

Bourbon County High School Home of Colonel Pride!



Student Handbook 2016-2017

Bourbon County High School values differences, challenges students to achieve excellence, and produces lifelong learners.

Dear Parents and Students,

Welcome to a fantastic year at BCHS! We hope that you are as excited to begin a year of learning as we are. Many minds have met throughout the summer to get things ready for our return in August—to ensure that you get a high quality education and become competitive in your next step in life, as an adult. Now, it's your turn!

Our goal is to help students be College and Career Ready! In order to do that, they must be present, engaged, and give a lot of themselves in pursuit of their education. The policies and procedures at BCHS are intended to help students reach their maximum potential by ensuring that they are helping us help them. One important item to note is attendance—students need to be present and on time each and every day. If they are going to be absent, they need to present a note to excuse that absence within five days of the absence. Failing to adhere to the attendance policy can become a problem area for students because of grades, inability to participate in field trips, extra-curricular activities, etc. **Attendance this year at BCHS is going to be a focused area of improvement!** We will be working hard to make sure each student is in class on time every day—and we hope parents and students alike see it as something that is of great importance, as we do. Be sure, as you read through this information, you review what determines an excused absence and/or tardy to school...as every moment of instructional time is critical! We will ask that each tardy (sign in/out) and/or absence be excused by a phone call or note within 5 school days—and those that are not will not be counted as unexcused absences, and therefore will be subject to truancy laws. A complete reference to the district attendance policy is enclosed.

We want every student who enters the doors at Bourbon County High School to be proud to be part of the school community. We offer a wide variety of coursework and programs, so every student can find his or her place. The expectation is high! We will work hard to teach each child how to create a positive learning environment—and we expect each student to work to help us create a great school, and to adhere not only to the common courtesies addressed in the code of conduct but also to the common sense guidelines we all learned as children. We expect every student to be kind to others, be respectful of their elders, follow basic rules, and do their very best every day. In the end, the way they behave and the things they do at school should be "honest and fair in the game of life".

As you go through the year, please be sure to let us know if you encounter problems. The personnel at BCHS are here to assist you in any way. If at any time you have any questions, need any assistance, or would like to share your thoughts on how we can help your student be more successful, please feel free to contact us.

David Horseman

Brian Hodge

Anne Buchanan

Shane Mitchell

Principal

Assistant Principal

Assistant Principal

Dean of Students

TAKE NOTE.....

Some important things for you to note.....

- ✓ All students are expected to come to school in compliance with dress code each day. Modesty is the key.
- ✓ Students will be allowed to use cell phones during break time, pass time, and lunch. During class, it's your responsibility to focus on learning. **You will not be permitted to use phones during restroom breaks.**
- ✓ A student is considered late to school if (s)he is not on time to 1st period. Being late or absent from school (unexcused) means a student is truant; six times is considered habitual truant which means that a student can end up in court for truancy. Being on time and in good attendance is not only important for successful academics, it is the law.
- ✓ If students are absent or tardy, they have **five** days to turn in an excuse note or the absence will remain unexcused.
- ✓ Students will not be permitted to leave the class the first 10 minutes and the last 10 minutes of class, the 10/10 rule.
- ✓ Electronic Devices that are taken during the school day will not be returned to students—only to parents.
- ✓ Students will be seated prior to the dismissal bell.
- ✓ Please review all of your school policies and procedures—it's your responsibility to know and follow them.

FIRST WEEK OF SCHOOL

Wednesday, August 10, 2016

Today as you meet with each of your individual classes, please make the focus on classroom procedures and expectations rather than substantive core curriculum work. Get areas/seating squared away, let students know what procedures look like, what is expected of them, etc. Have a specific plan and teach them what you expect of them from the beginning. *EMPHASIZE 10/10 RULE, TARDIES, LINING UP AT DOOR.

Schedule:

8:20-8:45 School Assembly, Introduction of Staff, Great Year/Great Start!
 9:00-9:30 Advisory—Distribute Forms
 9:35-10:40 PBIS Expectation Rotation (Auditorium-Code of Conduct; Gym-Assembly; Cafeteria-Cafeteria)

	9 th	10 th	11 th	12 th
9:35-9:50	Gym	Cafeteria	Auditorium	Auditorium
9:55-10:05	Cafeteria	Gym	Auditorium	Auditorium
10:10-10:25	Auditorium	Auditorium	Gym	Cafeteria
10:25-10:40	Auditorium	Auditorium	Cafeteria	Gym

10:45-11:15 1st Period
 11:15-1:15 4th Period
 1:20-1:50 2nd Period
 1:50- 2:20 3rd Period
 2:20-2:50 5th Period
 2:50-3:25 6th Period

Thursday, August 11, 2016

REGULAR SCHEDULE (WE WILL WALK THROUGH A FIRE DRILL INSTEAD OF BREAK)

Friday, August 12, 2016

REGULAR SCHEDULE (WE WILL HAVE EARTHQUAKE AND FIRE DRILLS INSTEAD OF BREAK)

Monday, August 15, 2016

REGULAR SCHEDULE (WE WILL HAVE TORNADO DRILL INSTEAD OF BREAK)

Tuesday, August 16th, 2016 (PICTURE/CLUB DAY)

Today, teachers need to accompany their advisories to each location, as delineated below. During picture time, be sure that each student has his or her picture taken—they do not have to purchase, but they must have a picture made and is used for Infinite Campus and for safety precautions. Please have your students in the gym and the cafeteria at the assigned time. Today, please also collect forms and check off what is received.

Overall Daily Schedule:

8:20-10:30: Advisory (This is extended due to picture day)

10:35-11:15: 1st period

11:20-1:15: 4th period

1:20-1:40: 2nd period

1:45-2:05: 3rd period

2:10-2:30: 5th period

2:35-2:55 6th period

3:00-3:25 FALL SPORTS PREVIEW

Senior Advisories:

8:20: Suicide Video/Lesson for Students
 9:00: Cafeteria lock down
 9:30: Meet in the auditorium - Balfour meeting/ Senior year, grad announcements, etc.
 9:55: College and Career Readiness, FAFSA, etc. (Horseman)
 Baker, Cobb, Covert, Friedman, Hurt
 Lawcock, Manning, Mullins, Slusher, Spangler

Junior Advisories:

8:20: Meet in the Auditorium—Balfour Meeting/Class Rings
 8:50: Pictures
 8:50— Adams, Allen-Patrick, Conley, Fussinger, J. Hale, Lahde
 9:05—Mahanna, Padgett, Poe, Smart, Trotter, Weiderman, Wright

9:30: Suicide Video/Instruction

10:00: Cafeteria Lockdown

Sophomore Advisories:

8:20—School Pictures
 8:20—Bess, Getz, Gustin, E. Hale, Hamm
 8:45— Hobbs, Moran, Vincent, Wesley

9:30—Suicide Video/Lesson for Students

10:00—Cafeteria Lockdown

Freshmen Advisories:

8:20—Cafeteria lockdown
 9:00—Suicide Video/Lesson for Students
 9:25—Pictures

9:25— Ashcraft, Back, Carter, Clark, Fritsch, Garrison
 9:40— Hughes, Prepti, Price, Short, Tussey, Wells

BOURBON COUNTY SCHOOLS
2016-2017 SCHOOL CALENDAR

August 4, 2016	PD Day
August 5, 2016	PD Day
August 8, 2016	Teacher Planning Day
August 9, 2016	Opening Day
August 10, 2016	First Day for Students
September 5, 2016	Labor Day Holiday
October 11, 2016	End Of 1st Nine Weeks (Elementary Schools/High School) (44 Days)
October 12-14	Fall Break
October 17, 2016	Begin 2nd Nine Weeks (Elementary Schools/High School)
November 2, 2016	End of 1 st Trimester (Middle School) 57 Days)
November 3, 2016	Begin 2 nd Trimester (Middle School)
November 7, 2016	Teacher Planning Day
November 8, 2016	General Election Day
November 23, 2016	PD Day
November 24, 2016	Thanksgiving Holiday
November 25, 2016	PD Day
December 20, 2016	End Of 2nd Nine Weeks (Elementary Schools/High School) (42 Days)
December 25, 2016	Christmas Day Holiday
January 1, 2017	New Year's Day Holiday
January 4, 2017	Return To School, Begin 3rd Nine Weeks (Elementary Schools/High School)
January 16, 2017	Martin Luther King Day
February 14, 2017	End of 2nd Trimester (Middle School) (58 Days)
February 15, 2017	Begin 3rd Trimester (Middle School)
February 20, 2017	President's Day
March 7, 2017	End Of 3rd Nine Weeks (Elementary Schools/High School) (43 Days)
March 8, 2017	Begin 4th Nine Weeks (Elementary Schools/High School)
April 3-7, 2017	Spring Break
May 15, 2017	End Of 4th Nine Weeks (Elementary Schools/High School) (44 Days)
May 15, 2017	End Of 3rd Trimester (Middle School) (57 Days)
May 16, 2017	Closing Day
May 29, 2017	Memorial Day Holiday

GRADING PERIODS (BCES, CRES, NMES, BCHS)

NINE WEEKS	BEGIN DATE	END DATE	DAYS TAUGHT	REPORT TO PARENTS
1	August 10	October 11	44	October 21
2	October 17	December 20	42	January 10
3	January 4	March 7	43	March 14
4	March 8	May 15	44	May 22

GRADING PERIODS (BCMS)

TRIMESTER	BEGIN DATE	END DATE	DAYS TAUGHT	REPORT TO PARENTS
1	August 10	November 2	57	November 10
2	November 3	February 14	58	February 22
3	February 15	May 15	58	May 22

BOURBON COUNTY HIGH SCHOOL EXPECTATIONS

1. Be on time. Strive for perfect attendance.
2. Bring classroom lessons and materials.
3. Participate and do your best.
4. Respect others and the schools' property, time and well-being. (Permitted technology use focus on academic achievement, no tobacco products, harassment, or graffiti.)
5. Use only proper language and wear proper clothing.
6. Stay in the building during school hours. All students must be in supervised area at all times, must come to building upon arrival to school, and stay in the classroom during class time. (Exception: Walking to the Ag. Bldg., driving to co-op class, or under the supervision of a teacher.)
7. Take care of restroom and other needs during class transition/pass time. Use a hall pass if an emergency arises.
8. Pick up after yourself—keep our building clean and neat! If you make a mess, clean it up. If you see a mess, be pro-active and make it right.
9. Keep public displays of affection respectable—**no kissing**, inappropriate touching
10. Students must be seated prior to dismissal bell.

STUDENT CODE OF CONDUCT

Students at Bourbon County High School are provided the right to an education in the public schools. It is the responsibility of each student to behave in a manner that does not threaten, interfere with, or deprive other students of their rights to an education. Many infractions listed below are also criminal law violations. BCHS strives to maintain a safe school environment for all students and staff; therefore, when laws are broken, appropriate charges may be filed against offending students.

Students are responsible for maintaining appropriate behavior as mentioned in the guidelines of KRS and Safe Schools, and students, staff, and parents may always reference the guidelines set out by those two organizations.

RIGHTS AND RESPONSIBILITIES

STUDENTS

1. Students have the right to:

- a) a meaningful free appropriate public education, the maintenance of high educational standards, and a system of public education that meets the needs of the individual students.
- b) reasonable and timely notice of all rules, regulations, policies, and penalties to which they may be subject.
- c) consultation with teachers, counselors, administrators, and other school personnel.
- d) physical safety and protection of their personal property.
- e) free election of their peers in student organizations in which all students have the right to seek and hold office.
- f) examination by themselves, their parents/guardians, or their authorized representatives of their own personal school records; and, the guarantee of confidentiality of academic records, except upon authorization of the student or the parent/guardians of the student.
- g) involvement in school activities without being subject to discrimination on any basis. (Where participation in activities is on a competitive basis, each the right to an opportunity to compete on an equal basis.)
- h) respect from other students and school personnel.
- i) presentation of complaints for grievances to school authorities, and receipt of authoritative replies from school officials regarding the disposition of their complaints or grievances.

2. Students have a responsibility to:

- a) conduct themselves by the rules and regulations as set forth in this Code of Conduct.
- b) be responsible for their own conduct, and for showing consideration for the rights and property of others.
- c) exhibit neatness and cleanliness of personal attire and hygiene.
- d) show respect for the educational process and learning environment by refraining from intentional or habitual tardiness or unexcused absences, and take advantage of every opportunity to further their education.

TEACHERS

1. Teachers have the right to:

- a) the support of co-workers and administrators.
- b) work in an educational environment with minimal disruptions.
- c) expect all assignments, including homework, to be completed and turned in as assigned.
- d) remove to a designated area any student whose behavior significantly disrupts a positive learning environment.
- e) safety from physical harm and freedom from verbal abuse.
- f) provide input to aid in the formulation of policies that relate to their relationships with students and school personnel.
- g) take action necessary in emergencies to protect their own person or property, and the persons or property of those in their care.

2. Teachers have a responsibility to:

- a) present the materials and experiences to students, and to inform students and parents/guardians of achievement and progress.
- b) plan a curriculum which meets the needs of all students, and which maintains high standards of academic achievement.
- c) administer such discipline as is necessary to maintain order and decorum, without discrimination on any basis.
- d) evaluate students' assignments and return them as soon as possible.
- e) exhibit exemplary behavior in action, dress, and speech in the educational environment.
- f) inform parents/guardians of children's successes, problems, or failures promptly.
- g) reward exemplary behavior or work of students.
- h) maintain an atmosphere conducive to good behavior, and to exhibit an attitude of respect for students.
- i) follow the rules and regulations of the Bourbon County Board of Education and/or school administration.
- j) inform parents of the materials and subjects to be covered in each course, and to inform parents as to how they can assist a student in studying these materials and subjects.

PARENTS/GUARDIANS

1. Parents/Guardians have the right to:

- a) send their children to a school with an environment where learning is foremost.
- b) expect classroom disruptions to be dealt with fairly, firmly, and quickly.
- c) enroll students in the Bourbon County Schools where they shall attend classes regularly and promptly with minimal interruptions.
- d) expect the school to maintain high academic standards.
- e) review the child's academic progress and other pertinent information, which may be contained in the student's personal records.
- f) address the grievances concerning their child and to receive a prompt reply for any alleged grievance.
- g) be informed of children's successes, problems, or failures.
- h) be informed as to the materials and subjects to be covered in each course, and as to how parents/guardians can assist the student in mastering these materials.

2. Parents/Guardians have a responsibility to:

- a) instill in their children the value of an education.
- b) encourage their children to have a sense of responsibility.
- c) help children understand that disruptions in the school are detrimental to the educational program for all students.
- d) become familiar with the educational program and the procedures.
- e) inform children about the disciplinary procedures of the school and emphasize the importance of following it.
- f) see that children attend school regularly and promptly.
- g) determine the facts of any situation before passing judgment.
- h) recognize that school personnel must necessarily concern themselves with education.
- i) support the efforts of the school personnel by working with their own children on school endeavors.
- j) demonstrate respect for the teachers, administrators at school, and all school related activities.
- k) see that children exhibit neatness and cleanliness in their personal attire and hygiene.
- l) be an active member of the educational process.

PRINCIPALS

1. Principals have the right to:

- a) expect staff members to comply with policy and directions by the principal.
- b) take necessary disciplinary action with any student whose conduct disrupts the educational process.
- c) respect from students, parent/guardians, and staff members.

2. Principals have a responsibility to:

- a) help create and foster an atmosphere of mutual respect and consideration among students, staff members, and parents/guardians.
- b) administer discipline fairly and equally, following the guidelines set forth herein, but also using his/her own best judgment.
- c) exhibit exemplary behavior in action, dress, and speech.

direct the development of a program of instruction that explains the Code of Conduct to the school community.

Code of Conduct

The following is a list of major behavior infractions and the recommended disciplinary actions for each infraction. This is not a comprehensive listing and the Bourbon County Schools and the Administration of Bourbon County High School shall reserve the right to administer other corrective measures for other offenses that might occur.

Any student who endangers, or threatens to endanger, the safety or well-being of any student or staff member is subject to up to 10 days suspension, possible expulsion, and or court referral, regardless if the offense is outlined specifically in this code of conduct.

ACADEMIC HONESTY

Purpose and Definition

Bourbon County High School students are expected to attend school ready to learn. It is also expected that student behavior will reflect the ability to discern right from wrong. The well being of the school community depends on each student accepting responsibility for personal conduct in both social and academic endeavors. Academic honesty requires that students take responsibility for producing work that is reflective of the student's best effort. Academic dishonesty is evidenced by cheating or plagiarism and involves any attempt by a student to show possession of knowledge and skills that he/she does not possess. For purposes of this policy the following definitions are in effect:

Cheating is:

- Using dishonest, deceptive, or fraudulent means to obtain or attempt to obtain credit for academic work.
- Use of electronic device during a test, quiz, etc. is considered cheating, unless immediately confiscated by teacher or administration and proven otherwise
- Using notes, aides, or the help of another student on tests in ways other than those expressly permitted by the teacher.
- Looking at another student's tests or answers.
- Copying or allowing another student to copy from one's own test and other course work.
- Tampering with an instructor's record or student grades/scores.
- Unauthorized accessing, deleting, modifying, transferring or using any analog or digital files/programs locally or by remote access.

Plagiarism is:

- Taking the specific substance of another person's work and creating or offering it as one's own work without giving credit to that source.
- Not using quotation marks, indentation, and/or footnotes to denote material that has been directly quoted from another source.
- Paraphrasing an author without giving credit.

1st school wide offense (for the current school year)

Zero on assignment.

1 hour Friday School.

Teacher calls guardian, enters referral, inputs conversation in PLP / IC.

Admin completes referral.

2nd school wide offense (for the current school year)

Zero on assignment.

2 hour Friday School.

Teacher calls guardian, enters referral, inputs conversation in PLP / IC.

Admin completes referral.

3rd school wide offense (for the current school year)

Zero on assignment.

SAFE

Teacher calls guardian, enters referral, inputs conversation in PLP / IC.

Admin completes referral.

4th school wide offense (for the current school year)

Zero on assignment.

2 SAFE

Teacher calls guardian, enters referral, inputs conversation in PLP / IC.

Admin completes referral.

ACCEPTABLE USE POLICY (AUP): Every student and staff member is required to complete Digital Driver's License then read and sign an acceptable use policy, which outlines the do's, and do not's of school computer usage and online activities. Any violation of that policy will be handled in the following manner:

CONSEQUENCE: Student loses computer privileges until an administrator reviews the AUP and student signs new agreement and/or Loss of computer privileges for remainder of the semester

ABUSE OF A TEACHER(Verbal or other) (Law Violation): Any verbal abuse (profanity or inappropriate comments) directed at a teacher, or physical contact or threat of physical contact toward any school employee that could disrupt or interfere with normal school activities. **CONSEQUENCE:**

Verbal: 1st Offense- 1 day suspension; 3 Days Safe; and/or Court referral

2nd Offense- 3 day suspension

Threat: Immediate removal from the area to SAFE followed by a Threat Assessment to be completed by witnessing school personnel, counselor, administrator, and parent; SAFE; Suspension up to 10 days; court referral; and/or request for expulsion hearing

Physical Contact: Threat assessment completed and suspension up to 10 days; anger management and counseling required;

SAFE; court referral; and/or request expulsion hearing

AGGRESSIVE BEHAVIOR TOWARD ANOTHER STUDENT: Any verbal confrontation or minor physical contact to include such things as pushing, shoving, name calling, cursing, or confronting another in a hostile or aggressive manner.
CONSEQUENCE: One to three days SAFE

ARSON (Law Violation): The starting of fire within the school, on buses, or on school grounds, for any purpose that results in destruction or disruption.

CONSEQUENCE: Out of school suspension up to 10 days, court referral, and/or request expulsion hearing

ASSAULT (Law Violation): Intentionally causing, or attempting to cause, physical injury to another person or a group of people. Any provocation (verbal or physical) may be considered a mitigation of the charge.

CONSEQUENCE: 1st Offense- 2 days out of school suspension; 3 days SAFE; court referral

2nd Offense- 3 days out of school suspension; 5 days SAFE; court referral

3rd Offense- Up to 10 days out of school suspension; request expulsion hearing

BULLYING/HARRASSMENT: A person is guilty of harassment or bullying when, with the intent to harass, annoy, or alarm another person he/she:
**Please refer to HB 91 information at end of Code of Conduct.

- Engages in malicious remarks utilizing web pages, text messaging, or other electronic communication.
- Strikes, shoves, kicks, or otherwise subjects another person to physical contact or attempts or threatens to do the same; or
- In a public place makes an offensive, course, utterance, gesture or display, or addresses abusive language to any person present; or
- Follows a person in or about a public place or places; or
- Engages in a course of conduct or repeatedly commits acts which alarm or seriously annoy another person and which serves no legitimate purpose.
- Creates a hostile environment by means of any gestures, written communications, oral statements, or physical acts that create a reasonable person under the circumstances to suffer fear of physical harm, intimidation, humiliation, or embarrassment.

CONSEQUENCE: Warning and conference; SAFE; Out of school suspension; and/or law enforcement notification

BUS SAFETY: Any behavior against school rules or state regulation that interferes with safe passage to or from, including any stated rules of the driver of the bus.

CONSEQUENCE (district rules):

1st Offense: Conference with student

2nd Offense: Contact with parent

3rd Offense: Bus suspension, notify parent and superintendent. Student must be in attendance for five days before bus riding may resume.

4th offense: Bus suspension for 10 days, same as above.

5th offense: Bus suspension possible for remainder of the year.

DISRUPTIVE BEHAVIOR/HORSEPLAY: Conduct and/or behavior which is destructive or disruptive to the orderly educational procedure for the school, both in classroom and in common areas such as hallways, cafeteria, and the gymnasium. Types of behavior may include but not be limited to inappropriate discussion, language, library scuffling and horseplay, which may lead to more serious conflict. Students should always be in control of their voice, limbs, actions, and attitude while on campus, in the classroom, in hallways, and on buses so that the school environment is one that contributes to learning.

CONSEQUENCE: 1st Offense- Student sent to office, teacher notifies office. Student completes Red Clipboard. Teacher enters referral, contacts guardian, inputs conversation in PLP / IC. Admin completes referral.

2nd Offense- Student sent to office, teacher notifies office. Student completes Red Clipboard. Teacher enters referral, contacts guardian for meeting, inputs conversation in PLP / IC. *1-hour FRIDAY SCHOOL.* Admin completes referral.

3rd and 4th Offense- Student sent to office, teacher notifies office. Student completes Red Clipboard. Teacher enters referral. Admin contacts guardian. *2-hour FRIDAY SCHOOL.* Admin completes referral.

5th Offense- Student sent to office, teacher notifies office. Student completes Red Clipboard. Teacher enters referral. Admin contacts guardian to discuss possibility of filing Beyond Control charges. *SAFE.* Admin completes referral.

DANGEROUS INSTRUMENT: Any item, under the circumstance, in which it is used, attempted to be used, or threatened to be used, which is capable of causing harm or physical injury. CONSEQUENCE: SAFE, Out of School suspension, court referral; and/or request expulsion hearing

DEFIANCE/DISRESPECT: Any act or behavior in which the student willfully defies the lawful authority to follow reasonable instructions of any school personnel. This also includes being disrespectful to any adult in the building, including refusing to hand over a cell phone. Teachers may assign student to break detention for small issues rather than referring to office.

CONSEQUENCE: 1st Offense- Student sent to office, teacher notifies office. Student completes Red Clipboard. Teacher enters referral, contacts guardian, inputs conversation in PLP / IC. Admin completes referral.

2nd Offense- Student sent to office, teacher notifies office. Student completes Red Clipboard. Teacher enters referral, contacts guardian for meeting, inputs conversation in PLP / IC. *1-hour FRIDAY SCHOOL.* Admin completes referral.

3rd and 4th Offense- Student sent to office, teacher notifies office. Student completes Red Clipboard. Teacher enters referral. Admin contacts guardian. *2-hour FRIDAY SCHOOL.* Admin completes referral.

5th Offense- Student sent to office, teacher notifies office. Student completes Red Clipboard. Teacher enters referral. Admin contacts guardian to discuss possibility of filing Beyond Control charges. *SAFE.* Admin completes referral.

DISORDERLY CONDUCT (Law Violation): any act created with intent to cause inconvenience, annoyance or alarm, or creating a risk thereof, such as:
(a) engaging in fighting or in violent, tumultuous or threatening behavior; or
(b) making unreasonable noise; or
(c) refusing to obey an official order to disperse issued to maintain public safety in dangerous proximity to a fire, hazard or other emergency; or
(d) creating a hazardous or physically offensive condition by any act that serves no legitimate purpose.

CONSEQUENCE: One day suspension, One to three days SAFE, possible court referral, notify police.

DRESS CODE: No extreme form of personal appearance will be allowed to interfere with the educational process. The principal and assistant principals retain discretionary powers as to what constitutes acceptable, modest appearance within the following guidelines and whether a student's appearance will potentially cause a classroom or school disruption. All dress is expected to be modest in nature. Any class time missed to correct issues with dress code will be considered UNEXCUSED.

The following are NOT allowed at BCHS:

- Shirts/blouses/tops that:
 - Do not have sleeve—all shirts must have sleeves.
 - Do not cover the midriff—all shirts must come below the top of the pants/skirts/shorts
 - Do not adequately cover cleavage, coming at least one inch above the chest. No part of the breast area should be exposed. Modesty is expected.
- Lycra spandex shorts of any length, tight, form-fitting shorts of any material or any length, and visible boxer shorts are not permitted under any circumstance. Pants and shorts must be worn securely at the proper height-around the waist and no shorter than 4 inches above the knee. Exposure of undergarments is not permitted. Cut, torn, or ripped clothing is prohibited, including holes in pants. Frayed clothing cannot reveal any skin or undergarments. Leggings, tights, yoga pants, or any form-fitting attire may not substitute for pants. Leggings may not be worn with skirts/shorts that do not adhere to the dress code.
- Any piercing except for ears (per district dress code).
- Clothing or any item printed with inappropriate language, slogans, or pictures.
- Clothing or any item that contains advertising, promoting or depicting drugs, alcohol, or tobacco.
- Clothing or accessories that makes reference to or identifies with gangs or gang related activity
- Bandanas or long beads. If worn, these items will be taken and returned only to a parent/guardian.
- Sunglasses are not permitted to be worn in the building
- Sagging pants or shorts - belts must be worn.
- Pants or shorts with holes or cuts, etc. that expose skin in any manner above the knees.
- Neither chain belts nor wallet chains are allowed.
- Students are to wear shoes at all times.
- NO HEADWEAR: Hats, caps, bandannas, scarves, or head coverings, including hoods are not to be worn in the school building. There may be special occasions or designated days on which such items may be worn. Such days will be announced and must have prior administrative approval. In addition, no combs or rollers may be worn in students' hair.
- Any student who is seen wearing a hat in the building will have the hat taken to the office and it will be returned at the end of the day.

CONSEQUENCE: On the spot corrections by staff. If student refuses, then the incident is considered defiance. Follow the procedures for defiance.

DRUGS, ALCOHOL, AND/OR "LOOK ALIKE" SUBSTANCES (Law Violation): Use, possession, or state of being under the influence of alcohol, marijuana, illegal drugs, or substances represented or believed by the student to be a controlled substance or illegal drug.

CONSEQUENCE: Suspension with local law enforcement notified and appropriate charges filed and/or request expulsion hearing. Following suspension period student may be placed in alternative setting.

DRUG/ALCOHOL DISTRIBUTION OR TRAFFICKING (Law Violation): The distribution of an alcoholic beverage, marijuana, or illegal drug, or substance represented or believed to be a controlled substance.

CONSEQUENCE: Up to 10 days Out of school suspension; Local law enforcement notified with appropriate charges filed; and/or request expulsion hearing

DRUG RELATED PARAPHERNALIA (Law Violation): Possession of paraphernalia as related to the use of a controlled or illegal substance.

CONSEQUENCE: Student, along with parents/guardians, must have a conference with the principal; Up to 3 days Out of school suspension and court referral; and/or mandatory counseling during or at the end of the suspension

ELECTRONIC DEVICES: BCHS will not be responsible for any electronic device brought to school (including but not limited to cell phones, I-pods, CD players, video games or players, paging devices, mp3 players). Bourbon County High School Students are allowed to bring their own electronic devices during the instructional time. Each faculty and/or staff member has the discretion to allow and regulate the use of personal devices in all instructional areas. **Students using personal devices must to adhere to the student code of conduct, student handbook, AUP, and all board policies.** If any device is in sight or use in any manner during the instructional day, other than when specifically allowed by the faculty and/or staff or during break time, lunch time, or pass time.

- Approved devices must be in silent mode while in the school and turned off and put up while in the classroom unless otherwise allowed by the faculty and/or staff. Headphones may be used with faculty and/or staff permission.
- Devices shall not be used to find answers on assignments, quizzes, test, or non-instructional purpose (texting/personal phone calls) unless having permission from the faculty and/or staff.
- Students shall not use devices to record, transmit, or post photographic images or video of anyone on campus during school hours unless granted permission by the faculty and/or staff and in accordance with publication permission by parent/guardian.

CONSEQUENCE: On the spot corrections by staff. If student refuses, then the incident is considered defiance. Follow the procedures for defiance.

FALSE REPORTING/BOMB THREAT (Law Violation): The act of tampering with emergency equipment so as to falsely alert emergency services, or school, to a non-existent emergency; the act of tampering with other emergency equipment (fire extinguisher, AED); the act of alerting school officials or emergency responders to an emergency likely causing inconvenience or alarm; and/or knowingly giving false information to implicate another.

CONSEQUENCE: SAFE; Out of school suspension; court referral; and/or request expulsion hearing

FAILURE TO ATTEND DETENTION OR FRIDAY SCHOOL ASSIGNMENT: The willful absence from a detention assignment or Friday school assignment without notifying a principal. Students are expected to notify administration in advance if they are unable to attend assigned detention or Friday School.

CONSEQUENCE:

Failure to Attend Detention: Friday School
Failure to attend Friday School: SAFE

FAILURE TO ATTEND SAFE PROGRAM: The willful absence from the SAFE program.

CONSEQUENCE: Out of school suspension and make up the assigned SAFE. See section on SAFE for further information

FIGHTING: The willful engagement/participation in physical contact, between two or more students, with the purpose of inflicting harm.

CONSEQUENCE:

***Any fight results in the loss of break for the ENTIRE school!
1st Offense- 1-3 days out of school suspension; 2 days SAFE; possible counseling/court referral
2nd Offense- 3 day suspension, 5 days SAFE, Possible court referral.

FIREWORKS/Noxious Substance (POSSESSION, USE, IGNITION) (Law Violation): The willful possession, use, or ignition of fireworks or noxious substance.

CONSEQUENCE: One to three days Out of school suspension; 3 days SAFE; and/or court referral

FORGERY (Law Violation): Falsely makes, completes, or alters a written instrument (examples - absences, excuses, bus notes, and permission to leave school) with intention to defraud or deceive a person.

CONSEQUENCE: SAFE; and/or court referral

GROSS/HOSTILE PROFANITY: Using profane language, such as the f-word or calling students or teachers other derogatory names.

CONSEQUENCE: 1st Offense- Friday School
2nd Offense- 1 day SAFE
3rd Offense- 2 days SAFE
4th Offense- 3 days SAFE

***Language directed at Faculty/Staff is considered ABUSE OF A TEACHER.

HABITUAL BEHAVIOR INFRACTION: The student shall be considered "Habitual" after accumulating ten (10) behavior infractions, which have been referred to the office Possible alternative school placement, behavior contract, other alternatives.

CONSEQUENCE: Parent and principal conference; Juvenile Court referral for Behavior Out of Control on the next office referral.

HALL PASS: Failure of a student to have a hall pass in their possession.

CONSEQUENCE: Escorted back to class with teacher infraction report to office in writing or e-mail; Detention; and/or Loss of hall privileges

INSTIGATING OTHERS: Causing turmoil among fellow students.

CONSEQUENCE: 1st Offense- Warning
2nd Offense- Detention
3rd Offense- Friday School

INTIMIDATION OF A WITNESS: Any physical or verbal intimidation of any witness that results in disruption of any school activity.

CONSEQUENCE: SAFE

KNIFE POLICY: No knives of any kind are allowed at school.

CONSEQUENCE: 1st Offense- Knife is confiscated and returned to parent
2nd Offense- Knife is forfeited to the District; 1 day SAFE
3rd Offense- Knife is forfeited to the District; 2 days SAFE
4th Offense- 3 days SAFE; and/or court referral to be determined by building administrator

**Any knife other than an ordinary pocket knife or hunting knife or any knife used in a threatening manner is considered a dangerous weapon. Students may be subject to expulsion and weapon charge being filed. Any knife used in a criminal offense will not be returned.

LEAVING SCHOOL GROUNDS WITHOUT PERMISSION (SKIPPING SCHOOL): Willfully leaving school premises without permission. Once you arrive at school (by bus or other means), you must stay at school until school is dismissed (skipping, no sign-out, etc.).

CONSEQUENCE: 1st and 2nd Offense- Attendance clerk notifies admin. Admin contacts guardian. *2 hours of FRIDAY SCHOOL* for every period skipped. Admin enters and completes referral.

3rd Offense- Attendance clerk notifies admin. Admin contacts guardian. *1 day of SAFE* for every period skipped. Admin enters and completes referral.

4th Offense- Attendance clerk notifies admin. Admin contacts guardian. *2 days of SAFE* for every period skipped. Admin enters and completes referral.

MEDICATION POLICY VIOLATION: Students must follow proper medication check-in procedures for all over-the-counter medicine or prescription medicine. All medicine must be checked in with the school nurse. Students may not possess any medication of any kind.

CONSEQUENCE: Medication taken and returned to parent

***Any unauthorized medicine may be considered under the drug/alcohol policy

OUT OF AREA: A student is guilty of being in an unauthorized area (i.e. faculty work room, lounge, maintenance areas, mechanical room, parking lots, etc.) without legitimate reason or permission.

CONSEQUENCE: 1st and 2nd Offense- Attendance clerk notifies admin. Admin contacts guardian. *2 hours of FRIDAY SCHOOL* for every period skipped. Admin enters and completes referral.

3rd Offense- Attendance clerk notifies admin. Admin contacts guardian. *1 day of SAFE* for every period skipped. Admin enters and completes referral.

4th Offense- Attendance clerk notifies admin. Admin contacts guardian. *2 days of SAFE* for every period skipped. Admin enters and completes referral.

PARKING LOT SAFETY: Students are expected to conduct themselves appropriately in the parking lot and be safe and courteous at all times. Drivers agree to all regulations when issued a permit to drive to school.

CONSEQUENCE: Removal of driving privileges

PUBLIC DISPLAY OF AFFECTION: Any overt act that is not deemed to be socially acceptable. This includes inappropriate touching of others, kissing, fondling, etc. Appropriate is holding hands; inappropriate is kissing, holding another student for long periods of time.

CONSEQUENCE: Warning & Parents Notified; break detention; and/or detention

RACIAL/ETHNIC/SEXUAL ORIENTATION SLURS: Any utterance, drawing, statement, or remarks made verbally or in writing that are derogatory and aimed at another person in any way and based on ethnicity, race, or sexual orientation.

CONSEQUENCE: 1st Offense- 1 day SAFE; counseling

2nd Offense- 3 days SAFE

3rd Offense- 1 day suspension, 5 days SAFE, meeting with parents

SEXUAL HARRASSMENT: Unwelcome sexual behavior, including advances, language, gestures, etc. that create a hostile or offensive environment.

CONSEQUENCE: Warning, Referral to counseling services; Up to 10 days Out of school suspension; law enforcement notification; and/or request expulsion hearing

SEXUAL MISCONDUCT: A person is guilty of "sexual misconduct" when he/she engages in any act of sexual activity while subject to school supervision.

CONSEQUENCE: Up to 10 days Out of school suspension and/or request expulsion hearing

SKIPPING CLASS: Willfully missing class time or leaving class without permission (This does not include leaving school grounds).

CONSEQUENCE: 1st and 2nd Offense- Attendance clerk notifies admin. Admin contacts guardian. *2 hours of FRIDAY SCHOOL* for every period skipped. Admin enters and completes referral.

3rd Offense- Attendance clerk notifies admin. Admin contacts guardian. *1 day of SAFE* for every period skipped. Admin enters and completes referral.

4th Offense- Attendance clerk notifies admin. Admin contacts guardian. *2 days of SAFE* for every period skipped. Admin enters and completes referral.

STALKING: A person is guilty of stalking in the first degree when (s)he intentionally:

1. Stalks another person; and
2. Makes an explicit or implicit threat with the intent to place that person in reasonable fear of:
 - a. Sexual contact as defined in KRS 510.010;
 - b. Serious physical injury; or
 - c. Death; and
- A protective order has been issued by the court to protect the same victim or victims and the defendant has been served with the summons or order or has been given actual notice; or
- A criminal complaint is currently pending with a court, law enforcement agency, or prosecutor by the same victim or victims and the defendant has been served with a summons or warrant or has been given actual notice; or
- The defendant has been convicted of or pled guilty within the previous five (5) years to a felony or to a Class A misdemeanor against the same victim or victims; or
- The act or acts were committed while the defendant had a deadly weapon on or about his person.

CONSEQUENCE: Up to 10 days Out of school suspension; court referral; and/or request expulsion hearing

TARDINESS: A student is considered tardy to class when he/she is not in their classroom at the proper time. This refers to tardies to periods 2-6 only. Tardy to first period is considered being tardy to school—student will be required to sign in at the front office and parent notes/truancy issues will apply.

CONSEQUENCE: Each tardy to class will be assigned break detention; Unexcused tardy to school will be assigned a break detention.

Every 5th tardy to class will result in the following:

CONSEQUENCE: 1st Referral-(5th unexcused tardy) Admin contacts guardian. *1 hour FRIDAY SCHOOL*. Admin enters and completes referral.

2nd Referral-(10th unexcused tardy) Admin contacts guardian. *2 hours FRIDAY SCHOOL*. Admin enters and completes referral.

3rd Referral- (15th unexcused tardy) Admin contacts guardian. *SAFE*. Admin enters and completes referral.

4th Referral- (20th unexcused tardy) Admin contacts guardian. *2 days SAFE*. Admin enters and completes referral.

THEFT (Law Violation): Taking the property of others (teachers, students, visitors, etc.) without their consent; or possession of stolen property, or possession without the owner's permission, or selling of school property.

CONSEQUENCE: Three days Out of school suspension; Restitution; and/or court referral

THREATENING: Making threats to other students. The seriousness of the threat could lead to charges being filed.

CONSEQUENCE: SAFE; Threat assessment; Out of school suspension; and or request expulsion hearing

TOBACCO (Law Violation): Bourbon County Schools is proud to be a TOBACCO FREE CAMPUS!

Definition of Tobacco Products and Tobacco Use -- For the purposes of this policy, "tobacco product" is defined to include cigarettes, electronic cigarettes (with or without nicotine additives), cigars, blunts, bid is (filter-less cigarettes containing tobacco and wrapped in nonporous leaves sold in a variety of flavors), pipes, chewing tobacco, snuff, and any other items containing or reasonably resembling tobacco or tobacco products. "Tobacco use" includes smoking, chewing, dipping, or any other use of tobacco products.

-No student is permitted to use any tobacco product or electronic cigarette at any time, including non-school hours:

-in any building, facility, or vehicle owned, leased, rented or chartered by the Bourbon County School District;

- in private vehicles located on school parking lots;

- on any school grounds – including athletic fields and parking lots, or at any school-sponsored or school-related event on-campus or off-campus.

- Further, no student is permitted to possess a tobacco product or electronic cigarette while in the school building, while on school grounds or property or at any school-sponsored or school –related event or at any other time that students are under the authority of school personnel.

- Tobacco products may be included in instructional or research activities in public school buildings if the activity is conducted or supervised by the faculty member overseeing the instruction or research and the activity does not include smoking, chewing, or otherwise ingesting the tobacco product

CONSEQUENCE: 1st Offense- One-hour FRIDAY SCHOOL. \$5.00 tobacco fee. Admin contacts guardian. Admin enters and completes referral.

2nd Offense- Two-hour FRIDAY SCHOOL. \$5.00 tobacco fee. Admin contacts guardian. Admin enters and completes referral.

3rd Offense- SAFE. \$5.00 tobacco fee. Admin contacts guardian. Admin enters and completes referral.

4th Offense- 2 days SAFE. \$5.00 tobacco fee. Admin contacts guardian. Admin enters and completes referral.

TRUANCY: The intentional and willful absence from a class or school without the consent or knowledge of a parent or guardian or school administrator. "Habitual Truant" means any student who has been found by the court to have been absent from school without valid excuse for three or more days on at least three occasions during a school year.

CONSEQUENCE: Court referral

VANDALISM/CRIMINAL MISCHIEF (Law Violation):The deliberate defacing of school property at any school sponsored activity.

CONSEQUENCE: 1st Offense- 3 days SAFE; restitution; possible court referral and law enforcement notification
2nd Offense- 1 day suspension; 3 days SAFE, Restitution

VIOLATION OF CONDITIONS IN THE SAFE PROGRAM: Any willful violation of the conditions of the Suspension and Failure Elimination Program.

CONSEQUENCE: Repeat SAFE assignment; Remain in SAFE until assignment is complete; and/or Suspension from school

VIOLATION OF CONDITIONS OF SUSPENSION: Any willful violation of the conditions of the out of school suspension assignment.

CONSEQUENCE: Up to 10 days Out of school suspension for an additional length of time equal to that of the initial out of school suspension and/or Law enforcement notification if trespassing issue arises

WANTON ENDANGERMENT (Law Violation): A person is guilty of wanton endangerment in the first degree when, under circumstances manifesting extreme indifference to the value of human life, he wantonly engages in conduct, which creates a substantial danger of death or serious physical injury to another person.

CONSEQUENCE: Out of school suspension; Court referral, and/or Expulsion request

WEAPONS (POSSESSION/FIREARMS) (Law Violation):The possession of a firearm (loaded or unloaded), or other item deemed to be a weapon on school premises, either in one's immediate possession or within one's car or locker.

CONSEQUENCE: up to 10 days Out of school suspension, court referral, and/or request expulsion hearing

HOUSE BILL 91 (ANTI-BULLYING BILL)Under House Bill 91 (HB91), the Anti-Bullying Bill, students committing any of the following felony offenses under KRS Chapter 508

1. While on school premises, or
2. While on school transportation
3. At a school sponsored event

will be reported by any employee of the school district who identifies the offense to the building principal, who will then cause a report to be made with local law enforcement, Kentucky State Police or the County Attorney:

1. Assault in the 1st – 3rd degrees
2. 3 or more assaults in the 4th degree
3. Wanton endangerment in 1st degree
4. Terroristic threatening in 1st and 2nd degree
5. Criminal abuse in 1st and 2nd degree
6. Stalking in 1st degree

***Legal descriptions of these offenses can be found at <http://www.lrc.ky.gov/KRS/508-00/CHAPTER.HTM>

Anonymous reporting (oral or written) of incidents will be accepted from employees and students of the school district. There is no reprisal for reporting an incident in good faith.

Basic Discipline Infractions for 2016-2017

Bourbon County High School

Infraction	
Electronics Dress Code Language	On the spot corrections by staff. If student refuses, then the incident is considered defiance. Follow the procedures for defiance.

LEVEL 1 INFRACTIONS - All students sent to the office will require a referral.

Infraction	1 st Offense	2 nd Offense	3 rd and 4 th Offense	5 th Offense
Defiance Disruption Horseplay	Student sent to office, teacher notifies office. Student completes Red Clipboard. Teacher enters referral, contacts guardian, inputs conversation in PLP / IC. Admin completes referral.	Student sent to office, teacher notifies office. Student completes Red Clipboard. Teacher enters referral, contacts guardian for meeting, inputs conversation in PLP / IC. <i>1-hour FRIDAY SCHOOL.</i> Admin completes referral.	Student sent to office, teacher notifies office. Student completes Red Clipboard. Teacher enters referral. Admin contacts guardian. <i>2-hour FRIDAY SCHOOL.</i> Admin completes referral.	Student sent to office, teacher notifies office. Student completes Red Clipboard. Teacher enters referral. Admin contacts guardian to discuss possibility of filing Beyond Control charges. <i>SAFE.</i> Admin completes referral.
Refuse		½ day SAFE	SAFE	

Infraction	1 st Offense (5 per semester)	2 nd Offense (10 per semester)	3rd Offense (15 per semester)	4 th Offense (20 per semester)
Tardy to Class	Admin contacts guardian. <i>1 hour FRIDAY SCHOOL.</i> Admin enters and completes referral.	Admin contacts guardian. <i>2 hours FRIDAY SCHOOL.</i> Admin enters and completes referral.	Admin contacts guardian. <i>SAFE</i> Admin enters and completes referral.	Admin contacts guardian. <i>2 days SAFE</i> Admin enters and completes referral.
Refuse	½ day SAFE	SAFE		

Infraction	1 st Offense	2 nd Offense	3rd Offense	4 th Offense
Cheating	Zero on assignment. <i>1 hour Friday School.</i> Teacher calls guardian, enters referral, inputs conversation in PLP / IC. Admin completes referral.	Zero on assignment. <i>2 hour Friday School.</i> Teacher calls guardian, enters referral, inputs conversation in PLP / IC. Admin completes referral.	Zero on assignment. <i>SAFE</i> Teacher calls guardian, enters referral, inputs conversation in PLP / IC. Admin completes referral.	Zero on assignment. <i>2 SAFE</i> Teacher calls guardian, enters referral, inputs conversation in PLP / IC. Admin completes referral.
Refuse	½ day SAFE	SAFE		

LEVEL 2 INFRACTIONS

Infraction	1 st Offense	2 nd Offense	3rd Offense	4 th Offense
Skipping Class Out of Area Leaving Campus	Attendance clerk notifies admin. Admin contacts guardian. <i>2 hours of FRIDAY SCHOOL</i> for every period skipped. Admin enters and completes referral.	Attendance clerk notifies admin. Admin contacts guardian. <i>Two FRIDAY SCHOOLS</i> for every period skipped. Admin enters and completes referral.	Attendance clerk notifies admin. Admin contacts guardian. <i>1 day of SAFE</i> for every period skipped. Admin enters and completes referral.	Attendance clerk notifies admin. Admin contacts guardian. <i>2 days of SAFE</i> for every period skipped. Admin enters and completes referral.
Refuse	SAFE	SAFE		

Infraction	1 st Offense	2 nd Offense	3rd Offense	4 th Offense
Tobacco	One-hour FRIDAY SCHOOL. \$5.00 tobacco fee. Admin contacts guardian. Admin enters and completes referral.	Two-hour FRIDAY SCHOOL. \$5.00 tobacco fee. Admin contacts guardian. Admin enters and completes referral.	SAFE. \$5.00 tobacco fee. Admin contacts guardian. Admin enters and completes referral.	2 days SAFE. \$5.00 tobacco fee. Admin contacts guardian. Admin enters and completes referral.
Refuse	½ day SAFE	SAFE		

LEVEL 3 INFRACTIONS

Infraction	All Offenses
Abuse of a Teacher Bullying/Harassment Drugs/Alcohol Fighting Theft Vandalism Abuse Toward Teacher Weapons Any Law Violations	Admin enters referral. Admin conferences with parent. Admin follows procedures from pages 7-13 of the Student Code of Conduct. Admin and / or SRO completes referral. Charges filed accordingly.

ABSENCES AND EXCUSES

Students are required to attend school regularly. This includes being on time and staying for the entire school day. School attendance and academic performance are directly related, and regulations are in place, which are designed to improve student performance. A written excuse with parent signature is necessary for documentation for all absences from school. Absences without a written excuse will be considered unexcused. Students will not be permitted to participate in any extracurricular activities on a day when any of the following occur:

- Student is absent due to illness for any part of the school day, unless excused by a doctor
- Student receives an unexcused absence for any part of the school day
- Student receives an excuse for an out-of-town trip or work for any part of the day

ABSENCES

A. Excused Absences

Students will be given an excused absence up to six (6) times with a parent note for the reasons listed below, and will be permitted to make up assignments and/or tests. After a student has used six (6) parent notes, a doctor's note will be required for the absence to be considered excused.

- Illness of student,
 - Death or severe illness in the student's family,
 - Death of a close friend,
 - Quarantine of the pupil,
 - Religious holidays and practices,
 - Severe weather conditions or natural disasters,
 - Doctor or Dentist appointments (Dates and times shall be verified by a physician's signed statement; Students will be excused only for the length of time of a scheduled doctor's appointment, and a reasonable amount of travel time. Doctor's excuses shall state the date(s) and/or number of days for which the student will be excused),
 - Moving of family possessions,
 - Kentucky State Fair attendance (1 day),
 - Attendance at a district or regional alternative school,
 - Military deployment of parent/guardian (1 day)
 - Parent/guardian returns from military deployment (1 day)
 - Driver's Permit or Test (principal excused—does not count as a parent note), or
 - Other valid reasons as scheduled by the Principal, including trips qualifying as Educational Enhancement Opportunities
- *Within five (5) school days of the students' return to school, they shall present a note signed by a parent/guardian, or a medical professional, to the designated school personnel. If notes are not received within five (5) school days, the absence(s) shall be deemed unexcused.**

B. Unexcused Absences

Any time a student is absent without a valid parent or doctor's note, the absence will be considered unexcused. After six (6) parent notes have been used, all absences will be considered unexcused unless doctor's notes are supplied.

C. Pre-Arranged Absences

Will be considered for students who must accompany parents on out-of-town trips or school related trips. Students must secure principal's approval in advance, and secure advance assignment from their teachers.

D. Early Dismissal

Students will not be dismissed early from school unless a parent signs the child out of school in the office. Students will not be released if the parent comes directly to the classroom. Early dismissals are excused only for the reasons listed in section (A) above.

E. Tardiness

Any student arriving to school after classes have begun must check in at the office with their parent before going to class.

F. Late Registration

Any student residing in the Bourbon County School District must enroll on the first day of school. Late registrations are not permitted.

Bourbon County High School Attendance Policy

- 6 Parent notes per year will be allowed for student absences for reasons outlined in Part A
- 6 Parent notes per year will be allowed for student tardies (sign-ins and outs to/from school) for reasons outlined in Part A
- Unexcused tardy to school less than 10 minutes will be assigned break detention; more than 10 minutes and less than 60 minutes will be assigned after school detention. If you are tardy to school (signing in or out) please bring a note or have parents phone. Only reasons in Part A are excused!
- Excuse notes must be turned in within 5 days of the tardies or absences.
- In order to enroll in Cooperative Education during a student's senior year, a 94% attendance rate must be met during the junior year.
- In order to participate in extra-curricular activities (athletics, clubs, prom/dances/senior games/etc.) students must be in attendance or have a doctor's excuse for the day of the event. If the event falls on a weekend, then the policy falls to the day preceding the event.

BUS TRANSPORTATION

The privilege of any pupil riding a school bus is conditioned upon the child's good behavior and observance of the school bus rules and regulations listed below. Parents are urged to read and discuss the rules with their child. Your cooperation will make it possible to provide a safer and more efficient transportation system. Information concerning bus routes may be obtained by calling the school office, or director of transportation.

RULES AND REGULATIONS

The following rules and regulations apply to any and all students who ride the school bus during regular transportation routes, as well as to and from extracurricular activities:

- A. The driver is in full charge of the bus and the pupils who ride it.
- B. Pupils shall obey the driver promptly and without question.
- C. Pupils shall obey and respect the orders of all individuals responsible for loading and unloading of buses.
- D. Students shall occupy the space designated for them by the driver and may not save seats for other pupils.
- E. Pupils shall observe the following while riding the bus also:
 - 1) Never stand in the road while waiting for the bus.
 - 2) Clean their feet before entering the bus.
 - 3) Avoid spitting on the floor of the bus. (Anyone doing so should be reported to the office)

- 4) Not throw waste paper or other rubbish on the floor of the bus.
 - 5) Not start for school when sick or when any member of their family has a contagious disease.
 - 6) Avoid unnecessary conversation with the driver.
 - 7) Abstain from the use of tobacco and profane or indecent language.
 - 8) At all times keep arms and head inside the bus windows.
 - 9) Get on or off the bus or change seats in the bus only when it is not in motion.
 - 10) Not leave the bus without driver's consent, except at home or at school.
 - 11) Respect persons whom they pass on the routes. (Do not yell or make remarks to persons along the streets or roads)
 - 12) Report to the driver at once any damages to the bus.
 - 13) Walk on the left side of the road facing the traffic.
 - 14) May not transport animals.
 - 15) No Glass Containers may be transported.
- F. Pupils who must cross the road after exiting from the bus should pass in front of the bus and not behind it. The driver should see that the way is clear before the child is permitted to cross the road.
- G. Should any pupil persist in violating any of these regulations, it shall be the duty of the driver to notify the office, and after due warning has been given to the pupil, the appropriate administrator shall then forbid such disobedient pupils the privileges of riding the bus until permission to ride again has been given. Written notice of the principal's action shall be sent to the parents, and a copy sent to the Superintendent, but such notice need not precede action by the principal.
- H. Any complaints of drivers, pupils, or parents, not specified in the above regulations shall be reported to the Principal, Director of Transportation, or the Superintendent.
- I. Should the conduct of a pupil on the bus endanger the lives or morals of other people, and the offending pupil fails to cease such conduct when requested by the bus driver to do so, it shall be the duty of the driver to put the offender off the bus and report his/her action to the principal immediately. This should be done only in extreme cases, and as a last resort to protect the safety of the other pupils.

TRUANCY

Any student who has been absent and/or tardy from school without a valid excuse for three (3) or more days is considered truant. Parents of students who accumulate three (3) unexcused absences will receive written notification from the school of their truant status. The school will work with the parent to address the attendance issue.

If a student accumulates six (6) unexcused absences or tardies, a second written notice will be sent to the parent, along with a referral to the Director of Pupil Personnel for Truancy Mediation. The parent will then be required to attend a Truancy Mediation hearing at the Courthouse. Final Notice of truancy will be delivered at this hearing. Once a parent and student have participated in Truancy Mediation, further unexcused absences may result in charges being filed with the courts.

EARLY DISMISSAL FROM SCHOOL

Written permission from the parent/guardian is required for a pupil to be dismissed from school early. If the student is to be picked up, the parent/guardian or parent designee shall report to the Principal's Office.

ACADEMICS AND RELATED AREAS

GRADE PLACEMENT & GRADUATION REQUIREMENTS

Class Of:

25 Credits to graduate

Math course must be taken all four years.

10th Grade – 6 credits (English I, 1 math credit, 1 science credit, 1 Social Studies)

11th Grade – 12 Credits (English II, 2 math credits, 2 science credits, 2 Social Studies)

12th Grade – 18 credits (English III, 3 math credits, 3 Science Credits, 3 Social Studies)

***Must take math class each year of high school

*Students who transfer to Bourbon County High School, who have been in a high school with more or less than 8 periods in the school day, will have their credits for graduation adjusted according to the number of credits a student has had the opportunity to earn.

COLLEGE ENTRANCE RECOMMENDATIONS

Computer Applications (recommended)	0.5 Unit
English	4 Units
Foreign Language	Recommended (two (2) years of the same foreign language)
Health	0.5 Unit
Math	3 Units (Algebra I, Geometry, & Algebra II Or Integrated Math)
Physical Education	0.5 Unit
Science	3 Units (Integrated Science, Life Science, and Science in Your Community or Chemistry)
Social Studies	3 Units – Integrated Social Studies, US History, World Civilization

GRADES

Grades are reported by letter, but determination for awarding of credit is based on the final numerical average of 64 and above. Report cards are distributed each nine week grading period. GPA is based on a weighted 4.0 scale and is calculated from final grades earned throughout high school.

The following point system is used at Bourbon County High School:

Type I Classes:

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

Type III Classes:

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

1) **Type I Classes** - Advanced Placement courses which adhere to the curriculum approved by the College Board, with the expectation that students taking the Advanced Placement Exam will earn college credit. **Students in AP classes are held to a very rigorous curriculum to prepare them for the AP exam, which they are expected to take at the end of the course. Several classes offer Saturday study sessions, which students are also expected to attend.**

2) **Type III Classes** - All other regular high school courses, not Type I or II.

VI. GRADING SCALE

A.....	92-100
B.....	82-91
C.....	70-81
D.....	64-69
F.....	0-63

GPA, AND HOW TO CALCULATE IT

GPA is calculated using the weights described above. Audited classes will be assigned appropriate quality points and figured into the GPA. It is often used to determine your eligibility for college or university entrance, class rank, or selection for valedictorian/salutatorian.

To calculate your GPA, set up four columns, listing your subjects, credits attempted, letter grades received, and your quality points earned (based on the weighted quality points listed above). Add up the points in the fourth column, and divide this by the number of credits attempted you listed. This will give you your GPA.

(Sample: Tom D. Student, 1st Term Grades)

Subject:	Credits:	Grade:	Points:
Social Studies	1	A	4
Spanish	1	A	4
Health & P.E.	1	B	3
Computer Key	.5	C	1
			12

(Total: 12 / 3.5 = **3.43 GPA**)

HONOR GRADUATES

The two (2) students with outstanding academic success will be designated as the valedictorian and salutatorian. All seniors with a 4.0 or higher Grade Point Average will be sent to a committee who will evaluate the overall academic performance of the candidates based on GPA, ACT Scores, number of AP Classes taken, and State Assessment results. The committee will award points for each of the above categories and the student with the highest number of points will be designated the Valedictorian and the student with the second highest number of points will be designated Salutatorian. In case of a tie, co-valedictorians will be recognized, and no salutatorian is recognized.. In cases where there is a tie for salutatorian, co-salutatorians will be recognized. Class rank is based on a student's weighted GPA, so the number of weighted classes that a student completes is important in determining his/her GPA and class rank. Bourbon County High School recognizes several types of honor graduates. They are:

Beta Club Graduates:

- a) Qualify for membership in the Beta Club
- b) Obtain a cumulative GPA of 3.3 or higher

National Honor Society Graduates:

- a) Qualify for membership in the National Honor Society
- b) Obtain a cumulative GPA of 3.5 or higher

Spanish Honor Society Graduates:

- a) Qualify for membership in the Spanish Honor Society
- b) Obtain a cumulative 93% average for two semesters

Graduates With Distinction:

- a) Qualify to sign the "Maroon And Gold Book"
- b) Obtain a cumulative GPA of 3.5 or higher

Graduates With High Distinction:

- a) Attend Bourbon County High School for at least four (4) complete semesters, one of which must be the last semester of the senior year
- b) Complete at least two (2) years of the same foreign language
- c) Complete at least one Type I or Type II course in English, Math, and Science

HONOR ROLL

Honor Roll is calculated at the end of each nine week grading period, with only the grades from each nine weeks being considered. There are three levels of Honor Roll.

Level:	GPA:
Gold With Distinction	4.0 (Or Higher)
Gold	3.5
Maroon	3.0

DROP, ADD, or WITHDRAWAL of COURSES POLICY

1. Any student will have the opportunity to add/drop a course up to the fourth day of into the first term of a class, as long as the schedule and class size permits. After the 4th full day of class, student requests to drop or add a course will be honored if class sizes and scheduling permits and if approved by the principal.
2. After the midpoint of the course, a "withdraw" will be applied to the transcript. If the student drops the class, repeating the course will not result with the elimination of the "withdraw" from the transcript.
3. If a student's IEP or 504 plan requires a schedule change, student's schedule will be changed.
4. If a student's schedule needs to be changed for safety reasons, the student schedule change would be based on administrative discretion

TUTORING, REMEDIATION, and ENRICHMENT ACTIVITIES (21st Century)

Students at BCHS are expected to make everything they do about learning—sometimes students need extra assistance. Tutoring in all subject areas will be provided after school from 3:30-4:30 and enrichment activities will be provided from 4:30-5:30 to encourage students explore many areas that interest them. Transportation home will be provided to students who need it at 5:30 p.m.

In order to assist students with needs beyond the regular classroom, any student who is not reaching proficiency will be required to attend before/after school or lunch remediation/tutoring in order to assist them in needed areas.

FRIDAY SCHOOL

Students who have a Friday School consequence will be for either one hour or two hours, depending on the infraction. Friday School will run from 3:30-5:30 on Friday afternoon.

BEFORE & AFTER SCHOOL

Upon arrival, students must enter the building promptly. In the morning hours, student may choose to be in the gym, cafeteria, or library. If students would like to enjoy breakfast or food/drink brought from home they must do so in the cafeteria—no food or drink will be allowed in the gym in the morning hours. Students may not be on the front porch or in the main lobby in the mornings. Students may also tutor individually with a teacher at the teacher's discretion. Students may not be in the upstairs hallway without teacher escort. In the afternoon, students are encouraged to work with teachers for ESS, 21st Century, or one of the many extra-curricular activities offered by BCHS. At all times, students should be with an adult. Loitering in the building is not permitted.

BREAK

Each day, students will be provided a break time during their day if common courtesy is regarded throughout the school day. During this time, students are expected to enjoy good fellowship with each other, and well as take care of school business that might require their attention (pick up papers from counselors, get bus notes, use phone, grab a drink, etc.). It is the goal of the school to build culture and a positive school climate by allowing students to enjoy each other, build friendships, and also eliminate the need to disrupt class time for odds and ends that also must be taken care of during the school day.

Students will be expected to utilize their break to take care of school business, so that class time may be used for learning. Students may lose break as an individual for failure to comply with classroom rules (break detention assigned by teacher), or the inability to contribute to a positive school culture. The school may lose break as a whole if there is a fight at school, if there are tobacco issues, or if common areas are found to be unkempt.

One of our goals at BCHS is to build responsible young men and women who contribute to the good of the school. We hope that this break will not only allow students to have some social time in their day, but also understand their individual responsibility to the whole school.

During break time, students are expected to remain in common or classroom areas of the school. Students are not allowed to leave the main building for any reason. Any inappropriate behavior will result in loss of break the following day, for individuals or the entire school.

CONDUCT AT SCHOOL EVENTS

Students are to conduct themselves properly at all school events and should be careful not to create disturbance, which would reflect on the good name of the school or reputation of the student body. Students are to remember that, regardless of where they are, in the public eye they are representatives of BCHS. Students should accept this responsibility with pride and conduct themselves at all times as worthy representatives of the school.

Schedules

Daily Schedule

1 st	8:20 – 9:15
2 nd	9:20 – 10:15
3 rd	10:20 – 11:15
4 th	11:20 – 1:15
5 th	1:20 – 2:15
Break	2:15 – 2:30
6 th	2:30 – 3:25

Advisory Schedule

1 st	8:20 – 9:08
2 nd	9:13 – 10:01
3 rd	10:06 – 10:54
4 th	10:59 – 12:54
Advisory	12:59 – 1:29
5 th	1:34 – 2:22
Break	2:22-2:37
6 th	2:37-3:25

Pep Rally Schedule

1 st	8:20 – 9:15
2 nd	9:20 – 10:15
3 rd	10:20 – 11:15
4 th	11:20 – 1:15
5 th	1:20 – 2:05
6 th	2:10 – 2:55
Pep Rally	2:55 – 3:25

Veterans Day Schedule November 11th

1 st	8:20 – 9:15
2 nd	9:20 – 10:15
3 rd	10:20 – 11:15
4 th	11:20 – 1:15
5 th	1:20 – 1:57
6 th	2:02 – 2:40
Program	2:40 – 3:25

One Hour Delay

1 st	9:20-9:55
2 nd	10:00-10:35
3 rd	10:40 – 11:15
4 th	11:20 – 1:15
5 th	1:20 – 2:15
Break	2:15 – 2:30
6 th	2:30 – 3:25

Two Hour Delay

1 st	10:20-11:15
4 th	11:20-1:15
5 th	1:20 – 2:20
6 th	2:25 – 3:25

The 10:20-11:15 period would rotate between the 1st 3 periods for each time we had a 2 hour delay (1st delay we would go to 1st period; 2nd delay we would go to 2nd period, etc.)

****No breakfast will be served on two hour delay****

Underclassmen Awards- TBD

Senior Awards- TBD

Baccalaureate Program- TBD

Graduation- will be held the Friday on or after the last day of school.

DRIVING TO SCHOOL

Juniors and Seniors at Bourbon County High School are afforded the privilege of driving automobiles to school, with parental permission. This privilege is granted to **students with a 2.0 grade point average** or better, who also meet attendance requirements (three or fewer tardies or absences in the previous 9 weeks), on a first come first served basis, since parking spaces are limited. Any student who is granted a parking permit must agree to certain rules and regulations as stated in the driving agreement. Students who drive to school in an unregistered vehicle, or drive without a valid permit, run the risk of having that vehicle towed at their own expense. Once a parking permit is issued, student must maintain good grades and attendance, as stated above, each 9 weeks in order to keep their parking pass.

EDUCATIONAL ENHANCEMENT OPPORTUNITIES

Students shall be granted an excused absence for up to ten (10) school days to pursue an educational enhancement opportunity determined by the Principal to be of significant educational value. This opportunity may include, but not be limited to, participation in an educational foreign exchange program or an intensive instructional, experiential, or performance program in one (1) of the core curriculum subjects of English, science, mathematics, social studies, foreign language, and the arts. Unless the Principal determines that extenuating circumstances exist, requests for date(s) falling within State or District testing periods shall not be granted. The Principal's determination may be appealed to the Superintendent/designee whose decision may then be appealed to the Board under its grievance policy and procedures.

EXTRA-CURRICULAR PARTICIPATION

Students at BCHS are afforded the ability to participate in many extra-curricular activities. Students are encouraged to choose at least one activity with which to get involved. Each activity is sponsored by a faculty member at BCHS.

Students may currently choose from a wide variety of activities, including: Pep Club, FFA (for students interested in Agriculture), FCCLA (for students involved in Family Consumer Science), DECA and FBLA (for students interested in Business & Marketing), Art Club, Youth Alive, FCA, SADD (Students Against Destructive Decisions), Academic Team, Speech, Drama, Prom Committee, Key Club (community service), Friends of Rachel, Chess Club, Stepping Out, KYA (Kentucky Youth Assembly), KUNA, Band, Beta Club, Junior Historical Society, Spanish Honor, Art Honor Society, and National Honor Society (invitation based on grades).

Athletic teams abound at BCHS. Students may choose from: Football, Volleyball, Golf (B/G) Soccer (B/G), Basketball (B/G), Wrestling, Cheerleading, Dance Team, Swimming, Bowling, Baseball, Softball, Tennis (B/G), Track, Cross Country.

The following SBDM policy governs participation. This policy includes all extra and co-curricular activities and athletics.

Student Eligibility:

Students will be eligible to participate in extra-curricular activities if:

1. They are currently enrolled in the high school.
2. They were in attendance at school during the day of a scheduled activity with exceptions of:
 - a. Doctor's note
 - b. Court
 - c. Funeral

*** All of the above require a written excuse.

3. They meet any requirements set by the appropriate sponsoring or governing organization.
4. They comply with rules established by the adult coach or sponsor for the activity.
5. Athletics would fall under any rules set by the KHSAA Board as:
 - a. Students may represent the school in athletics only 1 year in each grade
 - b. Following promotion from grade eight, a student shall have 4 consecutive calendar years of eligibility from date of such promotion.
 - c. On the first day of each school year, a student must be at his /her grade level, enrolled in a previous grading period, and must be on schedule to graduate. Summer and correspondence courses grades must be completed and entered on the transcript by the first day of school of the student body.
 - d. To be eligible during the second, third, or fourth year following initial enrollment, students must meet the proper grade level requirements and be scheduled to graduate as set by school policy.
 - e. On Monday of each week, a student in grades 9-12 shall be passing 5 of 6 classes, cumulatively, in order to participate during the next 7-day period (Monday – Sunday). No special consideration or tests shall be given to gain eligibility.
 - f. It is the responsibility of the principal or designee to check grades each Monday. A list shall be presented to the coaches/sponsors of those participants' grades in each class. The coach/sponsor is responsible for notifying any ineligible student by 3:00 pm Monday.
 - g. Any student participating in athletic activities must maintain behavior standards above and beyond acceptable standards for other students. Participating in athletic activities is a privilege, not a right.
 - h. Students must be present all day during the regular school day to participate in an athletic activity on the day or in the case of Friday for the weekend except as outlined in #2.
 - i. Any student missing a school day with an unexcused absence that follows an athletic Activity on the previous day or night is ineligible to participate on the next contest.

COACHES AND SPONSORS

Each extracurricular activity will be led by an adult coach or sponsor who meets any applicable requirement set in law, or by sponsoring or governing organizations. The coach or sponsor will be responsible for supervising all students while they are participating in the activity, including preparation and travel time.

The principal will follow the district hiring procedures on assigning coaches, sponsors, and volunteers. The principal will select paraprofessional coaches after consultation with the council only if a certified employee cannot be found to fill the position. All coaches and sponsors will submit to the district required criminal records check, drug tests and other measures required in the District Safety Plan to ensure student safety.

The principal will supervise and/or evaluate all coaches, sponsors and volunteers based on standards of conduct for all school and district employees.

The council will review procedures and update them each year. Coaches and sponsors will abide by the procedures set by the school board and school council.

COMPLAINTS

The principal/athletic director will hear all complaints that have to do with individuals who supervise students, parents of students, and students who participate in extracurricular programs. The principal's decision on individual issues will be final. Requests for a school council policy change presented in writing to the principal or a council member and will be placed on the next available council agenda.

EVALUATION

Our School Improvement Planning process includes a regular cycle of reviewing data on student performance and data on our alignment with KY Standards and Indicators for School Improvement. By analyzing that data, we will be able to tell how well this policy is being implemented and having an impact: therefore, be able to tell when changes are needed.

FAMILY RESOURCE / YOUTH SERVICE CENTER

Bourbon County Schools continues to offer services for families and students through the Family Resource / Youth Services Center (FRYSC). This center may provide child care for children ages three through twelve, referral services to local agencies and resources, parent training, and child care provider training. Youth Services Centers provide assistance with summer and part time job development, employment counseling and training, referrals for drug and alcohol abuse services, health and social services, and family crisis and mental health services.

These centers also help coordinate many activities in the community including a food and clothing closet, after school recreation activities for children and adults, lending libraries of educational material for parents and children, an in home parent training program for parents prenatal to age three, educational and employment opportunities for adults, and drug education for parents.

The High School Youth Service Center is run by Ms. Becky Grear and is located in the high school lobby, and can be reached by calling 987-2185.

FIELD TRIP POLICY

Students who have more than 3 unexcused absences per semester school will not be allowed to participate in field trips. Students must be passing 5 of 6 classes in order to participate in field trips. Students must complete and turn in a field trip permission form, signed by the office as well as each teacher at least 5 days prior to the field trip.

FOOD AND DRINK

Students are welcome to bring food items for breakfast or lunch from home. No food or drink will be allowed in science or lab classrooms; other classrooms may prohibit as well. If you bring food or drinks in the morning, you must consume them in the cafeteria. Absolutely NO GLASS BOTTLES.

FOOD SERVICE PROGRAM

Breakfast and lunch are served at Bourbon County High School each day. The program provides free meals, and meals at reduced prices, for those children whose families qualify under the program's guidelines. Free and reduced meal applications are distributed to all pupils on the first day of school and are available upon request throughout the school year.

All enrolled students of Bourbon County are eligible to receive a healthy breakfast and lunch at school at **no charge** to your household each day of the 2016-2017 school year. No further action is required of you. Your child(ren) will be able to participate in these meal programs without having to pay a fee.

GANGS AND GANG-RELATED BEHAVIOR

Gang-related incidents in the school create an atmosphere of intimidation and harm. The mere presence of such conditions is disruptive and potentially dangerous. It is, therefore, school policy that gangs and gang-related behavior or incidents are prohibited in the school. Definitions and descriptions of what is prohibited include the following:

Gangs - Any assembly of three or more individuals who gather together on a continuing basis, whose purpose the district reasonably believes is to commit antisocial behavior or to violate school district policy.

Gang-Related Behavior or Incidents - Any behavior or event, including but not limited to the following items, that has the effect of disrupting school activities or that fosters, enhances, or encourages gang activity in the school:

- possession, wearing, use, distribution, or display of any sign, symbol, badge, color, or other item that is evidence of affiliation with, or membership in, a gang; for example, wearing pants below the waistline (sagging and dragging) or wearing caps, bandannas, handkerchiefs, beads, or any other item associated with gang-related behavior
- participation in any act, either verbal or nonverbal-including gestures, expressions, handshakes, and so forth-that may indicate an affiliation with or membership in a gang
- participation in any act that may further the interest in gang affiliation or gang membership
- participation in any act that may be evidence of intimidation, threats, "pay for protection," or any other behavior of potential violence
- participation in the writing, painting, or inscribing of gang-related graffiti--including messages, symbols, or signs--on school property
- assembly of congregating as a gang or members of a gang for any purpose

HALL PASSES

Students are expected to be in class to insure that learning takes place, unless an emergency arises. Students must have the teacher notify the Eye in the Sky when a student needs to leave class. If students need to see a counselor, teacher, or administrator about routine business, they should do so during lunch, between classes or during break. Instructional time is not to be used for routine business. During the day each student has 30 minutes during the lunch period, 25 minutes between classes, and 7 minutes before first bell in which to use the restroom and take care of any personal needs.

HOME/HOSPITAL INSTRUCTION

If your child has a medical or psychological condition that requires him/her to miss more than five (5) school days in a row, please contact the school about the possibility of the child being placed on Home/Hospital Instruction. A physician's statement is required.

LIBRARY INFORMATION

I. HOURS

The library is open from 7:30 a.m. to 4:30 p.m. During school hours, students are required to have a written pass from their teacher.

II. CIRCULATION

Books, except reference books, such as encyclopedias, may be checked out for a period of two (2) weeks. When books are checked out, date due slips are placed in the book's inside pocket to inform the student when the book is due. Overnight materials, such as magazines, are to be checked out overnight only, and must be returned to the library before 10:30 a.m. the following school day.

III. RESPONSIBILITIES

Students who check out library materials are held responsible for those materials. Students will be charged the current replacement cost for any lost or damaged item.

The library charges fines for overdue materials:

- A. Books- \$.05 per school day
- B. Overnight Materials- \$.25 per hour.
- C. Lost Magazines- \$5.00 per magazine.

*Students who choose not to pay for lost or damaged materials or their overdue charges will lose their library privileges. All charges must be paid before the student can participate in graduation exercises.

IV. OPERATIONAL POLICY

- A) Students may come to the library between 7:30 a.m. and 4:30 p.m., and no food or drink will be allowed in the library media center. Extended time for research may be arranged by contacting a member of the library staff.
- B) All students coming to the library must have a pass from the teacher and the teacher needs to call the library to ensure space is available for the students to work. The student will sign in on our clipboard and if students leave the library before class is over, the teacher will be called to know to expect the students return to class.
- C) Students shall follow library behavior policy, or risk losing library privileges.
 - Be respectful of staff and equipment
 - Follow the computer expectations encompassed in the AUP
 - Do not disturb students/teachers from other classes
 - Library has specific rules about electronic devices
 - Only one person to any MP3 player – and the volume must be low enough to not disturb other people in the library
 - When classes come to the library, use of electronic devices will be at the discretion of the teacher.
 - If a student has come from a class to work independently, use of the electronic device will be limited to instructional use only.
 - Other expectations may be added at the discretion of the library staff
- D) Books are checked out for a two (2) week period and may be renewed. The book must be presented for renewal. Only ten (10) books per student may be checked out at a time, unless special permission is given.
- E) Any student with outstanding library responsibilities (i.e. overdue books or fines) will be allowed to check out additional materials at the discretion of the library staff.
- F) Students must pay for lost or damaged books or periodicals. If a lost book is found and returned to the library, the price of the book, minus any overdue charges, will be refunded.
- G) Audiovisual materials, such as videotapes or DVDs, may be checked out overnight with a note from the teacher.
- H) Copies for students must be made by a staff member and students will be charged 10 cents per page.

LOCKERS

Each student will receive a locker for their personal belongings if they choose to have one. The following rules apply to the use of these lockers:

- 1) Students may not share lockers.
- 2) Students must use the locker that has been assigned to them.
- 3) School officials may conduct locker inspections/searches on a regular basis.
- 4) Ownership and control of all lockers shall be retained by the school

MAKEUP WORK

EXCUSED ABSENCES

Any student who miss school for any reason will be expected to make up all work missed during the time away from school. The student will have a number of days to make up any work, equal to the number of days of absence. Work will need to be secured from the teacher and made up *outside of class time*. Tutoring is available every day before and M-Thurs after school. However, if any assignment has been made in advance, or if the due date has been long-standing, the student will be expected to turn in the work at once upon returning to school. The student is responsible for securing all make up work. Regularly scheduled class time should not be used for make-up work.

Each teacher will plan makeup testing with his/her own students, either before or after school. No makeup testing should be done during the regular school day. Teachers should not request that students be released from other teachers' classes to come in to their class for makeup work.

MEDICATIONS

Students are not to have in their possession any prescription, non-prescription or over-the-counter medication. There are specific new guidelines that must be followed if students need to take medication while at school. The guidelines:

- Prescription Medication - Parent/Guardian must submit a "Permission Form for Prescribed or Over-the-Counter Medications" form. Handwritten notes will not be accepted. All prescriptions must be sent to school in the original container that has the student's name and prescription information on it. The first dose must be given at home due to the possibility of a reaction to that medication.
- Over-the-Counter Medication (including non-aspirin, creams, ointments) – Parent/Guardian must submit a "Permission Form for Prescribed or Over-the-Counter Medications" form for all over-the-counter medications, including non-aspirin. Handwritten notes will not be accepted. Over-

the-Counter medications may be sent to school and administered to your child if the required form has been submitted and the medication is in the sealed original container. The school will no longer supply non-aspirin, creams, ointments, and antiseptic sprays. If your child will be taking any over-the-counter medications for more than three (3) consecutive days, the school requires written permission from his/her physician in order to give that medication for an extended period.

- Inhalers/Self-Carry Medications – Parent/Guardian must complete and return the “Authorization to Self-Carry Medications” form before a student will be allowed to carry inhalers and other emergency medications. Handwritten notes will not be accepted.
- After-School Activities – Parent/Guardian must submit the “Authorization for Self-Carry/Administration of Medicine at School & After-School Activities” form for medication to be taken at activities taking place after school hours.

School personnel will attend to all accidents and injuries; however, school may only apply ice and/or clean and bandage wounds. No ointments, creams, or antiseptics may be applied to the wound by school personnel due to the possibility of allergic reactions. If the student requires more treatment than described above, the parent/guardian will be contacted. It is vital that the school has current home and work telephone numbers in the event of injury and emergency situations.

The required permission forms were made available at the start of school and may be obtained from the front office upon request. Medication violations may constitute reason for In or Out of School Suspension and/or expulsion.

MID-TERM REPORTS

Students will receive grade reports approximately once per month. These reports will be given to the student to deliver to the parents, and a phone call will be made home on the day that they are distributed.

NO PASS/NO DRIVE

The “No Pass/No Drive” statute (KRS 159.051) became law on June 25, 2007 with implementation beginning August 1, 2007.

The “No Pass/No Drive” statute results in the denial, or revocation, of a student’s driver’s license for 1) academic deficiency, 2) dropping out of school, or 3) excessive unexcused absences.

Academic deficiency is defined as a student who does not have passing grades in at least four (4) courses, or the equivalent of four (4) courses, in the preceding semester.

A student is deemed to have dropped out of school when he/she actually drops out, or has nine (9) or more unexcused absences in the preceding semester. Any absences due to suspension shall be unexcused absences.

Beginning August 1, 2007, any sixteen (16) or seventeen (17) year old applying for a permit driver’s license will be required to have a completed school compliance verification form. Basically, the form is verifying that the student is compliant with the components of the statute. If the student is not compliant, a form will not be issued.

A student shall be deemed academically deficient when he or she has not received passing grades in at least four (4) courses, or the equivalent of four (4) courses the preceding semester. Reports of noncompliance based on academic deficiency will be made beginning with grades from the fall 2007 semester.

If a sixteen (16) or seventeen (17) year old student, who already has a driver’s permit or license, drops out of school, the school will report the student as noncompliant immediately.

If a sixteen (16) or seventeen (17) year old student, who already has a driver’s permit or license, accumulates nine (9) or more unexcused absences, the school will report the student as noncompliant at the end of each semester, or may be made earlier in the semester. **Any absences due to suspension shall be unexcused absences.**

PERFECT ATTENDANCE

In order for students to qualify as having perfect attendance, they shall not have missed more than one-half (½) day of cumulative absence and not have more than five (5) unexcused tardy events.

REPORT CARDS

Report cards will go out at the end of each nine (9) week grading period. There are four (4) nine week grading periods per school year. Report cards will be given to students during the school year and a phone call made when they are distributed. At the end of the school year, the reports will be mailed home to the parent/guardian.

SAFE Room

When a student is reprimanded for certain violations of the Bourbon County Criteria of Acceptable Behavior and Discipline, they may be assigned to the Suspension and Failure Elimination Program (SAFE) room. The SAFE program is an alternative to out-of-school suspension that may be assigned because of inappropriate actions taken by students.

Students assigned to SAFE must report to the front office each day they meet the SAFE supervisor. Upon their arrival, students will deposit their possessions with the supervisor in the room, no exceptions. Students must sit in an assigned study carrel, facing forward inside that area all day. **Students assigned to SAFE are not eligible to participate in any extra-curricular activities on the day they are in SAFE** (attendance at activities is acceptable). SAFE room students can complete the work assigned in their classes for full credit, but it must be completed by the end of the school day, or no credit will be awarded. Prior to beginning regular schoolwork, students will be required to write the school rules and an essay regarding the behavior, which caused them to be placed in the SAFE room. This essay, along with a disciplinary referral, will be mailed home to the parent each time a student is assigned to the SAFE room. In addition, students will be required to complete behavioral related work related to the student infraction.

SAFE Room Rules:

These rules are non-negotiable and failure to abide by these rules will result in an extended stay.

1. NO talking.
2. NO touching, leaning, slouching, sleeping.
3. Face forward at all times.
4. Both feet on the floor.
5. NO food, drinks, gum, or candy.
6. Raise hand for assistance.
7. NO hall passes, watches, cell phones.

Any student who violates the rules will receive another day in SAFE. Any student disrespectful to the supervisor (especially use of vulgar, abusive, or profane language) will be immediately dismissed and the SAFE assignment will be repeated the following day.

SEARCH AND SEIZURE

All school property is held in public trust by the board of education. A search of school property, including but not limited to school lockers, may be made at the discretion of the superintendent or principal if there appears to be reasonable ground to conduct the search.

Search of a student's person or vehicle may be conducted if there is reasonable cause to believe that the student is committing a breach of conduct rules or a crime. Search of student's person should be conducted with the authority of the principal and in the presence a certified person of the same sex.

The Attorney General's Opinion:

OAG 79-168. A student in the public common schools has the constitutional right to be secure in his/her person from all unreasonable searches and seizures. A search of a student by school officials is generally reasonable if it bears a rational relationship to a legitimate educational interest, and is based upon reasonable suspicion. Limitations on the reasonableness of a search exist depending upon the nature of the place searched, along with other factors such as the age of the student and the purpose of the search, and a teacher or administrator who participates in or conducts an unreasonable search of a student could be sued for damages in state court on the theory of invasion of privacy, trespass or assault and battery, or in federal court for a civil rights violation. A student's consent to be searched must be scrutinized carefully.

SEMESTER EXAMS

Semester exams will be administered on the basis of the credit earned in a course. In courses worth one (1) credit, two exams will be given. A midterm will be given at the midpoint of the course, worth 20% of the first semester grade, and the final at the end of the course worth 20% of the second semester grade. In courses worth one-half (1/2) credit, one final exam worth 20% will be given at the end of the course.

No absences will be excused during semester exams, except those from a doctor! Students will receive a zero on any semester exam missed without a doctor's note. Excused absences may also be granted by the principal or assistant principals if the student has been subpoenaed by the court, or if there has been a death in the immediate family. Students will not be excused for family vacations. If a student is authorized to make up an exam it must be done in the two week period after the student's return. Exams will mirror the state assessment to give students as many opportunities as possible to model the assessment format. **Algebra II, English II, Life Science/Biology, and US History will take End of Course Assessments given by the state, which will count as the final exam.

Any junior and senior who has received an exemption based on ACT testing requirements shall be exempted from taking the final exams. A junior or senior may earn an exemption by becoming College or Career Ready determined by the state official requirements. Students taking any EOC classes (Algebra II, English II, US History, or Biology cannot be exempted from those particular finals. Any student exempted from exams who has an unexcused absence on exam day(s) will be given a zero on the exam(s), regardless of exemption status.

Suspension Procedures:

Students are not allowed to participate in any school related activities until the day following the suspension.

SUSPENSION CONDITIONS

When a student is suspended out of school, they are not eligible to participate in any extra-curricular activities and may not be on school property for any reason during the suspension period. This includes participation in co-op, field trips, and athletic events.

VIEWING GRADES ON-LINE

Both parents and students can access their students' grades on-line at any time through the Infinite Campus Parent Portal. You must sign-up through the school by signing a verification form. Call us to get started!