the website or you can make a request at the school for an Educational Enhancement Request Form, and the Medical Excuse Forms.

The following forms have been including in this handbook:

- Guidance and BCBS Handbook Form
- Permission to Pick Up Form
- YSC Student Survey
- YSC Parent Survey

Please complete the above mentioned forms and return to school within the first five (5) days to your student's Study Zone Teacher.



Student Name: \_\_\_\_\_

Grade: \_\_\_\_\_

## Guidance and BCHS Handbook

Bath County High School offers a variety of services to our students and their parents, we also make every effort to communicate with the parents/guardians of our students, and we make every attempt to keep our school safe and orderly. Below is a list of services and publications that we offer our students that is not noted in the Bath County Schools Student Information Packet. Please check the boxes for each service that you grant permission for your child to receive and check the boxes acknowledging receipt of important school policies and publications:

- Guidance Counseling:** *I give permission for my child to receive services from the counseling program at Bath County High School. The guidance program is designed to assist students in making the most of their educational experience. The counselors will work with students to improve their emotional well being, academic progress, personal development, and social development.*
- High School Handbook Acceptance:** *I have received a copy and understand the Bath County High School Student and Parent Handbook. The handbook includes most of the operational policies and school procedures as well as the Student Code of Acceptable Behavior (this includes consequences for student misconduct) and a copy of the attendance policy. Parents and students are required to acknowledge receipt of the handbook.*

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date



**Bath County Schools  
Youth Services Center  
Permission for Services/Programs  
Consent Form 2019-2020**

Student's Name: \_\_\_\_\_ DOB: \_\_\_\_\_

Address: \_\_\_\_\_

Parent/Guardian Name: \_\_\_\_\_ Grade: \_\_\_\_\_

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Youth Services Centers of the Bath County School District purpose is to help remove barriers that keep students from attending and learning in school. This is accomplished by providing services to students and families at the Center or referring to local community agencies. Throughout the school year assessments and surveys may be administered. Please remember all assessment and surveys are anonymous and information is used collectively for grants, reports, etc.

I, as parent/guardian give permission to Bath County Schools Youth Services Centers to provide services to my child and to release necessary information to other agencies in order to facilitate services for my child and/or family. I understand that all records, assessments and services will be protected by confidentiality regulations governing the release of such information by the center staff to other agencies in order to facilitate services for my child.

- |                                      |                                    |
|--------------------------------------|------------------------------------|
| Attendance Assistance                | Angel Tree Program                 |
| After School activities for students | Basic needs assistance or referral |
| Children Incorporated Program        | College/Career Day                 |
| School Based Services by Pathways    | Reality Store                      |
| Health Fair                          | Red Ribbon Week Activities         |
| Violence Prevention Programs         | Drug Prevention Programs           |
| Emergency Clothing Closet            | Parent Workshops                   |
| Health Screening                     | Referrals to Adult Education       |
| Dropout Prevention                   | KIP Survey                         |
| Limited School Supplies              | KY-ASAP Data                       |
| Referrals to Local Agencies          | Referrals to State Agencies        |

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

***If you need more information, please contact: Bath County High School YSC at 606.674.3078 or [Cindy.Kerns@Bath.Kyschools.us](mailto:Cindy.Kerns@Bath.Kyschools.us) or [Sandy.Harvey@Bath.Kyschools.us](mailto:Sandy.Harvey@Bath.Kyschools.us)***

The Bath County School District does not discriminate on the basis of race, color, religion, sex, genetic information, national or ethnic origin, political affiliation, age or disabling condition in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following persons have been designated to handle inquiries regarding the non-discrimination policies: Title IX Coordinator/Section 504/ADA Coordinator: 405 West Main Street, Owingsville, KY; 606.674.6314.

Bath County High School  
Youth Services Center  
STUDENT Needs Assessment Survey

To be completed by STUDENT. DO NOT put your name on this survey. This survey is used as a planning tool for the Youth Services Center and all information is kept confidential.

Please check all boxes that apply of what programs you feel are important to you as a student as BCHS.

- Bullying Prevention
- Peer Pressure
- Anger/Conflict Management
- Self Esteem
- Stress Management
- Divorce/Separation Counseling
- Grief/Loss Counseling
- Dental Need
- Medical Needs
- Drug/Alcohol/Tobacco Counseling
- Hearing Needs
- Information on Teen Pregnancy
- Information on nutrition (exercise, weight control)
- Eating Disorders
- Violence in School
- Suicide Prevention
- Other \_\_\_\_\_

As a student do you feel?

- Confident in job applications, resume writing and/or interviewing skills? Yes or No
- Confident in college application skills? Yes or No

Please list the top 3 things you feel you need in order to make decisions about your future career and/or college plans.

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

Do you feel there is a need for more after-school or summer programs? Yes or No

If so, what type of programs you would like to see offered:

\_\_\_\_\_

If you have any questions and/or concerns please contact BCHS YSC at 606.674.3078.

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Bath County High School  
Youth Services Center  
PARENT Needs Assessment Survey

To be completed by PARENT. DO NOT put your name on this survey. This survey is used as a planning tool for the Youth Services Center and all information is kept confidential.

Number in Household: \_\_\_\_\_

Number of children in household: \_\_\_\_\_

Do you presently have or receiving:

- KTAP
- A medical Card
- Private Insurance
- KCHIP (Kentucky Children's Insurance Program)
- No Medical Insurance

Please check the top 3 health issues that interfere with student learning.

- Chronic Medical issues (Asthma, Allergies, Diabetes)
- Dental
- Hearing
- Mental Health
- Substance Abuse
- Eating Disorders
- Head Lice
- Vision

Please check the top 3 needs you feel students may need assistance with.

- |   |  |
|---|--|
| • Bullying Prevention                                 | • Violence in School                     |
| • Peer Pressure                                       | • Suicide Prevention                     |
| • Drug/Alcohol Counseling                             | • Step family/extended family counseling |
| • Anger/Conflict Management                           | • Divorce/Separation Counseling          |
| • Self Esteem   | • Grief/Loss Counseling                  |
| • Stress Management                                   | • Drug/Alcohol/Tobacco Counseling        |
| • Information on Teen Pregnancy                       | • Medical Needs                          |
| • Information on nutrition (exercise, weight control) | • Dental Needs                           |
| • Eating Disorders                                    | • Hearing Needs                          |
| • _____   | • Other _____                            |

Do you feel there is a need for more after-school or summer programs? Yes or No

If so, what types of programs you would like to see offered: \_\_\_\_\_

If you have any questions and/or concerns please contact BCHS YSC at 606.674.3078.

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Notes: