ACHIEVE
SUCCEED
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EXPLORE
DREAM
LEARN
LIVE
INSPIRE
CREATE

Bath County High School Student Handbook
Bath County High School
Working Together to Make Our High School Even Better…
**Table of Contents:**

<table>
<thead>
<tr>
<th>General Information:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>School Telephone Numbers</td>
<td>8</td>
</tr>
<tr>
<td>Important Addresses</td>
<td>8</td>
</tr>
<tr>
<td>Faculty and Staff Listing</td>
<td>8</td>
</tr>
<tr>
<td>Pest Management</td>
<td>9</td>
</tr>
<tr>
<td>Parent Volunteers</td>
<td>9</td>
</tr>
<tr>
<td>Meningococcal Disease Information (HB 475)</td>
<td>9</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>SBDM Council:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>S.B.D.M. Council Members</td>
<td>10</td>
</tr>
<tr>
<td>SBDM Teacher Election</td>
<td>10</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Calendar and Bell Schedules:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>School Calendar</td>
<td>11</td>
</tr>
<tr>
<td>Regular Bell Schedule</td>
<td>15</td>
</tr>
<tr>
<td>Cancellation Due to Inclement Weather</td>
<td>16</td>
</tr>
<tr>
<td>One Hour Delay Bell Schedule</td>
<td>16</td>
</tr>
<tr>
<td>Two Hour Delay Bell Schedule</td>
<td>16</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Admissions and Withdrawals:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Student Enrollment</td>
<td>17</td>
</tr>
<tr>
<td>Immunization Certificates</td>
<td>17</td>
</tr>
<tr>
<td>Withdrawing a Student from School</td>
<td>17</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>School Safety:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Arriving at School</td>
<td>18</td>
</tr>
<tr>
<td>Changing Classes</td>
<td>18</td>
</tr>
<tr>
<td>Bathroom and Hallway Supervision</td>
<td>18</td>
</tr>
<tr>
<td>Hall Passes</td>
<td>18</td>
</tr>
<tr>
<td>End of the Day Dismissal</td>
<td>19</td>
</tr>
<tr>
<td>School Visitors</td>
<td>19</td>
</tr>
<tr>
<td>Severe Weather Drills (Earthquake and Tornado)</td>
<td>19</td>
</tr>
<tr>
<td>Fire Drills</td>
<td>19</td>
</tr>
<tr>
<td>Drug Dogs</td>
<td>20</td>
</tr>
<tr>
<td>Locker and Student Searches</td>
<td>20</td>
</tr>
<tr>
<td>Lock Down</td>
<td>20</td>
</tr>
<tr>
<td>School Assemblies</td>
<td>20</td>
</tr>
<tr>
<td>Prescription Medication</td>
<td>20</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Graduation Requirements:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Earning Credits</td>
<td>21</td>
</tr>
<tr>
<td>Requirements for Graduation</td>
<td>21</td>
</tr>
<tr>
<td>Individual Learning Plans</td>
<td>21</td>
</tr>
<tr>
<td>Early Graduation</td>
<td>21</td>
</tr>
<tr>
<td>General Diploma Requirements (Class of 2017)</td>
<td>22</td>
</tr>
<tr>
<td>General Diploma Requirements (Class of 2016)</td>
<td>22</td>
</tr>
<tr>
<td>General Diploma Requirements (Class of 2015)</td>
<td>23</td>
</tr>
<tr>
<td>General Diploma Requirements (Class of 2014)</td>
<td>23</td>
</tr>
<tr>
<td>Graduation Date Policy</td>
<td>24</td>
</tr>
<tr>
<td>Valedictorian and Salutatorian</td>
<td>24</td>
</tr>
</tbody>
</table>
Graduation Requirements (Continued):

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>College Bound Students</td>
<td>24</td>
</tr>
<tr>
<td>College Ready Diploma</td>
<td>25</td>
</tr>
<tr>
<td>Honors Classes</td>
<td>25</td>
</tr>
<tr>
<td>Recognition of College Bound / College Ready Students</td>
<td>25</td>
</tr>
<tr>
<td>Career Ready Diploma</td>
<td>26</td>
</tr>
<tr>
<td>Correspondence Courses</td>
<td>26</td>
</tr>
<tr>
<td>Independent Study</td>
<td>27</td>
</tr>
<tr>
<td>Dual Credit Courses</td>
<td>27</td>
</tr>
<tr>
<td>Credit Recovery Program</td>
<td>27</td>
</tr>
<tr>
<td>Working Writing Portfolio</td>
<td>27</td>
</tr>
<tr>
<td>Senior Writing Portfolio</td>
<td>28</td>
</tr>
<tr>
<td>Work Ethics Seal Program</td>
<td>28</td>
</tr>
</tbody>
</table>

Student Classification:

<table>
<thead>
<tr>
<th>Classification</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Grade Level Assignments</td>
<td>29</td>
</tr>
<tr>
<td>Class Officers</td>
<td>29</td>
</tr>
</tbody>
</table>

Information on Grading:

<table>
<thead>
<tr>
<th>Information</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Course Syllabi</td>
<td>30</td>
</tr>
<tr>
<td>Student Progress Reports</td>
<td>30</td>
</tr>
<tr>
<td>Changing Grades</td>
<td>30</td>
</tr>
<tr>
<td>Student Honor Roll</td>
<td>30</td>
</tr>
<tr>
<td>Grading Scales</td>
<td>30</td>
</tr>
<tr>
<td>Grade Point Average</td>
<td>31</td>
</tr>
<tr>
<td>End of Course Assessments</td>
<td>31</td>
</tr>
<tr>
<td>Perfect Attendance Exemption Policy</td>
<td>31</td>
</tr>
</tbody>
</table>

Student Schedules:

<table>
<thead>
<tr>
<th>Schedules</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Course Selection</td>
<td>32</td>
</tr>
<tr>
<td>Changing Schedules</td>
<td>32</td>
</tr>
<tr>
<td>Course Sequencing</td>
<td>32</td>
</tr>
<tr>
<td>Repeating Classes</td>
<td>32</td>
</tr>
</tbody>
</table>

Student Support Services:

<table>
<thead>
<tr>
<th>Services</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Guidance Counselors</td>
<td>33</td>
</tr>
<tr>
<td>Youth Service Center</td>
<td>33</td>
</tr>
<tr>
<td>Study Zone</td>
<td>33</td>
</tr>
<tr>
<td>School Nurse</td>
<td>34</td>
</tr>
<tr>
<td>Custodial Staff</td>
<td>34</td>
</tr>
<tr>
<td>Library/Media Center</td>
<td>34</td>
</tr>
<tr>
<td>Textbooks</td>
<td>34</td>
</tr>
<tr>
<td>Free and Reduced Lunch Program</td>
<td>34</td>
</tr>
<tr>
<td>Cafeteria Program</td>
<td>35</td>
</tr>
<tr>
<td>Bus Transportation</td>
<td>35</td>
</tr>
<tr>
<td>Bus Notes</td>
<td>35</td>
</tr>
<tr>
<td>Educational Fieldtrips</td>
<td>36</td>
</tr>
<tr>
<td>Extended School Services</td>
<td>36</td>
</tr>
<tr>
<td>Homebound Services</td>
<td>36</td>
</tr>
<tr>
<td>Early Intervention Program</td>
<td>37</td>
</tr>
<tr>
<td>Announcements</td>
<td>37</td>
</tr>
<tr>
<td>Lost and Found Service</td>
<td>37</td>
</tr>
<tr>
<td>Vending Machines</td>
<td>37</td>
</tr>
<tr>
<td>Available Clubs and Organizations</td>
<td>37</td>
</tr>
</tbody>
</table>
### Student Support Services (Continued):
- Beta Club Eligibility: 38
- Open Houses: 38
- Parent/Teacher Conferences: 38
- Honors Board: 38
- Club Days/Meetings: 38

### School Sponsored Events:
- Conduct at School Events: 39
- Parent Code of Conduct at School Events: 39
- Consequences for Violations of the Parent Code of Conduct: 40
- Dances: 40
- Prom (Junior/Senior): 40

### Parking Policy:
- Parking Rules: 41
- Parking Eligibility: 42
- Violations of Parking/Driving Rules: 42
- Minor Parking Infractions Consequences: 42
- Major Parking Infractions Consequences: 42

### Student Dress Code:
- Dress Code (Appropriate Clothing): 43
- Consequences for Dress Code Violations: 43

### Tardy Policy:
- Class Tardy (Definition): 44
- Consequences for Being Tardy to Class: 44
- School Tardy (Definition): 44

### Attendance Policy:
- Attendance Policy (Expectations): 45
- Parent Notification: 45
- Excused Absences: 45
- Parent Notes: 46
- Principal Excuses (Emergencies): 46
- Nurse Excuses (Sickness): 47
- Attendance Incentives: 47
- Unexcused Absences: 47
- Consequences for Unexcused Absences: 47
- Habitual Truancy (HB 72 and KRS 159.150): 48
- Attendance Requirements for Receiving Credit: 49
- Leaving School Early (Checking Out): 50
- Consequences for Unexcused Tardies: 50
- Excessive Medical Excuses: 50
- Educational Enhancement: 51
- Post-Secondary Visitations: 51
- Make-Up Work: 51

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Successful people get up every day and do what they have to do whether they feel like it or not!
# Code of Student Conduct:

| Behavior Expectations for Students | 52 |
| Tobacco Products (Possession and Use of Tobacco) | 52 |
| Eating and Drinking in Classrooms | 52 |
| Sleeping in Class | 52 |
| Public Displays of Affection (PDA) | 53 |
| Cell Phones, I - Pods, and Other Devices | 53 |
| Other Prohibited Items | 53 |

## Consequences for Misconduct:

| Punishments Used for Student Misconducts | 54 |
| Corporal Punishment | 54 |
| Time-Out | 55 |
| Time-Up | 55 |
| Break Detention | 55 |
| Excessive Break Detention | 55 |
| After-School Detention | 55 |
| Saturday School | 55 |
| Suspension | 56 |
| Alternative Classroom Placement (ACP) | 56 |
| ACP Program Guidelines | 56 |
| ACP Program Rules | 57 |
| Work Detail | 57 |
| Alternative Setting | 58 |
| Expulsion | 58 |
| Levels of Misconduct | 58 |
| Level I Misconducts/Consequences | 59 |
| Level II Misconducts/Consequences | 59 |
| Level III Misconducts/Consequences | 59 |
| Aggressive Behavior | 60 |
| Criminal Mischief | 60 |
| Destruction of School Property | 60 |
| Direct Defiance of a Teacher | 60 |
| Direct Defiance of the Principal or Assistant Principal | 60 |
| Disrespect to Administration | 60 |
| Disrespect to Faculty/Staff (includes Flipping Off) | 61 |
| Extreme Vulgarity | 61 |
| Fighting | 61 |
| Habitual Violation of School Rules (Level II and Level III) | 61 |
| Inappropriate Use of a Personal Electronic Device During School | 61 |
| Mass Distribution of Pornography with a Personal Electronic Device | 62 |
| Possession of a Narcotic Prescription Medication | 62 |
| Possession of a Non-Narcotic Prescription Medication/OTC Stimulants | 62 |
| Possession of a Pocket Knife with a Blade Under 3” | 62 |
| Refusal to Go to ACP | 62 |
| Skipping School | 63 |
| Tampering with an Alarm System | 63 |
| Tampering with Fire Alarms | 63 |
| Tampering with Fire Extinguishers | 63 |
| Tampering with Computer Equipment | 63 |
| Tampering with Surveillance Cameras | 63 |
| Theft | 63 |
| Threatening to Fight with Another Student | 64 |
### Consequences for Misconduct (Continued):

<table>
<thead>
<tr>
<th>Consequence</th>
<th>Level</th>
</tr>
</thead>
<tbody>
<tr>
<td>Trespassing</td>
<td>64</td>
</tr>
<tr>
<td>Use of a Prohibited Item</td>
<td>64</td>
</tr>
<tr>
<td>Vandalism</td>
<td>64</td>
</tr>
<tr>
<td>Verbal Aggression towards a Faculty/Staff Member</td>
<td>64</td>
</tr>
<tr>
<td>Verbal Confrontation with Faculty/Staff Member</td>
<td>65</td>
</tr>
<tr>
<td>Viewing of Pornographic Materials</td>
<td>65</td>
</tr>
<tr>
<td>Level IV Misconducts/Consequences</td>
<td>65</td>
</tr>
<tr>
<td>Activating a False Fire Alarm</td>
<td>65</td>
</tr>
<tr>
<td>Arson</td>
<td>65</td>
</tr>
<tr>
<td>Assault and/or Battery of a Another Student</td>
<td>65</td>
</tr>
<tr>
<td>Assault and/or Battery of a School Employee</td>
<td>66</td>
</tr>
<tr>
<td>Bomb Threat</td>
<td>66</td>
</tr>
<tr>
<td>Burglary</td>
<td>66</td>
</tr>
<tr>
<td>Distribution and/or Trafficking of Alcohol</td>
<td>66</td>
</tr>
<tr>
<td>Distribution and/or Trafficking of Drugs</td>
<td>66</td>
</tr>
<tr>
<td>Distribution and/or Trafficking of Look-Alike Substances</td>
<td>66</td>
</tr>
<tr>
<td>Distribution and/or Trafficking of Drug Paraphernalia</td>
<td>66</td>
</tr>
<tr>
<td>Extortion</td>
<td>66</td>
</tr>
<tr>
<td>Harassment</td>
<td>67</td>
</tr>
<tr>
<td>Intimidation</td>
<td>67</td>
</tr>
<tr>
<td>Menacing</td>
<td>67</td>
</tr>
<tr>
<td>Malicious Remarks</td>
<td>67</td>
</tr>
<tr>
<td>Physical Aggression towards an Adult</td>
<td>67</td>
</tr>
<tr>
<td>Possession of a Firearm</td>
<td>67</td>
</tr>
<tr>
<td>Possession of a Pocket Knife with a Blade 3” or Longer</td>
<td>67</td>
</tr>
<tr>
<td>Possession of a Deadly Weapon Other than Firearm</td>
<td>67</td>
</tr>
<tr>
<td>Possession of Pornographic Material</td>
<td>67</td>
</tr>
<tr>
<td>Possession of or Selling of Stolen Property</td>
<td>67</td>
</tr>
<tr>
<td>Robbery/Grand Larceny</td>
<td>68</td>
</tr>
<tr>
<td>Sexual Misconduct</td>
<td>68</td>
</tr>
<tr>
<td>Threats to Faculty and Staff (Non-Terroristic Threatening)</td>
<td>68</td>
</tr>
<tr>
<td>Terroristic Threatening</td>
<td>68</td>
</tr>
<tr>
<td>Under the Influence of Drugs or Alcohol at School</td>
<td>68</td>
</tr>
<tr>
<td>Use or Possession of Alcohol</td>
<td>69</td>
</tr>
<tr>
<td>Use or Possession of Drugs</td>
<td>69</td>
</tr>
<tr>
<td>Use or Possession of Look-Alike Substances</td>
<td>69</td>
</tr>
<tr>
<td>Use or Possession of Drug Paraphernalia</td>
<td>69</td>
</tr>
<tr>
<td>Use of a Weapon</td>
<td>69</td>
</tr>
<tr>
<td>Accomplices to a Misconduct</td>
<td>69</td>
</tr>
<tr>
<td>Non-Compliance with Disciplinary Consequences</td>
<td>69</td>
</tr>
<tr>
<td>School Cancellations and Suspension</td>
<td>70</td>
</tr>
<tr>
<td>Due Process</td>
<td>70</td>
</tr>
<tr>
<td>Grievance and Appeal Process</td>
<td>70</td>
</tr>
</tbody>
</table>

### School Bus Safety:

<table>
<thead>
<tr>
<th>Consequence</th>
<th>Level</th>
</tr>
</thead>
<tbody>
<tr>
<td>Conduct on a School Bus</td>
<td>71</td>
</tr>
<tr>
<td>Bus Misconducts</td>
<td>71</td>
</tr>
<tr>
<td>Extreme Bus Misconducts</td>
<td>72</td>
</tr>
<tr>
<td>Alternative Consequences for Bus Misconduct</td>
<td>72</td>
</tr>
</tbody>
</table>

### Extra-Curricular Activities:

<table>
<thead>
<tr>
<th>Activity</th>
<th>Level</th>
</tr>
</thead>
<tbody>
<tr>
<td>Extracurricular Eligibility</td>
<td>73</td>
</tr>
</tbody>
</table>
Welcome

The 21st Century has brought about much change in education and Bath County High School is dedicated to making the changes necessary to meet the needs of today's students. Bath County High School has established a tradition for going the extra mile and doing whatever is necessary to create success for our students. We know that the foundation of the future of our community is slowly being built each and every day right here in hallways and classrooms of our school. We want every student that enters the doors of our school to be successful now and in the future. We will make every effort to provide the learning opportunities and the support necessary for our students to experience success! We encourage our students and parents to focus on the positive and work with our school to have a great year. In the tough economic times we currently face, a quality education is more important now than it ever has been. We cannot compete globally unless our youth are educated to meet the needs of an ever changing work force. The fate of our community, state, and nation will be determined by the education our youth receive in our schools today. We look forward to another great year and if you have ideas or suggestions to help us improve your high school please let us know – we want to hear from YOU!

The future of our country will not be decided on a battlefield, it will be determined in a classroom!
General Information:

School Telephone Numbers:

Bath County High School          674-6325          School Nurse      674-6325
Bath County High School FAX      674-9188          Bus Garage       674-2421
Guidance Office                  674-6058          Board of Education 674-6314
Youth Service Center             674-3078          Board of Education FAX 674-2647
BCHS Athletic Director           336-4000          School Cell Phone  336-1990

Important Addresses:

Bath County High School          Bath County Board of Education
645 Chenault Drive               405 West Main Street
Owingsville, Ky 40360            Owingsville, Ky 40360

Faculty and Staff Listing:

Principal:                      Reading Specialist:  Teachers:
Paul W. Prater                  Donetta Tiller       Lee Ann Ramey  
                                  Rebecca Alicea  Robert Rawlings
Assistant Principal:            TAG Coordinator:    Kristal Robinson
Melanie Erwin                   John Whitt          John Sheehan
Guidance Counselors:            GSA Teachers:       Justin Smallwood
Melinda Crocket                 Arlen McNabb        Chelsea Staton
Tamela Porter                   Lisa Willis
Athletic Director:              YSC Director:        Seth Thatcher
Arlen McNabb                    Cindy Kerns
School Secretary:               YSC Secretary:       Rachelle Thompson
Brittany House                  Debbie Crouch        Matt Vincent
Guidance Secretary:             Job Coach:           Ron Weaver
Jenny Stull                     Jodie Ratliff       Angelia Withers
CTE Secretary:                  Nurse:                Jami Wingate
Robin Tolle                     Jessica Crouch       Leslie Workman
Bookkeeper:                     Instructional Aides:
Lana Routt                      Ralph Harvey         Lee Ann Ramey
Media Specialist:               Tonya Mabry          Robert Rawlings
Aaron Baldwin                   Jean Ann Sorrell    Kristal Robinson
                                  Michelle York    John Sheehan
We can change without improving, but it is impossible to improve without change!
**Pest Management:**

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

Bath County Schools  
Pest Management Request  
Attention: Burnsy Stewart  
405 West Main Street  
Owingsville, Ky 40360

**Parent Volunteers:**

Parent volunteers are always needed at Bath County High School. When the school and community work together to provide the best instructional program possible, student learning is enhanced to a level that is not possible without teamwork and collaboration. “It takes a whole village to educate a child”. If you would like to volunteer to help tutor students, assist teachers, or answer phones in the office please contact the principal directly to set up volunteer day and times. To ensure the safety of our students and staff, all volunteers must submit a current criminal background check prior to volunteering.

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

As part of the information our school provides to parents and students concerning student and school health issues, Bath County High School is making you aware of a potentially fatal bacterial infection that strikes teenagers at a higher rate than other age groups. This information will give you the facts about the disease and help you take precautions to prevent you from becoming ill with meningococcal disease.

Meningococcal disease, commonly known as meningitis, can be misdiagnosed as something less serious because early symptoms are similar to those of influenza or other common viral illnesses. Symptoms include high fever, headache, nausea and stiff neck. The disease can come on quickly and may cause death or permanent disability (brain damage, organ failure, loss of hearing and limb amputation) within hours of the first symptoms. Meningococcal disease is spread by air droplets and direct contact with secretions from infected persons, through coughing without covering the mouth and kissing. Teenagers can reduce the risk of contracting the disease through immunization and by not sharing personal items such as food utensils, water bottles and drinking glasses.

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

The #1 deterrent to sickness is simple - frequent washing of your hands with warm water (at least 15 seconds).
SBDM Council:

S.B.D.M. Council Members:

Bath County High School is led by a strong group of people that includes teachers, parents, and an administrator. This group is called the Site Based Decision Making Council (SBDM). The focus of this group of people is to improve the quality of instruction that is being delivered to the students in our school. The council meets regularly on the fourth Tuesday of every month at 6:00 pm in the library. If you have concerns, questions, and/or comments about the academic performance of our school as well as possible suggestions for addressing these concerns, please attend an SBDM meeting or contact any of the following SBDM Council members:

Alisha Clemons – Parent
14 Sunset Drive
Owingsville, Ky 40360
Home Phone: (859) 585 – 7063
Work Phone: Not Released
Email Address: taclemons@windstream.net

Ricky Prater – Teacher
129 Coyle Street
Owingsville, KY 40360
Home Phone: (606) 674 – 3127
Work Phone: (606) 674 – 6325 ext 4212
Email Address: ricky.prater@bath.kyschools.us

Greg Hubbard – Parent
Post Office Box 1395
Owingsville, Ky 40360
Home Phone: (606) 674 – 8201
Work Phone: Not Released
Email Address: greghubbard1@yahoo.com

Lee Ann Ramey – Teacher
24 South Teresa Drive
Owingsville, Ky 40360
Home Phone: (606) 674 – 6966
Work Phone: (606) 674 – 6325
Email Address: lee.ramey@bath.kyschools.us

Paul W. Prater – Principal
4013 Barnard Drive
Lexington, KY 40509
Home Phone: (859) 229 – 2929
Work Phone: (606) 674 – 6325 ext 4401
Email Address: paul.prater@bath.kyschools.us

Robert Rawlings – Teacher
PO Box 1492
Owingsville, Ky 40360
Home Phone: (859) – 351 – 6110
Work Phone: (606) 674 – 6325
Email Address: robert.rawlings@bath.kyschools.us

SBDM Teacher Election:

Each year three (3) teachers shall be elected to the SBDM council at Bath County High School. Teachers may nominate themselves or another teacher. Nominations shall be made in writing using an official BCHS nomination form. All nominations are to be given to the designated SBDM election leader by the date announced – prior to the election. The election will be held after school at a convenient time for all teachers. The designated SBDM teacher election leader shall check with each nominee to ensure that they will accept the nomination and then prepare a ballot containing the names of all qualified teachers. The designated SBDM teacher election leader shall oversee the meeting to elect employees of the district and currently assigned to the school where they are to be elected as a council member. Teachers who absolutely know they will not be present for the SBDM teacher election may be able to complete an absentee ballot the day before the election day (please see designated SBDM teacher election leader for an absentee ballot if permitted). No absentee ballots will be accepted after the election and the results of the election are final!

Election shall be by majority vote of all teachers assigned to the school (majority means half of those who are assigned to the school plus one). Voting shall continue until three (3) teachers are elected. A list of all qualifying nominees will be posted on the SBDM bulletin board at the high school 24 hours before the election and mistakes, concerns, or corrections should be immediately reported.
Calendar and Bell Schedules:

School Calendar:

**August:**
- August 8: First Day of School for Students
- August 12 – 16: Schedule Changes for the School Year (First and Second Semester)
- August 20: Suicide Prevention and Anti Bullying Assembly (1:30 pm – 2:30 pm)
  – Suicide Prevention and Anti Bullying Staff Training (4:00 pm – 6:00 pm)
- August 21: Class Meetings (All Grades) 1st – 3rd and 6th Periods
- August 23: All Students Must Receive Course Syllabi from Teachers
  – Class Officer Sign Up Deadline (3:30 pm)
- August 26: Board Meeting (7:00 pm)
- August 27: **Back-to-School Open House** (4:00 pm – 6:00 pm)
- August 28: Class Officer Election Meetings (All Grades)

**September:**
- September 2: **No School** - Holiday #1 (Labor Day)
- September 6: Course Progress Reports Due
- September 9 - 11: Individual Learning Plans (ILP) Sessions with Freshmen
  – **Leader:** Aaron Baldwin
- September 10: SBDM Regular Meeting (6:00 pm)
- September 11: Course Progress Reports DISTRIBUTED to Students
- September 13: Beta Club Inductions (9:00 am)
  – Beta Club Reward Trip (11:00 am – 4:00 pm)
- September 16 – 20: Club Recruitment Week
- September 17: Constitution Day
- September 18: ASVAB Testing (Juniors)
- September 19: PLAN Test for (Sophomores)
- September 20: Parent Night for Football vs. Estill County
- September 21: ACT National Test Date
- September 23: Board Meeting (7:00 pm)
- September 23 – 25: Individual Learning Plans (ILP) Sessions with Sophomores
  – **Leader:** Aaron Baldwin
- September 24: Club Rosters Must Be Posted/Submitted
- September 25: School Pictures with LifeTouch
- September 26: Make Up Testing for PLAN Test (Sophomores)
- September 27: Club Day #1
- September 30 – October 5: Homecoming Week

**October:**
- October 3: Midterm – First Semester Midterms
  – Homecoming Parade
- October 4: **No School** – KEA Day
  – Homecoming Football Game vs. Western Hills
- October 5: Homecoming Dance (8:00 – 11:00 pm)
- October 8: SBDM Regular Meeting (6:00 pm)
- October 9: First Semester Midterms MAILED to Parents
- October 16: National Boss’s Day
- October 17 – 18: **No School** - Fall Break
**October (continued):**

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
<th>Leader(s)</th>
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<tbody>
<tr>
<td>October 21 – 25</td>
<td>Safe Schools Week – Bullying: Be Part of the Cure!</td>
<td><strong>Leader:</strong> Melanie Erwin</td>
</tr>
<tr>
<td>October 21 – 25</td>
<td>Red Ribbon Week – A Healthy Me is Drug Free!</td>
<td><strong>Leaders:</strong> Cindy Kerns and Tamela Porter</td>
</tr>
<tr>
<td>October 25</td>
<td>Senior Night for Football vs. Bourbon County</td>
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<tr>
<td>October 26</td>
<td>ACT National Test Date</td>
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<tr>
<td>October 28</td>
<td>Board Meeting (7:00 pm)</td>
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<tr>
<td>October 28 – 30</td>
<td>Individual Learning Plans (ILP) Sessions w/ Juniors</td>
<td><strong>Leader:</strong> Aaron Baldwin</td>
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<tr>
<td>October 31</td>
<td>Happy Halloween</td>
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**November:**

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<tr>
<th>Date</th>
<th>Event</th>
<th>Leader(s)</th>
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<tbody>
<tr>
<td>November 1</td>
<td>Beta Club Blood Drive</td>
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<tr>
<td>November 3</td>
<td>Course Progress Reports DISTRIBUTED to Students</td>
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<tr>
<td>November 4 – 8</td>
<td>Individual Learning Plans (ILP) Week w/ Seniors</td>
<td><strong>Leader:</strong> Aaron Baldwin</td>
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<tr>
<td>November 5</td>
<td>No School – Election Day (Professional Development Day)</td>
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<tr>
<td>November 7</td>
<td>Course Progress Reports DISTRIBUTED to Students</td>
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<tr>
<td>November 8</td>
<td>Club Day #2</td>
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<tr>
<td>November 11</td>
<td>No School – Holiday #2 (Veterans’ Day)</td>
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<tr>
<td>November 12</td>
<td>Veterans’ Day Breakfast Celebration</td>
<td><strong>Leader:</strong> Ashley Mineer and Matt Vincent</td>
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<tr>
<td>November 13</td>
<td>ASVAB Testing (Seniors)</td>
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<td>November 14</td>
<td>Senior Meeting about Graduation Supplies</td>
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<tr>
<td>November 17 – 21</td>
<td>Bully Awareness and Prevention Week – Stand Up!</td>
<td><strong>Leader:</strong> Melinda Crockett and Cindy Kerns</td>
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<tr>
<td>November 21</td>
<td>Grandparents Day - Thanksgiving Celebration Meal in Cafeteria</td>
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<tr>
<td>November 25</td>
<td>Board Meeting (7:00 pm)</td>
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<tr>
<td>November 27</td>
<td>No School – Thanksgiving Break</td>
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<tr>
<td>November 28</td>
<td>No School – Holiday #3 (Thanksgiving Day)</td>
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<td>November 29</td>
<td>No School – Thanksgiving Break</td>
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**December:**

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<tr>
<th>Date</th>
<th>Event</th>
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<tbody>
<tr>
<td>December 9 – 20</td>
<td>Quality Core End of Course (EOC) Assessment Window</td>
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<tr>
<td>December 10</td>
<td>SBDM Regular Meeting (6:00 pm)</td>
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<tr>
<td>December 13 – 16</td>
<td>BCHS End of Course Assessment Reviews in ALL Classes</td>
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<tr>
<td>December 14</td>
<td>ACT National Test Date</td>
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<tr>
<td>December 16</td>
<td>Quality Core EOC Multiple Choice – Algebra II</td>
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<tr>
<td>December 17</td>
<td>BCHS End of Course Assessments* – Day #1 (Period Classes)</td>
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<td>December 18</td>
<td>BCHS End of Course Assessments* – Day #2 (Block Classes)</td>
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<tr>
<td>December 19</td>
<td>End of Course Assessments Make-Up Day (All Classes)</td>
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<tr>
<td>December 20</td>
<td>Club Day #3</td>
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<tr>
<td>December 20</td>
<td>End of the First Semester</td>
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<tr>
<td>December 23</td>
<td>Board Meeting (7:00 pm)</td>
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</tr>
<tr>
<td>December 23 – 31</td>
<td>No School – Winter Break</td>
<td></td>
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</tbody>
</table>

* All students must take a comprehensive, cumulative end of course assessment (through Quality Core, teacher created and similar to the Quality Core assessment, or similar to KOSSA).
January:
January 1 – 3  **No School** – Winter Break Continues
January 6  Second Semester Begins (School Resumes from Winter Break)
January 8  First Semester Report Cards **MAILED** to Parents
January 14  SBDM Regular Meeting (6:00 pm)
January 15  ASVAB Testing (Sophomores)
January 17  All New Students Must Receive Course Syllabi from Teachers
January 20  **No School** – Holiday #4 (Martin Luther King Jr. Day)
January 27  Board Meeting (7:00 pm)

February:
February 7  Course Progress Reports Due
February 8  ACT National Test Date
February 10 – 14  Random Acts of Kindness Week – **Accept the Kindness Challenge**
  **Leader:** Robin Tolle and Brittany House
February 11  SBDM Regular Meeting (6:00 pm)
February 12  Course Progress Reports **DISTRIBUTED** to Students
February 14  Club Day #4 (Yearbook Picture Day for Clubs)
February 17  **No School** – Presidents’ Day (Possible Make-Up Day)
February 19  KOSA Testing Day #1
February 20  KOSA Testing Day #2
February 21  KOSA Testing (Make – Up Day)
February 24  Board Meeting (7:00 pm)
February 26  College and Career Fair
  **Leader:** Cindy Kerns
February 28  Midterm – Second Semester Midterms

March:
March 3 – 7  Individual Learning Plans (ILP) Week – **Make Ups/Incompletes/New Students**
  **Leader:** Aaron Baldwin
March 4  ACT Statewide Test (Juniors ONLY)
March 5  Second Semester Midterms **MAILED** to Parents
March 7  **I.L.P.s for All Students Must be Complete!**
  **Leader:** Aaron Baldwin
March 9  Daylight Savings Time Begins
March 11  SBDM Regular Meeting (6:00 pm)
March 14  Beta Club Blood Drive
March 18  ACT Statewide Make-Up Test (Juniors ONLY)
March 21  Club Day #5
March 24  Board Meeting (7:00 pm)
March 26  Course Progress Reports Due
March 28  **5th Annual “March Against Drugs”**
March 31 – April 4  **No School** – Spring Break*
* Note: If school is repeatedly closed due to inclement weather, some or all of Spring Break may be used to make up days missed.

April:
April 7  School Resumes from Spring Break
April 8  Course Progress Reports **DISTRIBUTED** to Students
        SBDM Regular Meeting (6:00 pm)
April 12  ACT National Test Date
April 15  Student Scheduling for the Next School Year (Class Meetings)
        Deadline to Sign Up for SBDM Parent Representative
April (continued):

April 17  Eighth Grade Visitation Day
   **Leader:** Melinda Crockett
   Eighth Grade Orientation and Scheduling Night (5:00 – 7:00 pm)
April 18  Club Day #6 – Final Club Day
April 21 – 28  Gym Closed for Prom Decorating (PENDING)
   (This Includes After School Activities)*
April 22  SBDM Parent Elections (6:00 pm)
April 26  Junior and Senior Prom (8:00 pm – 12:00 am with Walk-Ins at 6:30 pm)
   **Prom Sponsors:** Sabrina Brandenburg and Leslie Workman
April 28  Board Meeting (7:00 pm)
April 28 – May 9  Quality Core End of Course (EOC) Assessment Window for
   Algebra II, English II, US History, and Integrated Science II (Biology)
April 29  Quality Core EOC Multiple Choice – English II
April 30  Quality Core EOC Multiple Choice – US History

* Note: There is a possibility that Prom will be moved to the Clay Community Center in Mt. Sterling with After Prom to be held close
at the Tenth Frame Cinema. This will be decided by the students and communicated by the sponsors to everyone should it occur.

May:

May 1  Quality Core EOC Multiple Choice – Integrated Science II (Biology)
May 2  Quality Core EOC Multiple Choice – Algebra II
May 5  Quality Core EOC Make – Up Testing Day
May 5 – 9  Faculty/Staff Appreciation Week
   BCHS End of Course Assessment Review Week (Minimum 2 Days in ALL Classes)
May 6  On Demand Writing – Sophomores
May 7  On Demand Writing – Juniors
May 7 – 9  Quality Core EOC / On Demand Writing Make – Up Testing Days
May 9  BCHS End of Course Assessments – Day #1 (All Seniors)
May 10  May Day – Mt Bath County Pageant
May 12  BCHS End of Course Assessments – Day #2 (Period Classes)
   TENTATIVE DATE: Graduation Practice Day #1
   TENTATIVE DATE: Senior Lunch at Golden Corral
   Graduation Requirements Must Be Met by End of Day
May 13  BCHS End of Course Assessments – Day #3 (Block Classes)
   TENTATIVE DATE: Senior Awards Day (8:30 – 10:00 am)
   TENTATIVE DATE: Senior Trip to Cave Run Lake (10:00 am – 2:30 pm)
   SBDM Regular Meeting (6:00 pm)
May 14  TENTATIVE DATE: Graduation Practice Day #2
   Underclassmen Honors Program (9:30 am – 11:00 am and 1:30 pm – 2:00 pm)
   BCHS End of Course Assessments – Make Up Day (ALL Classes)
May 15  TENTATIVE DATE: Senior Trip to Tenth Frame Cinemas (9:00 am – 2:30 pm)
   End of the Second Semester
   Last Day of School for Students
   TENTATIVE DATE Senior Honors Banquet (6:00 pm in Cafeteria)
May 16  Closing Day for Teachers
   Second Semester Report Cards MAILED to Parents
May 17  TENTATIVE DATE Graduation and Commencement (3:00 pm in Gymnasium)
May 22  ALTERNATE DATE: Senior Honors Night (6:00 pm in Cafeteria)
May 24  ALTERNATE DATE: Graduation and Commencement (3:00 pm in Gymnasium)
May 26  Board Meeting (7:00 pm)
Regular Bell Schedule:

- 7:30 am  School Breakfast Program Begins
- 7:50 am  Teachers Report for Duty
- 7:55 am  School Breakfast Program Ends
- 8:00 am  School Day Begins
- 8:05 am  Zero Period Begins (Study Zone, Extra, and Excel)
- 8:40 am  Zero Period Ends
- 8:45 am  First Period and 1/2 Block Begin
- 9:30 am  First Period Ends
- 9:35 am  Second Period and 2/3 Block Begin
- 10:20 am Second Period and 1/2 Block End
- 10:25 am Third Period and 3/4 Block Begin
- 11:10 am Third Period and 2/3 Block End

<table>
<thead>
<tr>
<th>Lunch Group A</th>
<th>Lunch Group B</th>
<th>Lunch Group C</th>
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<tbody>
<tr>
<td>11:10 am  Lunch A Ends</td>
<td>11:15 am  Fourth Period Begins</td>
<td>11:15 am  4/5 Block Begins</td>
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<tr>
<td>11:35 am  Fourth Period and 4/5 Block Begin</td>
<td>12:00 pm  Fourth Period and 3/4 Block End</td>
<td>12:50 pm  4/5 Block Ends</td>
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<tr>
<td>12:25 pm  Fourth Period Ends</td>
<td>12:25 pm  Lunch B Ends</td>
<td>1:15 pm  Lunch C Begins</td>
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<tr>
<td>12:30 pm  Fifth Period Begins</td>
<td>12:30 pm  Fifth Period and 5/6 Block Begin</td>
<td>1:15 pm  Lunch C Ends</td>
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<tr>
<td>1:15 pm  Fifth Period and 4/5 Block End</td>
<td>1:15 pm  Fifth Period Ends</td>
<td></td>
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</tbody>
</table>

- 1:20 pm  Sixth Period and 6/7 Block Begin
- 2:05 pm  Sixth Period and 5/6 Block End
- 2:05 pm  Evening Break Begins for ALL Students
- 2:20 pm  Evening Break Ends for ALL Students
- 2:25 pm  Seventh Period Begins and 6/7 Block Resumes
- 3:10 pm  Seventh Period and 6/7 Block End
- 3:15 pm  Bus Students Dismissed by Run (1st Run, 3:15; 2nd Run, 3:25; and 3rd Run, 3:35)
- 3:40 pm  Students who Drive, Walk, or Ride are Dismissed
- 3:45 pm  Professional Staff Dismissed

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

Important Note: Students are given 30 minutes total for lunch and 20 minutes for an afternoon break. Students are expected to clean up after themselves during lunch and to behave accordingly. Repeated failure to do so will result in time being taken away from lunches. The afternoon break can and will be taken away if students do not clean up after themselves during break and follow school rules. Also the afternoon break will be taken away if students fail to follow the rules necessary to maintain a safe and orderly learning environment within the school.
Cancellation Due to Inclement Weather:

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

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

One Hour Delay Bell Schedule: 🔄

8:30 am  School Breakfast Program Begins
8:50 am  Teachers Report for Duty
8:55 am  School Breakfast Program Ends
9:00 am  School Day Begins
          Warning Bell for First Period
9:05 am  Zero Period Begins (Study Zone, Extra, and Excel)
          Morning Announcements (9:05 am – 9:10 am)
9:30 am  Zero Period Ends
9:35 am  Second Period and 2/3 Block Begin
10:20 am Second Period and 1/2 Block End
10:25 am Third Period and 3/4 Block Begin
11:10 am Third Period and 2/3 Block End

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

Two Hour Delay Bell Schedule: 🔄

9:30 am  School Breakfast Program Begins
9:50 am  Teachers Report for Duty
9:55 am  School Breakfast Program Ends
10:00 am School Day Begins
          Warning Bell for First Period
10:05 am  Zero Period Begins (Study Zone, Extra, and Excel)
          Morning Announcements (10:05 am – 10:10 am)
10:20 am Zero Period Ends
10:25 am Third Period and 3/4 Block Begin
11:10 am Third Period and 2/3 Block End

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

Student Enrollment:
To enroll at Bath County High School, the enrolling student must reside in Bath County, be under the age of 21, and provide an up-to-date immunization certificate. When enrolling a student, the parent or guardian must provide proof of their identification, proof of guardianship or custody, documentation that the student resides in Bath County, proof of identity of the student, up-to-date immunization certificate, and information on the previous school that the student attended or provide the necessary records. Only the Bath County Board of Education is authorized to make exceptions to this policy and all requests should be directed to the superintendent or his/her designee. Bath County High School does not discriminate on the basis of race, color, national origin, age, sex, religion, or marital status in the educational programs and activities that it operates. Furthermore, Bath County High School does not discriminate on the basis of handicap in treatment, admission, access to, or employment in any of its classes, programs, or activities. Bath County High School makes every effort to meet the requirements of the Rehabilitation Act of 1973, Section 504, Title IX, and PL 94-142.

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

Withdrawing a Student From School:
Students withdrawing from school shall see the counselor before school starts on their last day of classes. Students wishing to drop out of school must meet with the counselor and watch a thirty-minute (30) video at the Youth Service Center. Students will not be allowed to complete the withdrawal process unless all textbooks are returned and debts are paid. A parent come with the student and must sign for a student who is withdrawing from school. If this is not possible, the parent shall send a signed note authorizing the withdrawal. Failure to follow proper procedures will result in two things: (1) student records may NOT be forwarded to the new school and (2) the student will not have a receipt showing that all obligations have been met. Any records for students under the age of eighteen will NOT be released without written parent/guardian consent.
School Safety:

Arriving at School:

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

Changing Classes:

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

Bathroom and Hallway Supervision:

Teachers and the administration will frequently monitor bathrooms and hallways. Students are not allowed to loiter in the bathroom and there is absolutely no smoking allowed. Furthermore, hallways will also be frequently monitored and only students who have been issued a hall pass will be allowed in the hallway during class time. Any student who is repeatedly caught in the hallway will have their hall pass privileges revoked by the administration.

Hall Passes:

All students have ample opportunities to go to the bathroom throughout the day. Teachers will limit hall pass issuance to a minimum. All students must sign-out of class in a Hall Pass Log and then sign-in in the same log when they return to class. Each teacher has an office issued hall pass that they must give to students before they will be allowed to leave class. Teachers and the administration will periodically check to make sure students have a hall pass and may record data that will help identify teachers issuing excessive numbers of hall passes as well as students who are abusing hall pass privileges. **Students needing extra hall passes will be assigned a break detention.**

Note: Students who have medical reasons for frequent bathroom visits must provide medical documentation to the school nurse. The nurse will in turn notify the teachers of that student about the condition and need for extra hall passes.
End of the Day Dismissal: NEW

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

School Visitors: NEW

Bath County High School welcomes everyone to visit, however the administration takes every possible step to ensure the safety of our students and staff. For this reason, a security system has been installed that requires visitors to be “buzzed in” through the front door. No one is allowed to visit classrooms or enter any area other than the front corridor leading to the main office unless they have the principal’s approval. All school visitors must immediately REGISTER IN THE OFFICE and pick up a VISITOR PASS. No one will be allowed to visit classrooms unless written permission is acquired from the principal.

Severe Weather Drills (Earthquake and Tornado):

Most injuries that occur during an emergency situation result from the chaos caused by the emergency. It is very important that everyone know the appropriate actions to take during an emergency. Bath County High School will conduct tornado, earthquake, and fire drills as required by law and local board policy in order to make sure that the school is prepared in case an emergency really occurs. All students are expected to follow the emergency plan described by the school and react in a timely manner. Schools are required by law to conduct emergency drills so that the school has the practice necessary to ensure that everyone in the building knows what to do in case of a real emergency.

Severe weather can strike at any time, and just because Bath County High School has never been struck by severe weather, doesn’t mean that it can’t happen. As a school, we must be proactive and be prepared for any situation. When severe weather is imminent or occurring, the office will announce “SEVERE WEATHER ALERT” over the intercom. All teachers should escort their students to the area in the building designated for that teacher and have all students sit on the floor, face the wall, and cover their head with their arms and hands! Teachers should do the same thing, once they have ensured that all students are protected.

Fire Drills:

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

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

**Locker and Student Searches:**

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

**Lock Down:**

As the number of violent criminal acts committed in schools increases, it becomes more and more important for schools to be prepared for almost any event. In order to make sure all students and staff are safe at all times, all classrooms and exterior doors will be kept locked at all times. If a situation arises in which students or staff members are in danger or any other reasons deemed necessary by the administration, the office will announce LOCK DOWN over the intercom. During LOCK DOWN, no students or teachers are to leave their rooms for any reason and classrooms are to remain locked!

**School Assemblies:**

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

**Prescription Medication:**

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

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Bath County High School  Working Together to Make Our High School Even Better...
Graduation Requirements:

**Earning Credits:**

The school day at Bath County High School is set up on a seven period hybrid schedule with some classes being taught all year long and others for one semester. Students enrolled in yearlong courses will earn a semester that will be used to determine whether or not a student will receive $\frac{1}{2}$ credit. Students must earn two (2) $\frac{1}{2}$ credits to receive the full credit in that course. Students who fail a $\frac{1}{2}$ credit must enroll in the GSA credit recovery program or repeat the class in the next semester.

**Requirements for Graduation:**

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

<table>
<thead>
<tr>
<th>Credits Required By Each Class to Graduate</th>
<th>2014</th>
<th>2015</th>
<th>2016</th>
<th>2017</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>25</td>
<td>25</td>
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<td>25</td>
</tr>
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</table>

**Individual Learning Plans:**

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

**Early Graduation:**

Bath County High School does not suggest, advocate, or condone early graduation from high school. Only under extreme circumstances will early graduation be considered as a possibility for any student. Requests for early graduation must be written and submitted to the guidance counselor as soon as possible during a student’s senior year at Bath County High School. The request will then be to the GSA principal for consideration (this will be done within a reasonable timeframe). Only students accepted into the GSA that have extenuating circumstances will be granted early graduation. All graduation requirements must be met and permission for early graduation must be obtained from the parent/guardian, counselor, and GSA principal.
General Diploma Requirements (Class of 2017):

The recently amended 704 KAR 3:305, HB 380, the Bath County Board of Education and the Bath County High School SBDM Council collectively require all students to complete specific courses and meet certain requirements to be eligible to graduate and receive a diploma from Bath County High School. Below are the minimum required credits that a student must earn to graduate.

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**Required Credits**

Students must still earn the total credits needed to graduate (25) by taking eight (8) electives.

General Diploma Requirements (Class of 2016):

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Graduation Date Policy: **NEW**

At Bath County High School, the date for graduation each year will be set in accordance with the following guidelines. Graduation will be held in the gymnasium at 3:00 pm on the first Saturday that immediately follows the last day of school for students. Senior Honors Night will always be held at 6:00 pm on the Thursday immediately before graduation in the cafeteria or the gymnasium at the high school.

**Valedictorian and Salutatorian (2015 and Beyond):**

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

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The valedictorian(s) of each graduating class of Bath County High School will be the fulltime student(s) who has (have) attended Bath County High School for at least their entire senior year and who has (have) the highest non-weighted grade point average. Only fulltime students who will have earned a College Bound Diploma will be eligible to be valedictorian. In the event of a tie, then all those students who tied will be recognized as co-valedictorians and a salutatorian will still be recognized. The salutatorian(s) of each graduating class of Bath County High School will be the fulltime student(s) who has (have) attended Bath County High School for at least their entire senior year and who has (have) the next highest non-weighted grade point average below the valedictorian(s). Only fulltime students who will have earned a College Bound Diploma will be eligible to be salutatorian. In the event of a tie, then all those students who tied will be recognized as co-salutatorians.

**College Bound Students (Class of 2014):**

Students who plan to attend college must meet the General Diploma requirements set forth by the SBDM council, Kentucky Department of Education, and the Bath County Board of Education. Furthermore, college bound students must meet the requirements outlined by the Council on Post Secondary Education - college bound students must complete a more rigorous track of courses. Bath County High School requires that all college bound students must achieve satisfactory performance* in at least twelve (12) total “Honors” or “CB” courses beyond the minimum requirements of the Pre-College Curriculum and achieve satisfactory performance* in at least two (2) ADDITIONAL dual credit courses of the student’s choice offered through Bath County High School (the dual credit course can be in math, science, social studies, English, or CTE). *Satisfactory performance means a “C” average or higher as a final grade in the course. This means a “College Bound” student will have taken fourteen (14) total classes as outlined.
“College Ready” Diploma (2015 and Beyond):  

Students who plan to attend college must meet the General Diploma requirements set forth by the SBDM council, Kentucky Department of Education, and the Bath County Board of Education. Furthermore, students can be certified as “College Ready” by meeting the requirements for graduation as outlined by the Council on Post Secondary Education, achieve satisfactory performance* in at least fourteen (14) “Honors”/Dual Credit courses beyond the minimum requirements of the Pre-College Curriculum, and meet the following two (2) criteria:

a) achieve satisfactory performance* in at least two (2) dual credit courses out of the fourteen (14) taken through Bath County High School (the dual credit course can be in math, science, social studies, or English) **AND**

b) achieve college benchmarks on the ACT as outlined by the Council on Post Secondary Education (CPE) in math, English, and reading (currently the Council on Post Secondary Education College Benchmark Scores on the ACT are as follows:

1. English – 18
2. Mathematics – 19
3. Reading – 20

* satisfactory performance means a “C” average or higher as a final grade in the course.

**Honors Courses:**  

Bath County High School offers a variety of advanced courses at each grade level. A “Honors” is used to designate most of the accelerated courses for that serve to provide in-depth challenge to students. Students must meet certain criteria to enroll in a “Honors” course – parents of students who do not meet the set criteria may meet with the administration to request special permission for a student to enroll in the “Honors” course anyway. If permission is granted, the parent and student must enter into a contract to take the course. All of the “Honors” (accelerated courses) recognized by Bath County High School are listed below.

9th grade:  

10th grade:  
- English II – Honors, Geometry – Honors, Integrated Science II – Honors, and World Civilization – Honors

11th grade:  
- English III – Honors, Algebra II – Honors, US History – Honors, College Algebra (Dual Credit), Pre-Calculus (Dual Credit), Fundamentals of Speech (Com 108), Sociology 101 (Dual Credit), Sociology of Deviance – Spanish 101 (Dual Credit), Spanish 102 (Dual Credit), Anatomy & Physiology, Chemistry I, Chemistry II, Physics, and any other advanced dual credit course offered in conjunction with MSU, EKU, UK, or any other state college.

12th grade:  
- English 100 (Dual Credit), English 200 (Dual Credit), College Algebra (Dual Credit), Pre-Calculus (Dual Credit), Fundamentals of Speech (Com 108), Sociology 101 (Dual Credit), Sociology of Deviance – Spanish 101 (Dual Credit), Spanish 102 (Dual Credit), Anatomy & Physiology, Chemistry I, Chemistry II, Physics, and any other advanced dual credit course offered in conjunction with MSU, EKU, UK, or any other state college.

**Recognition of College Bound and “College Ready” Students:**  

Students who graduate from Bath County High School and satisfy all of the requirements of the College Bound or “College Ready” Diploma will receive a special seal on their diploma, receive special recognition at graduation, and be allowed to wear a special stole/cloak or cord in recognition of this achievement. The guidance counselor and senior class coordinator will work collaboratively to determine those seniors who have met the criteria for being recognized as a college bound diploma or “college ready” recipient. Only students who complete a College Bound or “College Ready” Diploma are eligible for the “Top 10 Seniors” recognition or Valedictorian/Salutatorian.
“Career Ready” Diploma:

In today’s global market and difficult economic times, being successful in life requires more than just a general high school diploma. Students who graduate high school need to further their studies through college, technical school, or the military. For those students not choosing any of these options it is imperative that the students leave high school certified in an area that will allow them gainful employment – in other words they need to be certified as “Career Ready”. Bath County High School is proud to offer a “Career Ready” Diploma option for students. For a student to receive a “Career Ready” diploma, they will need to have received certification in two (2) areas ways during high school: (1) competency in a career academic certification and (2) competency in a career technical certification. Students can demonstrate competency in two (2) career academic areas, either the A.S.V.A.B. (Armed Services Vocational Aptitude Battery) test or through WorkKeys (designed by A.C.T.). While the A.S.V.A.B. assesses a student’s literacy skills, as well as their career abilities, it also assists in helping students determine a career path through interest inventory questions and ability matching. In order to demonstrate “competency on the A.S.V.A.B., a student must score a 50 or higher to gain this certification. The WorkKeys is a test to assess a student’s basic employability skills and this certification assures employers that an applicant has the basic skills necessary for a job.

Students can demonstrate competency in a career technical area in one of two (2) ways. The can “pass” the K.O.S.S.A. (Kentucky Occupational Skills Standards Assessment) or they can earn an actual “Industry Certification”. The K.O.S.S.A. exam is offered to students who have taken three (3) or more classes in a certain career and technical education (CTE) area. The CTE areas offered at Bath County High School include Agriculture, Health Science, Business and Marketing, Family and Consumer Science, Technology Education, and Information Technology. The K.O.S.S.A. exam is created by industry leaders and administered through the Kentucky Department of Education on our campus through the guidance office. A student who demonstrates competency through a K.O.S.S.A. certification can use this on a resume to help gain a edge for employment and can also be used at state college and universities to replace a class they would have had to have taken in that specific major.

The second way a student can show competency in a career technical area is through acquiring an industry certification. There are numerous industry certifications, and these assessments are created by industry leaders and administered to students for a fee through a variety of governing boards (the fee is currently paid by Bath County High School). Students who demonstrate career technical competency by passing an industry certification can go out and get a job with this certificate. As of right now, Bath County High School offers three (3) industry certifications: Internet and Computing Core Certification (IC3), CompTIA Strata IT Fundamentals, State Registered Nursing Assistant (SRNA)/Medicaid Nurse Aid (MNA), MOS Certification, Culinary (Pre-PAC), ServSafe, and Education (Pre-PAC).

Once a student has shown competency in at least one (1) of the career academic assessments and at least one (1) of the career technical assessments, that student is certified as “Career Ready”. For additional information on College and Career Readiness check out Senate Bill 1 (Unbridled Learning) at http://www.education.ky.gov/kde/administrative+resources/commissioner+of+education/unbridled+learning/.

Correspondence Courses:

Bath County Board of Education policies allow students to earn a maximum of two (2) credits for graduation through correspondence courses. The guidance counselor will assist the student with the application for the course. The cost of the course will be the responsibility of the student. Approval will only be given to students who can show that the correspondence courses are necessary in order for a student to graduate on time. The counselor must receive correspondence grades fifteen (15) school days prior to graduation in order for a student to participate in graduation exercises.
Independent Study:

Independent study classes may be taken only if no other course in that subject area meets appropriate requirements and the student is not eligible to enroll in KVHS courses. There must not be an appropriate similar course available at the high school or through the Kentucky Virtual High School. Students must have a written proposal outlining the reasons they need this course and their expectations for the course approved by the teacher, counselor and the principal. The student with input from the teacher must provide a detailed course outline to be approved by the principal by the end of the first week of the start of the semester. The course outline must list specific assignments, activities, and projects that the student will complete. Furthermore, the outline must describe how student work will be graded and the time frame allowed for each item. The teacher must provide a minimum of one exam per grading quarter and a final exam for the course before credit can be given. All of this must be submitted to the counselor and/or principal in the form of a portfolio before a final credit will be entered on the student’s transcript. A teacher may only supervise one (1) independent study student per semester.

Dual Credit Courses:

College courses as well as Career and Technical Education (CTE) courses may be offered to eligible students each semester through the local university, community and technical college system, distance learning, KTLN, or through a community center. Dual credit is given for all college courses taught at the high school and taught by high school staff as well as courses taken by students off campus at a local college or community center. Furthermore, Bath County High School in collaboration with Maysville Community and Technical College also offers dual credit for thirteen (13) CTE courses taught at Bath County High School - up to six (6) credits. Dual credit means that Bath County High School and a corresponding college both award credits to a student for satisfactorily completing a course. Students taking college courses will be on a regular non-weighted grading scale as outlined in the Bath County High School Non-Weighted Grading Policy. An enrollment fee may be required to be paid by the student to take a college course. The local university may waive or discount course enrollment fees and the local board of education may pay a portion of the fee. See your counselor for more information.

Credit Recovery Program:

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

Working Writing Portfolio:

Students will be required by each English teacher to keep a working writing portfolio. Each year, students must add at least two new pieces of writing to their working writing portfolio. One of the two pieces must come from another content area and content area teachers will be expected to submit at least one portfolio appropriate writing piece per school year. Students will receive points each grading quarter for maintaining a working writing portfolio and teachers will give students one grade per quarter. The administration suggests doing a hand written rough draft first grading quarter for a grade and then editing, revising, typing, and saving the finished piece in the student’s electronic writing portfolio during the second grading quarter for another grade. This would of course be repeated second semester to complete a second portfolio quality piece. The working portfolio must contain the correct number of pieces for each grade level (see the information below).
English teachers will be responsible for ensuring that all students have the appropriate number of writing portfolio entries in their electronic portfolios. The student should be required to also keep a paper copy of all entries stored in their electronic portfolio in case of technical problems, losses, or server crashes.

At the end of each year, as part of closing day, the English Department Chairperson will verify that each teacher has updated electronic portfolios with the appropriate number of entries for each student in each of their classes. The English Department Chairperson will compile a list of students who do not have a working writing portfolio along with the name of the responsible teacher. This list shall be submitted to the principal before the end of closing day.

**Senior Writing Portfolio:**

All seniors must complete a Senior Writing Portfolio by the end of the course. The English Department will conduct scoring of all portfolios and provide each student with a performance level and specific feedback. Seniors who do not complete a final portfolio must work with their English teacher to do so. Seniors who score a zero or do not complete a final version of their senior portfolio (incomplete, blank, or plagiarized portfolios) or those who refuse to work with their English teacher to improve an unacceptable performance level on their portfolio will not be allowed to participate in any senior activities, will not be allowed to participate in graduation practice, and will not be allowed to attend graduation ceremonies with their senior class. Furthermore, seniors who score a zero on the final version of their portfolio or those who scored an unacceptable level and refused to improve their portfolio score must attend the Summer Intersession to work on their portfolio and bring it to an acceptable level.

**Work Ethics Seal Program:**

Bath County High School is proud to be part of the regional work ethics seal program since its beginnings in 2006. The mission of this program is to teach students about the importance of exhibiting great work ethic in all endeavors they encounter while also providing students with necessary skills for the transition from school to work and life beyond high school.

Students wishing to participate in this program must meet the following minimum standards during their senior year:

- maintain an average daily attendance of 96%;
- accumulate no more than two unexcused absences;
- accumulate no more than two unexcused tardies;
- have no major disciplinary referrals;
- maintain a 2.5 GPA with no failures (no F’s in classes);
- attend and successfully complete seminars regarding work ethic;
- participate in eight hours of job shadowing; and
- be involved in at least 2 of the following
  - an organized team sport,
  - an organized non-team sport,
  - an extracurricular programs,
  - a part-time employment.
Student Classification:

**Grade Level Assignments:**

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

<table>
<thead>
<tr>
<th>Credits Needed by Class</th>
<th>Sophomore (Grade 10)</th>
<th>Junior (Grade 11)</th>
<th>Senior (Grade 12)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Class of 2017</td>
<td>6</td>
<td>12</td>
<td>18</td>
</tr>
<tr>
<td>Class of 2016</td>
<td>6</td>
<td>12</td>
<td>18</td>
</tr>
<tr>
<td>Class of 2015</td>
<td>6</td>
<td>12</td>
<td>18</td>
</tr>
<tr>
<td>Class of 2014</td>
<td>6</td>
<td>12</td>
<td>18</td>
</tr>
</tbody>
</table>

**Class Officers:**

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

1. a cumulative 2.5 GPA in the previous school year;
2. in the appropriate grade that they wish to become an officer of (at grade level);
3. be a full time student (no early dismissal), and
4. no major discipline infractions during the previous and current school year (a major discipline infraction is defined as more than five (5) days of ACP or one (1) or more days of Out-of-School Suspension). Disciplinary infractions for freshmen candidates will be checked for the current year only.

During the first grading quarter of each new school year, eligible full time students will be given one week (5 school days) to sign up with a designated advisor as a candidate for an office. Each class will elect five (5) officers including: president, vice-president, secretary, treasurer, and reporter. Students will only be permitted to sign up for one class office. At the end of the one-week sign up period, the designated class officer election advisor will work with the counselor, assistant principal, and principal to make sure that all candidates meet the class officer requirements above (transcript check, discipline records check, and GPA check). Any student who does not meet all requirements will be ineligible to run. An election advisor will be designated by the principal to develop a typed list (election ballot) that has all eligible candidates on it that will be used during the election process.

Ballots will be developed and copied by the designated advisor and kept in a safe place until the election. All students will be notified of Election Day for Class Officers at least three days prior to the election day. Students will be called down one class at a time to vote and only those students present can vote (students who are absent or in ACP will not be allowed to vote). After voting, those students running for president of each class will count the votes in the presence of the designated advisor and/or an administrator. The winners will be announced at the end of that school day.

All class officers must continually meet all of the requirements necessary to run for a class office (full time, with no disciplinary infractions and appropriate GPA). Any class officer who does not continuously meet these requirements will be removed from office. Furthermore, all class officers must be in attendance at all class officer meetings and at all class sponsored events (only one absence will be allowed before the student will be removed from office). The principal or assistant principal will meet with the class officer and remove them from office. When a class officer’s position becomes vacant, a new election will be scheduled as soon as possible to fill the vacancy (assuming enough time remains in the school year to justify filling the vacancy).
Information on Grading:

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

Student Progress Reports:
A student’s progress at school will be reported at least eight times during the school year. Three (3) types of progress reports will be given to all students: course progress reports, midterm reports and semester report cards. Course progress reports will be given to students every four (4) weeks in each of their classes, midterm reports will be mailed to parents at the midpoint of each semester, and report cards will be mailed to parents at the end of every semester. The school will make every effort to make sure that parents/guardians know when all midterm progress reports are being given out. It is the parent’s/guardian’s responsibility to make sure that they ask the student to see all course progress reports given out by teachers. Parents can subscribe to Parent Portal and have live access to their student’s grades at all time via a smart device or computer.

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

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

Grading Scales:
Two "grading scales" will be used each school year to report student progress. In the classroom learning will be tracked using a 3, 2, 1, 0 grading scale where 3 means mastery of a concept, 2 means a student is almost there, 1 meaning the student has a lot of work still to do, but they are learning, and a 0 meaning the student has done nothing or shown no evidence of any learning. The final calculated grade on a report card will be reported using the traditional grading scale which is as follows:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>90 – 100</td>
</tr>
<tr>
<td>B</td>
<td>80 – 89</td>
</tr>
<tr>
<td>C</td>
<td>70 – 79</td>
</tr>
<tr>
<td>D</td>
<td>60 - 69</td>
</tr>
<tr>
<td>I</td>
<td>Incomplete</td>
</tr>
</tbody>
</table>

Bath County High School          Working Together to Make Our High School Even Better...
Grade Point Average:
A grade point average is the cumulative average of ALL the grades earned for all courses completed during the student’s high school career. The GPA is used to determine student rank in his/her class and is also used for meeting standards for college admission, scholarships, eligibility for class offices, and discounts on automobile insurance. GPA's are calculated by first assigning quality points. Quality points are assigned for each course grade according to the following scale:

<table>
<thead>
<tr>
<th>Grading Scale Points:</th>
</tr>
</thead>
<tbody>
<tr>
<td>A = 4 quality points</td>
</tr>
<tr>
<td>B = 3 quality points</td>
</tr>
<tr>
<td>C = 2 quality points</td>
</tr>
<tr>
<td>D = 1 quality point</td>
</tr>
<tr>
<td>F = 0 quality points</td>
</tr>
</tbody>
</table>

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

End of Course Assessments:
End of Course Assessments (Exams) will be administered in all core content classes and will be counted as 10% of each student’s regular grade to be given for that course. As required by Senate Bill 1 and the Next Generation Accountability Model, End of Course Assessments (EOC’s) will be given in Integrated Science II (Biology), US History, English II, and Algebra II through Quality Core / ACT and must count 10% of the student’s final grade. All other courses at Bath County High School will include a teacher created End of Course Assessment that will mirror either KOSSA or Quality Core / ACT and will also count 10% of the student’s final grade. Teachers may decide to also have a “big” end of class culminating product/performance/event that the students must create/complete. This end product/performance/event CANNOT be counted the End of Course Assessment or as part of the 10% category for the EOC. An End of Course Assessment schedule will be established for the last week of each semester (a Fall and a Spring EOC schedule will be distributed).

Students who have perfect attendance in a semester will receive one exemption to use in any class except state required EOC’s (Integrated Science II (Biology), US History, English II, and Algebra II). Perfect attendance means perfect attendance in school and in the class where the exemption will be used. An official list of students with perfect attendance will be sent out from the counselor’s office each semester. There are no other exemptions given by the school and all students must take their End of Course Exams even if it is their chosen test for exemption. A review must be provided to all students for all written cumulative End of Course Assessments; this should be given to students prior to the exam. If more than one teacher teaches a course where an EOC is to be given, then all teachers of that course shall work collaboratively to create the EOC review and exam.

Perfect Attendance Exemption Policy:
Students who have maintained perfect attendance for an entire semester will receive one exemption to use on an EOC assessment of their choice (a maximum of one semester exam exemption can be earned each semester – two (2) for the entire year). However an exemption cannot be used in the state required EOC courses (Integrated Science II (Biology), US History, English II, and Algebra II). Perfect attendance will be determined by the school using Infinite Campus and will be done through the Guidance Counselor's office. Students who are eligible to receive a Perfect Attendance EOC Exemption, will receive an Exemption Voucher from the Guidance Counselor's office at least one (3) days prior to exams. Perfect attendance is determined following KRS guidelines outlining full and half day absences using percentage time in school. All students must take all End of Course exams even if using an exemption.
Student Schedules:

**Course Selection:**

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

**Changing Schedules:**

After students have completed their Program Planning Guides, the school will generate student schedules by July 30th of each year. Once student schedules have been completed, the school will set up at least two (2) schedule pick-up days prior to the start of school (during these two days students can come to the school to review and change their schedules). At the start of the school year, students will be given an opportunity to change their schedules. Students will only be allowed to change their schedules to enroll in courses that they wanted to take but didn't receive or to schedule a class they must have to graduate. The school will NOT make trivial changes to student schedules – this includes changing teachers, changing classes to be with friends, and other frivolous changes. Once the final schedule change date has been announced for the school year, no schedules will be changed – regardless of any reasons stated by the students or parents. Students are advised to listen carefully to announcements to ensure changes needed in their schedule are made prior to the announced cut-off date.

**Course Sequencing:**

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

**Repeating Classes:**

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

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

Youth Service Center:
The Bath County High School Youth Service Center is located inside the school in the lobby area beyond the cafeteria. Services are offered to all students at Bath County High School and their families. Some of the services provided include:
  a. health services
  b. referrals to social services
  c. job placement, employment counseling, and training
  d. substance abuse or mental health services
The Youth Service Center services all students and their families regardless of income or academic ability. The services provided will benefit at-risk students who are not performing well at school. Other services will be provided as well to benefit all high school students and their parents/guardians. The center is open Monday through Friday from 7:30 am until 3:30 pm. Special appointments are available upon request. If you have questions about services offered or would like to use some of the services provided by the center, please contact Cindy Kerns at 674-3078.

Study Zone:
Bath County High School uses a Study Zone concept to help our students succeed. All students are assigned a teacher mentor each year they are in high school. This mentor will help students understand the various aspects of the school and assist students with scheduling, career choices, and various other things. If a student has a problem or has any questions about the school, they should talk to their mentor. Students will be expected to study in Study Zone and behave as communicated.
**School Nurse:**
Bath County High School has a school nurse that is available to service students’ health-related needs. The nurse can administer first aid and issue medications. Students may make appointments to see the nurse during breaks, before school or after school. Students should be sent out of classes to the nurse only if an emergency is present. All students must have emergency contact information and appropriate consent forms on file with the nurse to receive treatment. The nurse’s office is not a hang out place and should be thought of as a service provided to students when they are in need of medical attention. Students who have a medical reason for visiting the nurse frequently must have a medical statement on file with the office. Students who abuse the privilege of visiting the nurse will be reported to the administration by the nurse and the student will receive disciplinary consequences from the administration. Before a student can be dismissed to go to the nurse, the teacher must call the nurses office and let the nurse know that a student is coming. Visits to the nurse will be monitored by the nurse and students who are abusing this privilege will be reported to the principal or assistant principal. Students who are reported may lose their privilege to visit the nurse during class time because of the abuse of the privilege and can be given Break Detentions or assigned to ACP.

**Custodial Staff:**
Bath County High School has four (4) of the best custodians in the state. Our custodians work very hard and take great pride in keeping our school clean at all times. All students will be respectful to our custodians. Students should make every effort to clean up after themselves and keep our building clean.

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

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

**Free and Reduced Lunch Program:**
Bath County High School wants to make sure that our students receive a nutritious breakfast and lunch every day. Students who cannot afford to pay for their meals can participate in the Federal Free and Reduced Lunch Program at our school. All students who are eligible for free or reduced lunch should apply even if they do not wish to eat. A large portion of the money our school receives to operate and pay salaries is based on the number of students on free or reduced lunch prices.
**Cafeteria Program:**

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

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

**Bus Transportation:**

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

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

**Bus Notes:**

Students must ride the bus they are assigned to ride. If a student must ride a different bus, permission must be granted by the office/administration. If a student must ride a different bus, the student must turn in a note to do so. The note must be turned in to the front office by 9:00 am each day. The bus note must provide a parent signature and must have the contact information needed to verify the note. The note will be signed by office staff once verified and can be picked up at the end of the school day as the student leaves the building on the appropriate bus bell.
**Educational Fieldtrips:**

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

**Extended School Services:**

After school tutoring will be offered if money and teachers are available. Classes will be offered in each core subject (English, Math, Social Studies and Science) at least once per week assuming teachers and funds are available. Snacks will be provided if funds are available for each student at the beginning of the each work session. The ESS Coordinator or a designee will contact parents regarding tutoring services.

**Homebound Services:**

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

When students are on homebound they should not necessarily be expected to complete each and every assignment missed in their regular classes (there will be some students who will be able to do all work, but this will not be expected of all homebound students). The regular teacher, with input from the homebound teacher, shall modify the number of assignments to be completed to ensure that students are not overwhelmed by any one course. The purpose of homebound instruction shall be to keep the homebound student as caught up as possible in all their classes without causing undue stress that might worsen a student’s medical condition. The homebound teacher will provide a minimum of 2 hours of instruction per week.

When a student on homebound completes an assignment, the homebound teacher shall submit the assignment to the regular teacher for grading. This will be done weekly in a timely manner. Only assignments submitted to the regular teacher by the homebound teacher for grading are to be graded and any other missing work cannot be counted against the homebound student. Any final grades for homebound students shall be decided through consensus of both the regular and homebound teacher. In the event that consensus cannot be reached, it will be referred to the principal for a final decision. Due to school liability and student health risks, a student on homebound cannot attend prom or other school events. A student on homebound must be re-enrolled for two (2) weeks prior and up through a school event in order to attend/participate. Homebound students cannot walk graduation without a doctor approval specifically stating that the student is able to participate in graduation (this is the only event that this allowance pertains).
Early Intervention Program:

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

Announcements:

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

Lost and Found Service:

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

Vending Machines:

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

Available Clubs and Organizations:

It is very important that all students be involved in school. Research shows that the more students are involved the more successful they will be in school. For this reason, our school makes available numerous clubs and organizations for students to join. Bath County High School offers the following clubs and organizations: Beta Club, F.B.L.A. (Future Business Leaders of America), F.C.A. (Fellowship of Christian Athletes), T.S.A. (Technology Students Association), F.F.A. (Future Farmers of America), Spanish Club, Art Club, F.C.C.L.A. (Family, Career and Community Leaders of America), F.E.A. (Future Educators Association), STLP (Student Technology Leadership Program), Photography Club, and HOSA (Health Occupations Students of America).
**Beta Club Eligibility:**
In order for a student to be inducted into the Beta Club they must meet certain criteria. Sophomores and juniors must have a 3.5 cumulative GPA to be eligible for induction into Beta Club. Induction is also conditional on a student’s disciplinary record and attendance records. Students who have more than six (6) unexcused absences in the current school year or who have received disciplinary punishment of out-of-school suspension, during any portion of their enrollment in BCHS exceeding a total of 5 days, will not be eligible for induction into the Beta Club. All students who meet Beta Club eligibility for induction must also be approved by the faculty. In order to stay in Beta Club, students must maintain a 3.5 GPA, receive no F’s, receive no out-of-school suspensions, and earn 100 total service points per year based on various Beta Club activities.

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

**Parent/Teacher Conferences:**
When students are not passing a course or when consistent behavior problems are occurring, teachers will request a Parent-Teacher-Student Conference through a Guidance Counselor. Most problems can be solved by simply discussing the problem with all those involved - seeking resolution! Teachers will always make a valiant effort to meet with parents and attempt to solve as many problems as possible – this improves classroom discipline and helps to keep a good relationship with the community! Parent-Teacher-Student Conferences shall be done face-to-face. Parents are encouraged to ask for Parent-Teacher-Student conferences as well. If a parent/guardian feels that their child is falling behind in a class or not performing well, the parent/guardian can set up a Parent-Teacher-Student conference by calling a Guidance Counselor at 674-6058 between the hours of 8:00 am and 4:00 pm, Monday thru Friday.

**Honors Board:**
On the first floor near the cafeteria is a bulletin board that has been set up to recognize students for their academic accomplishments. Each subject will be assigned to teachers for using the Honors Board. When recognizing a student for their academic achievements, teachers will include a picture of the student, sample work (graded), a short biography, and sample assessments (graded). Teachers must acquire student permission in order to place the student on the Honors Board. Students who are placed on the Honors Board will receive a reward from the school in recognition of their accomplishments. A student can only be recognized on the Honors Board one time per year by the school for their accomplishments. In order for a student to receive their reward the teacher recognizing a student must complete all necessary paperwork with the bookkeeper.

**Club Days/Meetings:**
Approximately once each month (six times minimum for the school year), our school will have a “Club Day”. On “Club Days” classes will be held as usual, but teachers will be asked to not cover new material (thus all material missed if a student is out of class will be review and easily made up). Each club will be called out for at least thirty (30) minutes. On “Club Days” different clubs will meet each period (1st, 2nd, 3rd, 6th, and 7th). The meeting times and locations will be announced to all students during the first month of school. Numerous clubs are recognized at Bath County High School such as FCA, Spanish Club, STLP, Beta Club, FFA, HOSA, FBLA, Photography Club, FCCLA, TSA, Art Club, FEA, ETS, and Upward Bound.
School Sponsored Events:

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

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

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

The 24 Hour Rule
Parents are not permitted to discuss athletic concerns, questions, or issues with a coach for at least 24 hours after an issue arises at a game or practice. Parents shall schedule an appointment with the head coach or his/her designee if an issue arises.
Consequences for Violations of the Parent Code of Conduct:

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

<table>
<thead>
<tr>
<th>Violation</th>
<th>Parent Consequences</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Violation</td>
<td>Parent/Athletic Director Meeting and Written Warning Issued</td>
</tr>
<tr>
<td>Second Violation</td>
<td>Parent/Athletic Director Meeting and a Three (3) Game Suspension</td>
</tr>
<tr>
<td>Third Violation</td>
<td>Parent/Athletic Director Meeting and a Ten (10) Game Suspension</td>
</tr>
<tr>
<td>Fourth Violation</td>
<td>Parent/Athletic Director Meeting and Suspension for the Rest of the Year</td>
</tr>
</tbody>
</table>

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

Dances:

Bath County High School will hold at least two (2) dances each year (Homecoming and the Junior/Senior Prom). All dances are sponsored by the classes. All advisors for the sponsoring classes are responsible for advertising the dance, organizing the dance, decorating the gym for the dance, and cleaning up after the dance. The cost to attend a dance is $5.00 per ticket and prom is $35 for a single ticket and $50 for a pair of tickets. The junior and senior class sponsors prom. The dates are as follows:

<table>
<thead>
<tr>
<th>Dance:</th>
<th>Date:</th>
<th>Time:</th>
<th>Sponsor:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Homecoming Dance</td>
<td>October 5, 2013</td>
<td>8 pm – 11 pm</td>
<td>Freshmen and Sophomores</td>
</tr>
<tr>
<td>Junior/Senior Prom</td>
<td>April 26, 2014</td>
<td>6:30 pm – 12 am*</td>
<td>Juniors and Seniors</td>
</tr>
</tbody>
</table>

Prom (Junior/Senior):

Each year the junior class at Bath County High School sponsors a prom for all junior and senior students and their dates. Only Bath County High School students and their dates will be eligible to attend the prom. Middle school students, students attending an alternative school (excludes GSA), and the children (including babies) of BCHS students or their dates will not be allowed to attend prom. A fee will be charged to attend prom. All students who fail to meet any one of the following criteria below will not be allowed to attend prom.

1. no more than five (5) days of out-of-school suspensions in the current school year,
2. no more than ten (10) days in the ACP Program in the current year,
3. no more than six (6) unexcused absences, and/or
4. no more than six (6) unexcused tardies.

On the day that prom tickets are to be sold, the head junior sponsor will work with the administration and/or counselors to check the eligibility for all students at Bath County High School and compile an “Ineligibility List”. The “Ineligibility List” will be used to ensure that only students eligible for prom can purchase a ticket. Also, any person that is attending the prom that does not attend Bath County High School must acquire permission from the administration. An application request to attend prom must be completed by the BCHS student or their date and the request must be submitted to the sponsor of the Junior and Senior Prom for approval by the administration. Dates eighteen (18) years old or older will have to submit to a criminal background check and dates that are students at other high schools must grant permission for the school to receive their attendance and discipline records to make decisions about approval. Dates that are students at other high schools must meet the criteria outlined above for Bath County High School students. Non-students eighteen (18) years old or older must have a clear criminal background. Prom dates with a felony criminal background or more than three (3) misdemeanor convictions are ineligible to attend the BCHS Prom. All students are expected to behave in a manner appropriate for the occasion. All students are expected to wear attire appropriate for a formal occasion. Furthermore, to deter drinking before prom arrival, all students will be checked as they enter prom using a breathalyzer. Students who refuse will not be allowed to enter and the police will be called on any student who blows above 0.00 due to reasonable suspicion. If the police confirm drinking, the student will not be allowed to enter prom and will be disciplined according to the BCHS student code of conduct.
Parking Policy:

Parking Rules:

Students who meet the criteria that follows for parking and who wish to apply for parking privileges must provide the office with a valid Kentucky driver’s license, proof of insurance, information about the vehicle to be driven, and the license plate number of the vehicle to be driven. Eligible students must complete all required forms, providing all information requested, and return them to the office prior to driving to school. Failure to do so will remove the student from consideration for a parking permit. Students who are approved for parking permits must pay $15.00 for a semester (only applies to students who want to start driving second semester) or $25 for the year. Students who drive to school without a parking permit will be towed at owners expense without warning. Attendance rules and policies governing parking permits will be enforced. Students who drive to school must obey the following rules:

1. All drivers SHALL immediately enter the building when they arrive at school. Students who loiter in the parking lot will lose their parking privileges for one grading quarter for each occurrence (no warning is required).
2. Students are NOT allowed to go to their cars during the school day for any reason unless given permission by the principal or assistant principal. Any student caught in the parking lot or in their car during the school day will lose their parking privileges for one grading quarter.
3. Students SHALL obey all speed limits posted around the school and drive in a safe manner. Any student who drives recklessly, speeds, guns their engine in a loud or annoying manner, or plays their music loud will lose their parking privileges for a minimum of one grading quarter or shall be issued a fine.
4. All students SHALL park ONLY in designated student parking areas. Students who park in the designated staff lot will be subject to towing at the owner’s expense without warning and lose any parking privileges they might have for one grading quarter.
5. The assigned parking permit tag SHALL be displayed on the rearview mirror of the vehicle at all times. Failure to display the tag may result in the vehicle being towed at the owner’s expense or a fine shall be issued.
6. Students parking out of their assigned parking space shall lose their parking permit for one grading quarter on the first offense and if a second offense should occur will result in a loss of the privilege for a semester. A fine may be issued in lieu of permit suspension.
7. Any vehicle entering the parking area of Bath County High School is subject to search by school authorities and law enforcement personnel working with them. Such a search may be conducted for any reasonable purpose without a warrant being obtained. Search of the vehicle includes all compartments and components thereof. Once a search begins, the person in control of the vehicle will not be permitted to remove it from the premises during the reasonable duration of the search.
8. Students are not allowed to drive to the Vocational School or to Owingsville Elementary School for CSL courses. If a car is to be worked on at the Vocational School it may be driven there only if prior written permission is obtained from the Bath County High School Principal or Assistant Principal.
9. Students who leave the school grounds without permission in an automobile or use the car to go out for lunch or allow others to leave without permission while driving their car will lose their driving privileges for one semester. Students observed driving the wrong way out of the parking areas will lose their driving privileges for one grading quarter.

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

Bath County High School provides a student parking area at the rear of the main building beside the gymnasium. Students may request parking privileges at any time during the year. To be eligible to receive a parking permit, students must pay $25 and meet all of the following criteria:

1. be a senior, junior, or employed sophomore (providing space is available);
2. maintain a 2.0 cumulative GPA; and
3. keep satisfactory attendance** in the current school year.

* Students who do not have the minimum 2.0 g.p.a. will be issued a permit, but it will cost $40.

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

Violations of Parking/Driving Rules:

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

Minor Parking Infractions Consequences:

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

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

Major Parking Infractions Consequences: **NEW**

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

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

When a student’s parking privileges have been suspended, the student must give their parking permit to the principal or assistant principal. During parking suspensions, students are not allowed to drive or park on campus during the suspension time. This includes all Bath County Schools property at Owingsville Elementary School, Bath County Middle School, the Bus Garage, the Bath County Board of Education. Students who park on the Bath County School property during a suspension will be towed immediately without warning and at the owner’s expense and receive harsher consequences as outlined above.
Student Dress Code:

Dress Code (Appropriate Clothing):

Students are expected to dress in clothing appropriate for the season and for the school activity that they are attending. Clothing that is excessively revealing, extremely tight fitting, distracting, or that causes undue attention cannot be worn. Any clothing that might be disruptive to the learning environment of a classroom cannot be worn! The school will not permit any students to wear clothing or accessories with obscene language, crude pictures, or statements pertaining to alcohol, drugs, tobacco, racial comments, or sex. Furthermore, controversial phrases, pictures, or symbols cannot be displayed or worn at school. This includes “sexual innuendo” phrases, profanity, and “racially charged” clothing such as the KKK, swastika, white supremacy, black supremacy, the rebel flag, etc. Advertisement logos for alcohol, tobacco, drugs, or sex will not be allowed (this includes Nascar shirts that advertise alcohol and/or tobacco, Hooters clothing, Playgirl clothing, Hustler clothing, Playboy clothing, etc).

Hats, caps, toboggans, bandanas, sunglasses, or extremely unusual non-prescriptive contacts are not to be brought into the building or worn in the building. Headbands or head wraps cannot be worn to school unless the band or wrap is worn to hold a student’s hair back out of their face. Bandanas cannot be worn as headbands or wraps and headbands and wraps cannot be worn for show only.

Blouses and shirts must meet the skirts, trousers, or pants being worn. The midriff, back, and sides shall be covered at all times and students will be asked to raise their arms above their heads to check for appropriate length in the front and back! Tank Tops, sleeveless shirts, mesh shirts, see-through blouses or shirts, spaghetti strapped dresses or blouses, tube tops, halter-tops, and muscle shirts cannot be worn. All shirts must meet the pants and show no midriff or back when the arms are raised (the administration suggest that students wear A-shirts or similar undershirts under clothing that is borderline short). All shirts worn by girls must cover the entire shoulder area from the neck to the top of the shoulder; girls can wear sleeveless shirts if their entire shoulder is covered by the shirt. Boys cannot wear sleeveless shirts at all!

All shorts, skirts, and dresses must be at the top of the knee. Undergarments and underwear cannot be visible or exposed at any time and shall be covered by appropriate clothing. Clothing with revealing holes anywhere above the knees cannot be worn, unless a second layer of clothing is worn under the holes to ensure that no skin or undergarments show through the holes.

Finally, clothing and jewelry that could be harmful to other students is not allowed. No spiked bracelets or chains are allowed in the building including: chains on billfolds, book bags, or purses. Only chains of normal jewelry size can be worn as necklaces; larger chains cannot be worn. All students are to wear shoes at all times!

Girls wearing flowing skirts/dresses must wear shorts underneath due to the stairs in the building!!!! Leggings and spandex pants can be worn to school if they are not see through, otherwise a skirt or shorts must still be worn over these and come to the knees.

Consequences for Dress Code Violations:

Students who violate the dress code will be provided a change of clothing from the office and parents will be notified. Any items worn that do not meet dress code will be immediately confiscated from students and returned to the student at the end of the day if it is a first offense. Upon second confiscation, item(s) will be held until the last day of school and returned to the student upon request. The student violating the dress code will be required to change clothes and students who do not change clothing will be placed in ACP. Students who violate the dress code will be assigned a break detention for each violation; after three violations the student will be placed in ACP for one day, further violations will result in three days ACP assignment and a mandatory parent conference.
Tardy Policy:

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

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

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

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

School Tardy (Definition):
A student is considered tardy for school when they arrive after the start of a school day (after 8:05 am) or leave from school early (after 2:25 pm). These tardies accumulate and result in a student losing certain privileges and possibly going to court. Students who are tardy to school must immediately report to the office and sign-in in the appropriate log. As outlined by KRS 159.150 and board policy 09.123, only six (6) of the tardies committed by any student are excused with a parent note and any other tardies must have a valid reason (i.e. medical appointment, death in the immediate family, court appearance). All notes to excuse a tardy must be presented to the office in order for the late arrival or early release (tardy to school) to be excused. If a student doesn’t provide appropriate notes, the tardy will be unexcused and the student will be assigned break detention for each unexcused tardy. Students who are frequently tardy to school (more than six (6) unexcused times) are considered truant and will lose certain privileges at school as outlined by school policy. After twelve (12) the student will receive ACP.
Attendance Policy:

Attendance Policy (Expectations):

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

Parent Notification:

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

Excused Absences:

When a student is absent from school the absence will either be recorded as excused or unexcused. Students who miss school due to an excused absence can make-up all work from the classes that they missed while they were absent. As outlined by KRS 159.150 and Board Policy 09.123, the school will accept six (6) parent notes each school year to excuse student absences. Furthermore, the following absences will be excused as well provided that verifiable documentation is provided to the school after an absence and within five (5) days upon return to school:

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

All students have five (5) days to provide the documentation that is necessary to excuse an absence upon return to school. After the five days, the absence(s) will be considered unexcused and permanently recorded as unexcused (this applies to Prom Eligibility restrictions as well).

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

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

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

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

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

August 9, 2013

To Whom it May Concern,

Please excuse my son Barrack Obama, a sophomore at Bath County High School, for his absence on August 8, 2013. He was unable to attend school due to a hunting accident.

Sincerely,

Stanley Ann Dunham

Mother

Home Telephone: (606) 674-6325
Work Telephone: (606) 783-9900

Emergency Principal Excuses:

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

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

**Attendance Incentives:**

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

**Unexcused Absences:**

An absence or school tardy that is not excused is considered unexcused. Students who have unexcused absences can still make up any work that is missed in order to ensure that they understand the material they missed, but the student will receive a zero on all class assignments that were made, missed, or collected during or due to any unexcused absence(s) or unexcused school tardy. In other words making up work for unexcused absences is recommended, but the work does not count and it will not be accepted by the teacher for credit. Anything that is not recognized by Bath County High School as excused is considered to be unexcused. This includes, but is not limited to skipping school, shopping, vacation, work, car trouble, traffic jams, etc. Students who skip school place themselves in danger and place the Bath County Board of Education in legal jeopardy. Skipping school is a serious offense and students who skip school will be subject to the maximum consequences allowable by the school. Under state law, students who skip school for three days or more are considered truant.

**Consequences for Unexcused Absences:**

A “Student Attendance Contract” will be drafted by the school and provided to the parents or guardians of any Bath County High School student who receives three unexcused absences. When a student gets an unexcused absence, a break detention will be assigned by the administrator in charge of attendance and a conference will be conducted by the student’s mentor during Study Zone (student will be reminded about the consequences for acquiring additional unexcused absences). When a student acquires additional unexcused absences, the administration will continue to assign the student a break detention. When the student acquires three (3) unexcused absences, the Youth Service Center will get involved and meet with the student during Study Zone, call home, and make a home visit if necessary. When the student acquires three (3) unexcused absences a “Student Attendance Contract” will be created with the student by a counselor. Also, the administration will assign the student to one (1) day of ACP and refer the student to the Kentucky Court Truancy Diversion Program. When a student accumulates six (6) unexcused absences the student will be assigned to another day in ACP and referred to the DPP for habitual truancy. Once a student has been referred to the DPP for habitual truancy, all additional unexcused absences will be reported to the DPP. By state law, any student who has been absent from school for three days, or who has been tardy to school on three days without valid excuse, is truant. Any student who is reported as truant more than two (2) times is a habitual truant. Habitual truant students and their parents are legally liable under Kentucky Revised Statute and shall be referred to court for noncompliance. Once a student has been referred to the DPP for habitual truancy, the student’s privileges will be revoked and the student will also be suspended from participation in all school events,
activities, fieldtrips, and clubs; in other words the student will not be able to participate in any school related activities or events including the following: prom, senior events, all fieldtrips, dances, parking, extra-curricular activities (including sports), co-curricular activities (including all school clubs and Beta Club), and the student cannot hold any office (class office or club office). Any dues or fees paid by a student or money spent to belong or participate in any events, clubs, or sports lost due to habitual truancy will not refunded by the school and the money will be forfeited by the student and parent/guardian. In summary, the consequences for poor student attendance at Bath County High School are as follows:

<table>
<thead>
<tr>
<th>Unexcused Absence Events</th>
<th>Consequence</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Unexcused Absence</td>
<td>One (1) Break Detention and a Documented Conference with the Youth Service Center</td>
</tr>
<tr>
<td>Second Unexcused Absence</td>
<td>One (1) Break Detention and a Documented Conference with the Youth Service Center</td>
</tr>
<tr>
<td>Third Unexcused Absence</td>
<td>Office Referral / One (1) day of ACP, Attendance Contract, and Referral to the Truancy Diversion Program</td>
</tr>
<tr>
<td>Fourth Unexcused Absence</td>
<td>One (1) Break Detention and a Documented Conference with the Youth Service Center</td>
</tr>
<tr>
<td>Fifth Unexcused Absence</td>
<td>One (1) Break Detention and a Documented Conference with the Youth Service Center</td>
</tr>
<tr>
<td>Sixth Unexcused Absence</td>
<td>Office Referral / One (1) Day in ACP, Referral to DPP for Habitual Truancy, and Suspension of Student Privileges</td>
</tr>
<tr>
<td>Additional Unexcused Absences</td>
<td>Referral to DPP</td>
</tr>
</tbody>
</table>

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

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

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

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

Students who need to leave school early must bring a note to the office immediately when they arrive at school. A parent note must be given to the secretary in the front office and should include the date, reason for early release, time of early release, and the telephone numbers of parents. The office secretary will call the parent to verify the note and allow the student to leave. In an emergency situation, parents may call the school and request an Early Release of their child. When a student becomes ill during the school day, the student must come to the nurse’s office. The nurse will take care of all calls to parents in the event that an ill student needs to leave school early. All students who leave school early must sign out in the front office. Students can only be checked out by parents, guardians, and those people on the student’s Check-Out Sheet. When a parent is called or calls the school, the school personnel who answered the telephone will sign the Student Check-Out Sheet to allow the student to leave. Once a student has used all their parent notes, they must have permission from the administration to leave and all reasons for leaving will be verified. Students are not allowed to sign themselves out for any reason, even those students who are eighteen (18) years old or older (exceptions will only be made for emancipated students).

Consequences for Unexcused Tardies:

A school tardy occurs when a student leaves school early or arrives late. Just like absences, all school tardies are either excused or unexcused. If a tardy is not excused by a parent note (six maximum), medical statement, court order, driver’s test, permit test, death in the immediate family, doctor’s appointment, or pre-approved emergency principal’s note then the tardy is unexcused. When a tardy is unexcused, the student will be assigned break detention for each unexcused tardy up to six (6). Break detentions, for unexcused tardies will be issued/assigned by the office. After six (6) unexcused tardies, the student will receive ACP for all subsequent six (6) unexcused school tardies.

Excessive Medical Excuses:

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

A student who is attending or participating in an educational activity may request that the absence be excused as an educational enhancement. The student must complete an appropriate Educational Enhancement Request Form (Form EHO8) and return it to the school attendance officer at least five (5) days prior to the absence. Such an absence as requested by the signed application and approved by the school principal will be considered an excused absence. The major intent of the activity must be educational in order for the student to be granted this type of absence (e.g. art program, dance programs, State Fair activities, workshops that are educational in nature, etc.). The principal will use his/her good judgment to determine if the activity meets guidelines, however, decisions may be appealed to the Superintendent and then to the Board of Education. A student may be approved for up to ten (10) days of absence per year for this purpose. Students who are granted an absence under this law will be allowed to make up all school work. Student grade cannot be affected by lack of attendance or participation in classes for approved days. This type of absence cannot occur during the school’s state testing window or during the first five (5) and last five (5) days of each semester.

Post-Secondary Visitations:

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

1. Discuss the post secondary visitations with a counselor or administrator before going.
2. Complete an educational enhancement form prior to the visit.
3. The senior must obtain a signed and dated document that provides evidence that the student made the post-secondary visit (including time spent on campus).
4. The documentation must be signed by the counselor (the counselor verifies that permission was granted prior to the visit) and provided to the attendance clerk in order to get the educational enhancement for the visitation.

Make-Up Work:

When a student misses school due to an excused absence, it is the student’s responsibility upon returning to school to make arrangements with their teachers to make up work. All missed work must be made up within three (3) days of returning to school unless the student has missed more than three (3) days of school. In the event that a student has missed more than three (3) days of the school, the student will receive the same number of days missed to make up work (for example: if a student missed five (5) days then they have five (5) days to make up the work).
Code of Student Conduct:

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

Tobacco Products (Possession and Use of Tobacco):
The use or possession of cigarettes, chewing tobacco, or smokeless tobacco of any kind by the students at Bath County High School is strictly prohibited. This not only includes the regular school day, but also at all school sponsored events! Students who are caught in possession of or using tobacco products will be placed in ACP for violation of school rules as outlined in the Parent and Student Handbook. All tobacco products that are confiscated at school will not be returned! All tobacco products that are confiscated from student vehicles during routine searches will only be returned to the student upon parent acknowledgement and permission. There is no student smoking area on the Bath County High School campus. Smoking in a public building is against Federal Law and carries a $10,000 fine.

Eating and Drinking in Classrooms:
Eating and drinking in classrooms is strictly forbidden. We are understaffed and our custodians have more than enough to do. Furthermore, when a spill or mess occurs instructional time is wasted cleaning up messes. Students are allowed a 15 -20 minute break in which they can drink soda and eat snacks (this is ample time). Teachers will stand at their classroom door at the beginning of eighth period and make sure that students throw all food and drinks in the trashcan before they enter! Any student who intentionally brings food or drinks into a classroom will be reprimanded by the teacher and reported to the office (disciplinary consequences may occur). Exceptions will only be made if a note from a physician specifically states that it is medically necessary for a student to have food or drink with them in a classroom. Physician notes must be submitted to the nurse and the nurse will notify all teachers of that student of the need for food or drink.

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

When everyone is respectful and works together, all of us benefit and school becomes a great place to be! Do your best to make Bath County High School the BEST!
Public Displays of Affection (PDA):  

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

Possession of Cell Phones, I-Pods, and Similar Devices:

Cell phones, I-Pods, and any other devices (i.e. walkmans, radios, GameBoys, guitars, beepers, noise makers, etc) are not allowed to be used on school property or visible during the school day (8:00 am until 3:15 pm UNLESS allowed by the teacher for instructional purposes or during designated times allowed by the administration). Cell phones, pagers, and other devices that are visible or heard when NOT allowed shall be immediately confiscated by school personnel and brought to the office and will receive the following consequences (students who are caught using these items will receive harsher consequences):

First Offense

One (1) day Break Detention assigned by the teacher (teacher must report this to the Break Detention Coordinator) – cell phone or device will be returned to the student at the end of the day (prior to the student leaving school)

Second Offense

Three (3) days Break Detention assigned by the teacher (teacher must report this to the Break Detention Coordinator) – cell phone or device will be returned to the student at the end of the day (prior to the student leaving school)

Subsequent Offenses

One (1) day ACP assigned by the office (teacher must write up student and send to the office) – cell phone or device will NOT be returned to the student at the end of the day and the parent/guardian must come to the school and pick up the cell phone or device

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

Other Prohibited Items:

There are a variety of things that students are not allowed to bring to school, besides the obvious items mentioned previously. These items include the following: guitars, keyboards, amplifiers, animals, stereo boom boxes, skateboards, roller blades, stink bombs, pepper spray, mace, fire crackers, and any other items that might disrupt the educational environment of the school. These items are prohibited from school due to the various problems that can arise when they are brought into the building. If one of these items must be brought to school because it is needed for a classroom project or activity, then written permission must be acquired from the teacher and signed by the principal before the item is brought to school. The administration reserves the right to add items to the “Prohibited Items List” if it becomes necessary. Students who are caught using any prohibited item will receive the consequences as outlined under the Level II misconducts.
Consequences for Misconduct:

Punishments Used for Student Misconducts:

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

Corporal Punishment:

Bath County High School utilizes corporal punishment (paddling) as a consequence and deterrent for misbehavior. Corporal punishment (paddling) may only be administered according to the following guidelines:

1). Before corporal punishment can be administered, parent permission must be attained for any student.

2). The paddle to be used cannot exceed 30 inches in length and between 4 - 5 inches in width. The paddle must be made of wood and cannot have holes or sharp edges. The paddle cannot be thicker than 1/2 inch.

3). Only the building administrator (principal or assistant principal) can administer corporal punishment (paddling) and a maximum of three swats ("licks") is allowed on any first offense and a maximum of five swats ("licks") is allowed for all subsequent offenses. Corporal punishment can only be administered to a student one time per grading quarter.

4). Corporal punishment will only be used as a consequence for misconduct in certain situations. Corporal punishment will only be used in the following situations:

   a). The administration may choose to use corporal punishment on students who are repeatedly in trouble for breaking school rules. The rationale for this is simple. When a student has been punished repeatedly with warnings, conferencing, time-up, time-out, and/or ACP (Alternative Classroom Placement) and no change has occurred in the student's behavior; an alternative punishment is needed to deter future misbehaviors. In short corporal punishment may be used with students who are repeat offenders.

   b). If an ARC Committee determines that corporal punishment is a viable consequence for a student with an IEP (Individual Education Plan), the committee may suggest corporal punishment be used as an alternative to ACP or suspension.

   c). When a student gets in trouble in ACP (Alternative Classroom Placement), the student may be paddled for failure to follow rules in ACP. This will ensure that students behave in ACP and follow all rules and provide the school an option to suspending a student for failure to follow rules in ACP.

   d). If an administrator deems it appropriate, a student may request corporal punishment as an alternative to ACP. Three "licks" will be given to a student for one day ACP (students who have more than one day ACP will not be allowed to request corporal punishment for more than one of the days).

   e). Corporal punishment cannot be requested or suggested for a student's first misconduct offense in their high school career. A student must have been assigned Break Detentions and served at least one day of ACP before they are eligible for corporal punishment each quarter.
**Time-Out:**

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

**Time-Up:**

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

**Break Detention:**

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

**Excessive Break Detentions:**

Students who continually commit minor misbehaviors at school and have been assigned to ten (10) break detentions in a grading quarter will receive one (1) day placement in ACP for excessive break detentions. After twenty (20) break detentions students will be placed in ACP for two (2) full days. If a student receives thirty (30) total break detentions they would receive three (3) days ACP. If a student received forty (40) total break detentions they will receive four (4) days ACP. This pattern will continue for the entire semester with fifty (50) break detentions meaning five (5) days of ACP, sixty (60) meaning six (6) days of ACP, and so on. Tallies for break detentions start over each semester.

**After-School Detention:**

When break detentions or ACP fail to improve a student’s behavior, the administration may assign a student to After School Detention. After-School Detentions may be held on any day deemed necessary by the administration. Students will be notified of the date of their detention. Students who do not show up for an After School Detention will be assigned to double After-School Detention, Out-of-School Suspension, ACP, or Saturday School. The rules for After School Detentions and Saturday Schools are the same as the rules outlined for the ACP Program.

**Saturday School:**

Students who commit certain violations of the Student Code of Acceptable Conduct (Level I, Level II, and some Level III Misconducts) may be assigned to Saturday School. Saturday Schools will be held whenever there is a need. Saturday Schools will start at 8:00 and end at 3:00. Students must provide their own transportation and bring their own bag lunch. Students who arrive late will not be admitted to Saturday School. The same rules for the ACP Program apply to Saturday School. Students who fail to show up for an assigned Saturday School will receive double assignment to Saturday School or the maximum out-of-school suspension sentence possible according to the Code for Student Conduct.
**Suspension:**

When students violate certain school rules, they will be assigned out-of-school suspension. When a student is suspended they are not allowed to attend school for an assigned number of days. Suspended students receive zeros on all class work that was assigned or collected while the student was on suspension. Furthermore, any student who is suspended is ineligible to attend or participate in any extra-curricular activities – this includes practices, meetings, games, or competitions of any form. Students who are suspended from school are not allowed on school property (day or night) during the suspension. Students who are caught, observed, or reported by school officials to be on school property during a suspension will receive double suspension time. Students who are suspended from school are not allowed to participate in or attend any school functions or contests and are not allowed on school property for the entire duration of their suspension (this includes weekends).

**Alternative Classroom Placement (ACP):**

When a student is reprimanded for certain violations of the Bath County Code of Acceptable Behavior and Discipline, they may be assigned by the administration to the Alternative Classroom Placement Program. The ACP Program is an alternative to out-of-school suspension because of inappropriate actions taken by students. Students assigned to ACP must report to room #115 each day they are assigned to ACP and remain there all day. ACP students must sit in an assigned study carrel on a stool. Students assigned to ACP are ineligible to participate in any extra-curricular activities on the days and evenings they are assigned to ACP however, ACP students may attend activities. Students assigned to ACP are eligible for weekend activities or contests. ACP students can complete the work assigned in their classes for full credit, but it must be completed by the end of that school day or no credit will be given. Students who have severe back problems that prevent them from sitting on a stool for an entire day may receive a normal chair while in ACP. However, this will only be done if a formal request from a licensed physician is presented to the principal or assistant principal (the letter from the physician must state the medical condition and state that it is a medical necessity for the student to have a chair with a back).

**ACP Program Guidelines:**

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

1. All students assigned to the ACP classroom must report to room #115 immediately after eating breakfast each day and arrive before the morning tardy bell rings! Students who are tardy and arrive within ten (10) minutes of the start of ACP will receive three (3) days break detention. Students who arrive to ACP after ten (10) minutes must make up the time rounded to the nearest full hour.

2. When a student enters the ACP classroom (room 115) they will be required to completely empty their pockets into an assigned storage container. Then the student will be assigned an area for which they are responsible and they must stay in that area for the entire time that they are in the ACP classroom (whether it is one period or several days). Students must stay seated in their assigned area all day long except during the three breaks provided (one in the morning, one directly after lunch, and one in the afternoon).

3. Students in the ACP Program will be video taped to monitor behavior and ensure strict adherence to the rules and procedures of the ACP Program.

4. Students will begin their assignment to the ACP Program by completing two short assignments: (1) ACP students must re-copy all ACP Guidelines and Rules in their own handwriting and (2) all ACP students must write a one-page essay stating what they did to get assigned to ACP and then reflect on their actions by writing down at least two alternative actions that they could have taken that would not have resulted in them being assigned to ACP. The ACP teacher will verify that this is done properly for each student.

5. Each morning, an assigned ACP helper will collect all daily assignments for all ACP students and provide those assignments to the ACP teacher for distribution.
6. The ACP teacher will ensure that all students understand and complete all assignments by the end of the day. The ACP teacher will collect all completed student assignments and return those to the appropriate teachers before the end of that school day! All work completed in ACP is worth full credit!

7. Three (3) STRICTLY supervised five (5) minute bathroom breaks will be provided to students at approximately 10:00 am, 12:30 pm, and at 2:00 pm (these breaks can only be taken when the regular student body is in class and teachers must be in or near the bathrooms with the ACP students). ACP students are NOT allowed to interact with the regular student body at any time of the day.

8. A “Brown Bag” Lunch will be provided to all ACP students each day at approximately 11:30 am in room #115. ACP students are NOT allowed to eat lunch with the regular student body. For lunch, students will receive the same food choices as other students.

9. All ACP students must checkout of the ACP Program each day. To checkout students must do the following: (1) clean their assigned area with paper towels and a spray cleaner, (2) show evidence to the ACP teacher that no vandalism of the ACP classroom occurred, (3) turn in all completed regular classroom work that was assigned, and (4) if this was the first day of ACP for a student, the student must provide the ACP teacher with both ACP assignments (recopying of rules and the reflection on actions assignment).

10. ACP students are not allowed to wear watches or have any time device in their possession (this includes cell phones). Students will be asked to empty their pockets upon arrival to ACP and purses will be held by the ACP teacher in a storage cabinet. Failure to do this will result in an automatic assignment of an additional day of ACP.

**ACP Program Rules:**

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

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

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

**Work Detail:**

Students who are caught drawing, writing, or defacing school property may be assigned work detail in addition to the consequences designated in the Code of Conduct. Students assigned to work detail will have to stay after school for several days for one (1) to five (5) hours after school and help clean the school. At the discretion of the principal, if work detail is used as an alternative to ACP assignment a student will be required to complete twenty (20) hours of work detail during the next ten (10) calendar days. A student who is assigned work detail as an alternative to ACP must stay after the school the first day for a minimum of three (3) hours and then complete the remaining hours in the next ten (10) calendar days. Students who fail to complete assigned work detail will be assigned two (2) full days of ACP with no work detail option – that is one (1) day of ACP for the original consequence and another day ACP for failure to finish work detail that was assigned.
**Alternative Setting:**

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

**Expulsion:**

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

**Levels of Misconduct:**

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

**Level I Misconducts/Consequences:**

Level I Misconducts include the following: Failure to Abide by Classroom Rules*, Failure to Follow Directions, Loitering in Hallway after Movement Bell, Loitering in the Bathrooms, Loitering in the Hallways During Classes, Minor Classroom Disturbances, Minor Disruptive Attitude, Minor Foul Language, Minor Horseplay, Possession of a Tobacco Product**, Possession of a Water Gun***, Public Displays of Affection, Repeatedly Sleeping in Class, and Rude Behavior. The consequences for Level I misconducts are as follows:

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

* Each teacher at BCHS can set individual rules for their classrooms and students must follow these rules.
** Tobacco products will be confiscated and will not be returned!
*** Water guns will be confiscated and returned to the parent of the student upon request. Water guns that are confiscated will not be returned to students!
† The consequence to be assigned to a student for the first violation of a Level I Misconduct is at the discretion of the administrator dealing with the misconduct.
Level II Misconducts/Consequences:

Level II Misconducts include the following: Being Outside of the Main Building, Bullying*, Contributing to an Altercation (carrying tales that cause a fight); Cyber Bullying; Defacing School Property (writing on desks, lockers, tables, walls, etc); Disrespectful Attitude; Disruptive Attitude (includes back talking); Disruptive Horseplay; Excessive Break Detentions; Excessive Visits to the Nurse’s Office (Abuse of Privilege); Flipping Off Another Student; Forgery (Writing or Using a Forged Note); Gambling; Inappropriate Comments; Leaving Class Without Permission (Walking Out of Class); Leaving on the Wrong Bell, Loud Disruptive Behavior During Break and Class Changes; Lying; Mild Disrespect to a Teacher; Moderate Vulgarity; Petty Theft (under $50); Possession of a Prohibited Item/Device; Racial Slurs; Refusal to Change Clothes** that Violate School Dress Code; Skipping Class*** (one class inside building only); Sexual Orientation Slurs; Uncooperative Behavior; Use of a Cell Phone (Talking, Checking Voice Messages, Viewing Pictures, Using Bluetooth, or Text Messaging) during restricted school time****; Use of an Electronic Device; Use of Tobacco Products† (smoking, dipping, and chewing), and Violation of a Behavior Contract. The consequences for all Level II Misconducts are as follows:

First Level II Misconduct: One (1) day in ACP and Notification of Parents (telephone, email, and/or official school letter)

Second Level II Misconduct: Two (2) days in ACP and Notification of Parents (telephone, email, and/or official school letter)

Third Level II Misconduct: Three (3) days in ACP, Mandatory Parent/Student Conference, and Loss of all Extra-Curricular Privileges (participation and attendance) for the remainder of the school year or next school year.

Further Level II Misconducts: Five (5) days in ACP and Mandatory Parent/Student Conference

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

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

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

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

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

Level III Misconducts/Consequences:

Level III Misconducts include the following: Aggressive Behavior, Criminal Mischief, Defiance of Authority, Destruction of School Property, Disrespect to Administration, Disrespect to Faculty/Staff (includes Flipping Off), Extreme Vulgarity, Fighting, Habitual Violation of School Rules (Level II and III only), Inappropriate Use of a Personal Electronic Device During School, Mass Distribution of Pornography with a Personal Electronic Device, Possession of a Narcotic Prescription Medication (Prescription is in Student’s Name and Was Not Given to Nurse as Required by School Policy), Possession of a Non-Narcotic Prescription Medication (Prescription is in Student’s Name and Was Not Given to Nurse as Required by School Policy), Possession of a Pocket Knife with a Blade Under 3”, Refusal to Go to ACP, Skipping School (Includes Leaving Building and Never Showing Up When Sent to School), Tampering with an Alarm System, Tampering with Computer Equipment, Tampering with Fire Alarms, Tampering with Fire Extinguishers, Tampering with Surveillance Cameras, Theft, Threatening to Fight, Trespassing, Vandalism, Verbal Aggression towards a Faculty/Staff Member, Verbal Confrontation with Faculty/Staff Member, and Viewing Pornographic Material. The consequences for all Level III Misconducts include the following:
Level III Misconducts/Consequences (Continued):

**Aggressive Behavior**

First Violation
- Two (2) days Out-of-School Suspension and two (2) days ACP with Parent Notification (telephone, email, or letter)

Second Violation
- Three (3) days Out-of-School Suspension three (3) days ACP with a Required Parent Conference, Loss of all Extra-Curricular Privileges (participation and attendance) for the remainder of the school year or next school year

Further Violations
- Five (5) days Out-of-School Suspension and Recommendation to Alternative Setting or Expulsion

**Criminal Mischief and Destruction of School Property**

First Violation
- Five (5) days of ACP and a Parent Conference Required for Student to Return to School

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

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

*Restitution for any and all damages will be required and the student must participate in any clean up work (work detail) that is needed due to the infraction.*

**Direct Defiance of a Teacher**

First Violation
- Three (3) days in ACP, Behavior Modification Contract, and Parent Notification (telephone, email, or letter).

Second Violation
- Five (5) days in ACP, Required Parent Conference, Loss of all Extra-Curricular Privileges (participation and attendance) for the remainder of the school year or next school year

Third Violation
- Five (5) days Out-of-School Suspension and five (5) days ACP and Parent Conference

Further Violations
- Ten (10) days Out-of-School Suspension and Recommendation to Alternative Setting or Expulsion

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

First Violation
- One (1) day of Out-of-School Suspension and four (4) days ACP with a required Parent Conference

Further Violations
- Five (5) days Out-of-School Suspension, five (5) days ACP, and Recommendation to Alternative Setting or Expulsion

**Disrespect to Administration**

First Violation
- Two (2) days Out-of-School Suspension and two (2) days ACP

Further Violations
- Three (3) days Out-of-School Suspension, three (3) days ACP, and request Alternative Setting or Expulsion (per board policy)
**Level III Misconducts/Consequences (Continued):**

**Disrespect to Faculty/Staff (includes Flipping Off)**
- **First Violation**: Three (3) days ACP and Parent Notification
- **Second Violation**: Five (5) days ACP and Parent Conference
- **Further Violations**: Five (5) days Out-of-School Suspension, five (5) days ACP, and request Alternative Setting or Expulsion (per board policy)

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

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

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

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

When a student has committed more than five (5) Level II and/or Level III misconducts or has acquired more than ten (10) days of ACP or OSS, then the student is considered to be beyond the control of the school. The principal or assistant principal will file “Beyond School Control” with the local courts and request that the student be sent to a detention center for the remainder of the school year. In lieu of “Beyond School Control” charges, the administration has the right to request placement on Alternative Setting and request Expulsion if necessary to protect the learning environment of the school.

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

Students who inappropriately use their phones during allowed times during the school day will receive the following consequences:
- **First Violation**: Two (2) days ACP and Parent Conference / Notification
- **Second Violation**: Three (3) days ACP and Parent Conference / Notification
- **Further Violations**: Five (5) days ACP and Mandatory Daily Cell Phone Confiscation
Level III Misconducts/Consequences (Continued):

**Mass Distribution of Pornography with a Personal Electronic Device**
Students who inappropriately use their personal electronic devices during school time to mass distribute pornography will be disciplined according to the following guidelines.

<table>
<thead>
<tr>
<th>Violation Level</th>
<th>Consequence</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Violation</td>
<td>Five (5) days ACP, Parent Conference, Notification of Law Enforcement Officials</td>
</tr>
<tr>
<td>Further Violations</td>
<td>Ten (10) days ACP, Parent Conference, Notification of Law Enforcement Officials, and Mandatory Daily Cell Phone Confiscation</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Violation Level</th>
<th>Consequence</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Violation</td>
<td>Five (5) days Out-of-School Suspension and Parent Notification</td>
</tr>
<tr>
<td>Further Violations</td>
<td>Ten (10) days Out-of-School Suspension and Recommendation to Alternative Setting or Expulsion (per board policy)</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Violation Level</th>
<th>Consequence</th>
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<tbody>
<tr>
<td>First Violation</td>
<td>Three (3) days ACP and Parent Notification</td>
</tr>
<tr>
<td>Second Violation</td>
<td>Five (5) days ACP and Parent Conference</td>
</tr>
<tr>
<td>Further Violations</td>
<td>Ten (10) days Out-of-School Suspension and Recommendation to Alternative Setting or Expulsion (per board policy)</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Violation Level</th>
<th>Consequence</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Violation</td>
<td>One (1) day Out-of-School Suspension, two (2) days ACP, and Parent Notification</td>
</tr>
<tr>
<td>Second Violation</td>
<td>Two (2) days Out-of-School Suspension, three (3) days ACP, and Parent Conference</td>
</tr>
<tr>
<td>Further Violations</td>
<td>Five (5) days Out-of-School Suspension and Recommendation to Alternative Setting or Expulsion (per board policy)</td>
</tr>
</tbody>
</table>

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

**Skipping School***

<table>
<thead>
<tr>
<th>Violation Level</th>
<th>Consequence</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Violation</td>
<td>Three (3) days in ACP, Parent Conference, and Loss of Hall Pass Privileges</td>
</tr>
<tr>
<td>Second Violation</td>
<td>Five (5) days in ACP, Required Parent Conference, Loss of all Extra-Curricular Privileges (participation and attendance) for the remainder of the school year or next school year</td>
</tr>
<tr>
<td>Third Violation</td>
<td>Ten (10) days in ACP and Parent Conference</td>
</tr>
<tr>
<td>Further Violations</td>
<td>Recommendation to Alternative Setting</td>
</tr>
</tbody>
</table>

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

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

<table>
<thead>
<tr>
<th>Violation Level</th>
<th>Consequence</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Violation</td>
<td>Five (5) days of Out-of-School Suspension, Parent Conference Required for Student to Return to School, and Notification of Law Enforcement Officials</td>
</tr>
<tr>
<td>Further Violations</td>
<td>Ten (10) days of Out-of-School Suspension, Parent Conference Required for Student to Return to School, Notification of Law Enforcement Officials, and request to Board for Expulsion (per board policy)</td>
</tr>
</tbody>
</table>

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

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

<table>
<thead>
<tr>
<th>Violation Level</th>
<th>Consequence</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Violation</td>
<td>Five (5) days of Out-of-School Suspension, Notification of Parents (telephone, email, or letter), and Parent Conference Required for Student to Return to School</td>
</tr>
<tr>
<td>Further Violations</td>
<td>Ten (10) days of Out-of-School Suspension, Notification of Parents (telephone, email, or letter), Parent Conference Required for Student to Return to School, and request to Board for Expulsion (per board policy)</td>
</tr>
</tbody>
</table>

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

**Theft (Valued Over $50, but under $250)***

<table>
<thead>
<tr>
<th>Violation Level</th>
<th>Consequence</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Violation</td>
<td>Three (3) days of ACP and a Parent Conference Required for Student to Return to School</td>
</tr>
<tr>
<td>Second Violation</td>
<td>Five (5) days of ACP, Parent Notification (telephone, email, or letter), Parent Conference Required for Student to Return to School, and Loss of all Extra-Curricular Privileges</td>
</tr>
<tr>
<td>Further Violations</td>
<td>Ten (10) days ACP, Parent Notification (telephone, email, or letter), and request to board for Expulsion (per board policy)</td>
</tr>
</tbody>
</table>

* Restitution or replacement for any stolen items will be required as well as restitution for any damages to school property caused by the theft. The student must participate in any clean-up work (work detail) that is needed as well.
Level III Misconducts/Consequences (Continued):

Threatening to Fight with Another Student

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

Trespassing*

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

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

Possession/Use of a Prohibited Item

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

Vandalism*

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

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

Verbal Aggression towards a Faculty/Staff Member

First Violation Two (2) days Out-of-School Suspension, three (3) days of ACP, and Parent Conference
Further Violations Three (3) days Out-of-School Suspension, five (5) days of ACP, and request Alternative Setting or Expulsion (per board policy)
Level III Misconducts/Consequences (Continued):

**Verbal Confrontation with Faculty/Staff Member**

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

**Viewing of Pornographic Materials (includes “on-line” viewing)**

- **First Violation**: Three (3) days of ACP, Loss of Computer Use Privileges, and Parent Notification (telephone, email, or letter)
- **Second Violation**: Five (5) days of ACP and Parent Conference
- **Further Violations**: Five (5) days of ACP, five (5) days of Out-of-School Suspension and request Alternative Setting or Expulsion (per board policy)

Level IV Misconducts/Consequences:

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

**Activating a False Fire Alarm**

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

**Arson**

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

**Assault and/or Battery of a Another Student**

- **First Violation**: Ten (10) days of Out-of-School Suspension, Notification of Parents (telephone, email, or letter), Notification of Law Enforcement Authorities, and Expulsion Request to Board (per board policy)
Level IV Misconducts/Consequences (Continued):

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

Bomb Threat
First Violation Ten (10) days of Out-of-School Suspension, Notification of Parents (telephone, email, or letter), Notification of Law Enforcement Authorities, and Expulsion Request to Board

Burglary*
First Violation Five (5) days of Out-of-School Suspension, Notification of Parents (telephone, email, or letter), Parent Conference Required for Student to Return to School, and Notification of Law Enforcement Officials

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

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

Distribution and/or Trafficking of Alcohol, Drugs, Look-Alike Substances, and Drug Paraphernalia
First Violation† Notification of Law Enforcement Authorities and Indefinite Suspension to Board for Expulsion

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

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

Further Violations Notification of Law Enforcement Authorities, ten (10) days of Out-of-School Suspension, and request to Board for Expulsion
Level IV Misconducts/Consequences (Continued):

Harassment, Inappropriate Touching, Intimidation, Menacing, and Malicious Remarks

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

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

Physical Aggression towards an Adult

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

Possession of a Firearm

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

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

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

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

Possession of Pornographic Material

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

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

Possession of or Selling of Stolen Property

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

Further Violations  Notification of Law Enforcement Authorities, ten (10) days of Out-of-School Suspension, and request to Board for Expulsion
Level IV Misconducts/Consequences (Continued):

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

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

Sexual Misconduct

First Violation  Ten (10) days of Out-of-School Suspension, Notification of Law Enforcement Authorities, Parent Notification (telephone, email, or letter), Parent Conference Required for Student to Return to School, and Loss of all Extra-Curricular Privileges (participation and attendance) for the remainder of the school year or next school year

Further Violations  Notification of Law Enforcement Authorities, Indefinite Suspension to Board for Expulsion

Threats to Faculty and Staff (Non-Terroristic Threatening)

First Violation  Five (5) days of Out-of-School Suspension, Notification of Parents (telephone, email, or letter), and Parent Conference Required for Student to Return to School

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

Terroristic Threatening*

First Violation  Ten (10) days of Out-of-School Suspension, Notification of Parents (telephone, email, or letter), Notification of Law Enforcement Officials*, and request to Board for Expulsion

* Students should realize that terroristic threatening is punishable with up to 12 months in jail. Effective June 2001, terroristic threatening is a crime in the state of Kentucky (KRS 508.080). A person is guilty of terroristic threatening when:
(a) He or she threatens to commit any crime likely to result in death or serious physical injury to another person or likely to result in substantial property damage to another person; or
(b) He or she intentionally makes false statements for the purpose of causing evacuation of a building, place of assembly, or facility of public transportation. Students who threaten to cause harm to another student or any member of the faculty or staff at Bath County High School will be dealt with according to consequences outlined above.

Under the Influence of Drugs or Alcohol at School*

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

* If the administration has reasonable suspension that a student may be under the influence of alcohol or drugs and in attendance at school the student will be punished according to the consequences outlined above. The administration reserves the right to use breathalyzers to confirm suspicion of drinking at school or being under the influence of alcohol at school. If there is reasonable suspicion that a student is under the influence of drugs at school, the student will be disciplined also. However, if the student wants to prove innocence they may volunteer for drug testing. The test must be taken at the school or within 24 hours of the incident and the student/parent must submit an original verifiable test to the administration at least three (3) days prior to the date of the scheduled expulsion hearing. If the drug test comes back negative and is verifiable, any consequences assigned will be revoked.
Level IV Misconducts/Consequences (Continued):

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

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

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

**Use of a Weapon**

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

**Accomplices to a Misconduct:**

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

**Non-Compliance with Disciplinary Consequences:**

Students who do not complete punishments received for misconducts that are assigned by the Principal or Assistant Principal will be subject to further disciplinary actions. Students who miss school and are unable to attend a time-out assignment, time-up assignment, ACP assignment, or after-school detention must make up the punishment immediately upon return to school. After-school detention must be made up on the next day that after-school detention is held. Students who attend school and are unable to attend after-school detention due to any reason, including medical appointments, must provide a valid written excuse to the principal or assistant principal at least one day before the assigned detention. Students who skip ASD will be assigned to one day ACP on the next school day. Finally, excuses for missing an assigned ASD will not be accepted the day after a detention is missed.

Students who fail to complete the full out-of-school suspension assigned by the school and thus return to school early will receive three (3) additional days of out-of-school suspension. This especially applies when school is closed due to inclement weather. When the school is closed due to inclement weather, the snow day does not count as a suspension day.
School Cancellations and Suspension:
When a student is suspended from school and school is cancelled for any reason (including weather related closures), the cancelled dates do not count as suspension dates. When a student is suspended they are ineligible to attend school for the number of days assigned by the administration as a consequence for misconduct.

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

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

**Conduct on a School Bus:**

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

**Bus Misconducts:**

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

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

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

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

The administration reserves the right to invoke harsher consequences for student misconducts that blatantly endanger the lives of other students or the driver. Examples may include assault, vandalism, extreme fighting (involving blood), etc.

**Alternative Consequences for Bus Misconduct:**

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

<table>
<thead>
<tr>
<th>Level I Misconduct:</th>
<th>Alternate ACP Consequence:</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Bus Misconduct</td>
<td>Warning</td>
</tr>
<tr>
<td>Second Bus Misconduct</td>
<td>1 (one) Day of ACP</td>
</tr>
<tr>
<td>Third Bus Misconduct</td>
<td>3 (three) Days of ACP</td>
</tr>
<tr>
<td>Subsequent Bus Misconducts</td>
<td>5 (five) Days of ACP</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Level II Misconduct:</th>
<th>Alternate ACP Consequence:</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Bus Misconduct</td>
<td>3 (three) Days of ACP</td>
</tr>
<tr>
<td>Second Bus Misconduct</td>
<td>5 (five) Days of ACP</td>
</tr>
<tr>
<td>Third Bus Misconduct</td>
<td>10 (ten) Days of ACP</td>
</tr>
<tr>
<td>Subsequent Bus Misconducts</td>
<td>None</td>
</tr>
</tbody>
</table>

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*Bath County High School*  
*Working Together to Make Our High School Even Better...*
Extra-Curricular Activities:

Extra-curricular Eligibility:

Bath County High School makes every effort to offer our students a variety of extra-curricular activities in which our students can participate. Our school offers the following extra-curricular activities: academic team, baseball, basketball, cheerleading, cross country, football, golf, soccer, softball, and track & field. In order for any student at Bath County High School to participate in any extra-curricular activities, the student must meet the following requirements:

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

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

2. Students must be passing two-thirds (2/3) of their classes at all times to be eligible to participate in any extra-curricular activity. To verify eligibility, the athletic director will check Extra-Curricular Student Eligibility on every Friday of the season for each extra-curricular activity that a student is involved. The eligibility will be checked using iCampus! The KHSAA policy on this reads as follows: "On a weekly basis, a student shall also be passing [cumulatively for the credit period] in at least ... the equivalent of four hours of instruction acceptable to graduation in order to be eligible to participate in athletics during the next seven day period (Monday through Sunday) and through the next opportunity to examine grades in this manner. No special tests or recitations are to be given for the purpose of making the student eligible."

3. Students must be in school AT LEAST ½ the school day in order to practice that afternoon or compete that afternoon. Students who are absent all day may only participate and compete if they provide the school, athletic director, or coach a valid excuse for missing so that the absence is an excused absence.

4. Students must maintain satisfactory attendance and be punctual to school and class. Any student who acquires more than six (6) unexcused absences during a school year is ineligible to participate in any extra-curricular activity or event until the next school year. Students who accumulate excessive tardies to school (more than twelve (12) unexcused tardies) will be ineligible to participate in extra-curricular activities for that school year.

5. Students who are involved in extra-curricular activities or programs who do not follow school rules may become temporarily or completely ineligible to participate in extra-curricular activities. Violations of the school discipline code that result in student assignment to a full day of ACP, OSS, or Saturday School will result in extra-curricular ineligibility during the day(s) that the student is assigned to ACP, OSS, or Saturday School. See Code of Conduct in this handbook for further information.
Drug Testing Program:

**Drug Testing Consent:**

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

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

1. Pupil athletes must submit the Consent to Test Form on or before the first day they participate in practice. Failure to do so will result in ineligibility for participation in the athletic endeavor until the form is submitted and at the discretion of the Athletics Director.
2. Pupils involved in co-curricular activities or school clubs must submit the Consent to Test Form by no later than their attendance at the first meeting. Failure to do so will result in ineligibility for participation in said activity.
3. Pupils who are granted a parking permit for on campus parking must submit the Consent to Test Form prior to the first day of parking. Failure to do so will result in ineligibility to park on campus.
4. Pupils who have violated the District Under the Influence in School Policy will be required to submit a Consent to Test Form prior to their return to school following suspension unless they have a current Consent to Test Form already on file.
5. Pupil volunteers for the Program shall be entered into the Testing Pool once they submit the Consent to Test form.
6. Pupils remain eligible for random drug testing from the date the Consent to Test Form is turned in through the ENTIRE current school year, whether or not they have been previously tested or are currently participating in athletics or co-curricular activities at the time they might be randomly selected for a drug test.
7. The district will test NO less than 25% of the total number of pupils in the Testing Pool at some point during the current school year. This policy applies to all students, grades six (6) through twelve (12), who choose to participate in any extracurricular activity, including athletes at the varsity and/or junior varsity levels, and students who drive or park on school property.

**Drug Testing Pool:**

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

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

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

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

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

Specific Drug Testing Process:

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

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

Overview of Drug Testing Schedule:

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

Confidentiality of Testing:

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

First Violation:

1. Any student who violates the drug use policy, shall be suspended for the next three (3) consecutive weeks of the athletic season, suspended for the next three (3) consecutive events of the extracurricular or athletic activity, whichever is greater, or lose driving privileges for the next three (3) consecutive weeks. Students suspended for athletic activities shall follow the same procedures as those suspended for academic reasons. If the violation occurs at the end of a season, the student’s suspension shall carry over to the next season of the school year.

2. Before reinstatement to the team or extracurricular activity or driving privileges, the student must submit to a new drug test administered in accordance with the same procedures utilized for random drug testing. A negative result will allow the student’s reinstatement; however, a positive result will be treated as a SECOND VIOLATION.

Second Violation:

1. For a second violation, the student participant shall be suspended for the next nine (9) consecutive interscholastic events or nine (9) consecutive weeks, whichever is greater in time. Student drivers with a second violation shall be denied permission to drive and/or park on school property for the next nine (9) consecutive weeks of school. If necessary, the suspension shall carry over to the student’s subsequent participation on another athletic team and/or the following season.

2. Before reinstatement to the activity after a second violation, the student participant must submit to a new drug test administered in accordance with the same procedures utilized for random drug testing. A positive result shall be treated as a THIRD VIOLATION.

3. If a student is reinstated to the activity following a second violation, the student’s participation in another activity shall not be restricted solely because of the existence of the second violation, as long as the student has completed the period of suspension and the required chemical dependency program and was appropriately reinstated to the prior activity. If the student elects not to seek reinstatement to an activity after a second violation (either because of the student’s own election or because the season concluded prior to the expiration of the student’s period of suspension), the student is still required to serve the unexpired portion of the suspension before becoming eligible for any other athletic activity.

4. A student serving a suspension for one sport may try out for a second sport if the student provides a negative drug test result from the testing laboratory under contract. If the student makes the team, prior to participation, the student must serve the unexpired portion of the previous suspension. The student must submit to a new drug test administered in accordance with the same procedures utilized for random drug testing. A positive result shall be treated as a THIRD VIOLATION.

Third Violation:

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

Additional Violations:

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

A
Accomplices to a Misconduct 69
ACP Program Guidelines 56
ACP Program Rules 57
Activating a False Fire Alarm 65
After-School Detention 55
Aggressive Behavior 60
Alternative Classroom Placement (ACP) 56
Alternative Consequences for Bus Misconduct 72
Alternative Setting 58
Announcements 37
Arriving at School 18
Arson 65
Assault and/or Battery of a Another Student 65
Assault and/or Battery of a School Employee 66
Attendance Incentives 47
Attendance Policy (Expectations) 45
Attendance Requirements for Receiving Credit 49
Available Clubs and Organizations 37
Accomplices to a Misconduct 69
ACP Program Guidelines 56

B
Bathroom and Hallway Supervision 18
Behavior Expectations for Students 52
Beta Club Eligibility 38
Bomb Threat 66
Break Detention 55
Burglary 66
Bus Misconducts 71
Bus Notes 35
Bus Transportation 35

C
Cafeteria Program 35
Cancellation Due to Inclement Weather 16
Career Ready Diploma 26
Cell Phones, I - Pods, and Other Devices 53
Changing Classes 18
Changing Grades 30
Changing Schedules 32
Class Officers 29
Class Tardy (Definition) 44
Club Days/Meetings 38
College Bound Students 24
College Ready Diploma 25
Conduct at School Events 39
Conduct on a School Bus
Confidentiality of Testing
Consequences for Being Tardy to Class
Consequences for Dress Code Violations
Consequences for Drug Violations
Consequences for Unexcused Absences
Consequences for Unexcused Tardies
Consequences for Violations of the Parent Code of Conduct
Corporal Punishment
Correspondence Courses
Course Selection
Course Sequencing
Course Syllabi
Credit Recovery Program
Criminal Mischief
Custodial Staff

Dances
Destruction of School Property
Direct Defiance of a Teacher
Direct Defiance of the Principal or Assistant Principal
Disrespect to Administration
Disrespect to Faculty/Staff (includes Flipping Off)
Distribution and/or Trafficking of Alcohol
Distribution and/or Trafficking of Drug Paraphernalia
Distribution and/or Trafficking of Drugs
Distribution and/or Trafficking of Look-Alike Substances
Dress Code (Appropriate Clothing)
Drug Dogs
Drug Testing Consent
Drug Testing Pool
Drug Testing Procedures
Dual Credit Courses
Due Process

Early Graduation
Early Intervention Program
Earning Credits
Eating and Drinking in Classrooms
Educational Enhancement
Educational Fieldtrips
End of Course Assessments
End of the Day Dismissal
Excessive Break Detention
Excessive Medical Excuses
Excused Absences
Expulsion
Extended School Services
Extortion
Extracurricular Eligibility
Extreme Bus Misconducts
**F**
- Faculty and Staff Listing
- Fighting
- Fire Drills
- Free and Reduced Lunch Program

**G**
- General Diploma Requirements (Class of 2014)
- General Diploma Requirements (Class of 2015)
- General Diploma Requirements (Class of 2016)
- General Diploma Requirements (Class of 2017)
- Grade Level Assignments
- Grade Point Average
- Grading Scales
- Graduation Date Policy
- Grievance and Appeal Process
- Guidance Counselors

**H**
- Habitual Truancy (HB 72 and KRS 159.150)
- Habitual Violation of School Rules (Level II and Level III)
- Hall Passes
- Harassment
- Homebound Services
- Honors Board
- Honors Classes

**I - J**
- Immunization Certificates
- Important Addresses
- Inappropriate Use of a Personal Electronic Device During School
- Independent Study
- Individual Learning Plans
- Intimidation
- Immunization Certificates

**K - L**
- Leaving School Early (Checking Out)
- Level I Misconducts/Consequences
- Level II Misconducts/Consequences
- Level III Misconducts/Consequences
- Level IV Misconducts/Consequences
- Levels of Misconduct
- Library/Media Center
- Lock Down
- Locker and Student Searches
- Lost and Found Service
### M

| Major Parking Infractions Consequences | 42 |
| Make-Up Work | 51 |
| Malicious Remarks | 67 |
| Mass Distribution of Pornography with a Personal Electronic Device | 62 |
| Menacing | 67 |
| Meningococcal Disease Information (HB 475) | 9 |
| Minor Parking Infractions Consequences | 42 |

### N - O

| Non-Compliance with Disciplinary Consequences | 69 |
| Nurse Excuses (Sickness) | 47 |
| One Hour Delay Bell Schedule | 16 |
| Open Houses | 38 |
| Other Prohibited Items | 53 |
| Overview of Drug Testing Schedule | 75 |

### P

| Parent Code of Conduct at School Events | 39 |
| Parent Notes | 46 |
| Parent Notification | 45 |
| Parent Volunteers | 9 |
| Parent/Teacher Conferences | 38 |
| Parking Eligibility | 42 |
| Parking Rules | 41 |
| Perfect Attendance Exemption Policy | 31 |
| Pest Management | 9 |
| Physical Aggression towards an Adult | 67 |
| Possession of a Deadly Weapon Other than Firearm | 67 |
| Possession of a Firearm | 67 |
| Possession of a Narcotic Prescription Medication | 62 |
| Possession of a Non-Narcotic Prescription Medication/OTC Stimulants | 62 |
| Possession of a Pocket Knife with a Blade 3” or Longer | 67 |
| Possession of a Pocket Knife with a Blade Under 3” | 62 |
| Possession of or Selling of Stolen Property | 67 |
| Possession of Pornographic Material | 67 |
| Post-Secondary Visitations | 51 |
| Prescription Medication | 20 |
| Principal Excuses (Emergencies) | 46 |
| Prom (Junior/Senior) | 40 |
| Public Displays of Affection (PDA) | 53 |
| Punishments Used for Student Misconducts | 54 |

### R

<p>| Recognition of College Bound / College Ready Students | 25 |
| Refusal to Go to ACP | 62 |
| Regular Bell Schedule | 15 |
| Repeating Classes | 32 |
| Requirements for Graduation | 21 |
| Robbery/Grand Larceny | 68 |</p>
<table>
<thead>
<tr>
<th>S B D M. Council Members</th>
<th>10</th>
</tr>
</thead>
<tbody>
<tr>
<td>Saturday School</td>
<td>55</td>
</tr>
<tr>
<td>SBDM Teacher Election</td>
<td>10</td>
</tr>
<tr>
<td>School Assemblies</td>
<td>20</td>
</tr>
<tr>
<td>School Calendar</td>
<td>11</td>
</tr>
<tr>
<td>School Cancellations and Suspension</td>
<td>70</td>
</tr>
<tr>
<td>School Nurse</td>
<td>34</td>
</tr>
<tr>
<td>School Tardy (Definition)</td>
<td>44</td>
</tr>
<tr>
<td>School Telephone Numbers</td>
<td>8</td>
</tr>
<tr>
<td>School Visitors</td>
<td>19</td>
</tr>
<tr>
<td>Senior Writing Portfolio</td>
<td>28</td>
</tr>
<tr>
<td>Severe Weather Drills (Earthquake and Tornado)</td>
<td>19</td>
</tr>
<tr>
<td>Sexual Misconduct</td>
<td>68</td>
</tr>
<tr>
<td>Skipping School</td>
<td>63</td>
</tr>
<tr>
<td>Sleeping in Class</td>
<td>52</td>
</tr>
<tr>
<td>Specific Drug Testing Process</td>
<td>75</td>
</tr>
<tr>
<td>Student Enrollment</td>
<td>17</td>
</tr>
<tr>
<td>Student Honor Roll</td>
<td>30</td>
</tr>
<tr>
<td>Student Progress Reports</td>
<td>30</td>
</tr>
<tr>
<td>Study Zone</td>
<td>33</td>
</tr>
<tr>
<td>Suspension</td>
<td>56</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>T</th>
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</thead>
<tbody>
<tr>
<td>Tampering with an Alarm System</td>
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<tr>
<td>Tampering with Computer Equipment</td>
</tr>
<tr>
<td>Tampering with Fire Alarms</td>
</tr>
<tr>
<td>Tampering with Fire Extinguishers</td>
</tr>
<tr>
<td>Tampering with Surveillance Cameras</td>
</tr>
<tr>
<td>Terroristic Threatening</td>
</tr>
<tr>
<td>Textbooks</td>
</tr>
<tr>
<td>Theft</td>
</tr>
<tr>
<td>Threatening to Fight with Another Student</td>
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<tr>
<td>Threats to Faculty and Staff (Non-Terroristic Threatening)</td>
</tr>
<tr>
<td>Time-Out</td>
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<tr>
<td>Time-Up</td>
</tr>
<tr>
<td>Tobacco Products (Possession and Use of Tobacco)</td>
</tr>
<tr>
<td>Trespassing</td>
</tr>
<tr>
<td>Two Hour Delay Bell Schedule</td>
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<tbody>
<tr>
<td>Under the Influence of Drugs or Alcohol at School</td>
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<tr>
<td>Unexcused Absences</td>
</tr>
<tr>
<td>Use of a Prohibited Item</td>
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<tr>
<td>Use of a Weapon</td>
</tr>
<tr>
<td>Use or Possession of Alcohol</td>
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<tr>
<td>Use or Possession of Drug Paraphernalia</td>
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<tr>
<td>Use or Possession of Drugs</td>
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<td>Use or Possession of Look-Alike Substances</td>
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</table>
Student Name___________________________________________________________

I hereby authorize this health care provider to release the information requested on this form for my child listed above. __________________________________________

Parent or Guardian signature

IMPORTANT NOTE: The above child has missed ten (10) or more school days already this year due to medical absences. In order to keep our students in school as much as possible and ensure a quality education for our students, we ask that the doctor or ARNP complete this form and return it to the school with the student. A regular excuse will not be accepted for this student due to excessive medical absences that have already occurred.

Date of Appointment______________________
Time of Appointment ___________ Time In:_______ Time Out:________

Reason for Appointment (i.e. routine office visit, follow up visit, orthodontist, dentist, emergency, tests)
____________________________________________________

Was it medically necessary for this student to be absent on date of appointment?  
Yes ___  No___  Comments____________________________________________________

If no, would student have missed all day due to office location, etc.? Yes ___  No ___

Will this student need to be absent more than one day?  Yes ___  No ___
If yes, how long? ____________________________________________________________

(If this student will be out for ten days or longer, please complete a homebound application.)

This student may return to school on _______________________________ (Date)

Health Care Provider: _____________________________________________________
Name & Address: ___________________________________________________________

_________________________________________________________________________

Phone____________________ Fax _____________________

Signature of Physician/ARNP _____________________________________________

Date _______________________  Rev. 7/2010

Return this completed form to the attendance office within ten (10) days of appointment!
To request an absence to attend or participate in an educational activity, please complete this application form and return it to your school principal at least five (5) days prior to the absence. Such an absence as requested by this signed application and approved by the school principal will be considered an excused absence. The major intent of the activity must be educational in order for the student to be granted this type of absence. The proposed activity must have curriculum (e.g. art program, dance programs, State Fair activities, workshops that are educational in nature, college visits, etc.). The principal will use his/her good judgment to determine if the activity meets guidelines. A student may be approved for up to ten (10) days of absence per year for this purpose. Students who are granted an absence under this law will be allowed to make up all school work. Student grade cannot be affected by lack of attendance or participation in classes for approved days. This type of absence cannot occur during the school’s fall or spring state testing window or during the first five (5) and last five (5) days of each semester. Decisions may be appealed to the Superintendent and then to the Board of Education.

**Student Information:**
Student Name: ____________________________ Grade Level: ___________
Date of Birth ______________ Age: _______ Home Phone: ________________

**Educational Enhancement Information:**
Beginning Date: __________ End Date: ________ Total Days to Be Missed: ________
Destination for Educational Enhancement: _______________________________________

Please explain the nature of the event the student will be attending and how the activity meets the criteria of (1) having an educational purpose, (2) having “significant educational value,” and (3) how the activity is directly related to one of the core curriculum subjects of English, science, Mathematics, social studies, foreign language or the arts. Please discuss in detail in the space provided below the events that will occur that will be educational in nature. Feel free to attach a schedule of activities/Events to be attended. Use the space provided below or the back of this form.

____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________

Signature of Student ___________________________________________ Date ____________

Signature of Parent/Guardian ______________________________________ Date ____________

Signature of Principal ____________________________________________ Date ____________

Return this completed form to the Bath County High School Attendance Office at least five (5) days before the date of the requested Educational Enhancement.

# of **Excused** Absences To Date: _______ # of **Unexcused** Absences To Date: _______

# of **Total** Absences to Date: _______

Must Be Completed by School Attendance Staff

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**Educational Enhancement Request Form EHO8**
Bath County High School
645 Chenault Drive
Owingsville, Kentucky 40360
Phone 606-674-6325 / Fax 606-674-9188
Bath County High School offers a variety of services to our students and their parents, we also make every effort to communicate with the parents/guardians of our students, and we make every attempt to keep our school safe and orderly. Below is a list of services and publications that we offer our students at Bath County High School, from the following list please check the boxes for each service that you grant permission for your child to receive and check the boxes acknowledging receipt of important school policies and publications:

- **Guidance Counseling**: I give permission for my child to receive services from the counseling program at Bath County High School. The guidance program is designed to assist students in making the most of their educational experience. The counselors will work with students to improve their emotional well being, academic progress, personal development, and social development.

- **Permission to Publish**: I give permission for Bath County High School, District personnel, or other District-authorized persons to record and use the recorded image, voice, or work of my child/student (photographed, filmed, taped, or digitally recorded) for public awareness purposes, including publication on the school and/or District’s web site, local media, and in school yearbooks. I understand that my child may be videotaped or photographed during classroom activities or special projects in which my child may participate during or after the school day for public awareness or fund-raising purposes.

- **High School Handbook Acceptance**: I have received a copy and understand the Bath County High School Student and Parent Handbook. The handbook includes most of the operational policies and school procedures as well as the Student Code of Acceptable Behavior (this includes consequences for student misconduct) and a copy of the attendance policy. Parents and students are required to acknowledge receipt of the handbook.

- **District Handbook Acceptance**: I have received a copy and understand the Bath county School District Handbook. The handbook includes most of the district’s operational policies and procedures. Parents and students are required to acknowledge receipt of the handbook.

---

Student Signature ____________________ Date ________________  
Parent/Guardian Signature ____________________ Date ________________  

This form is continued on the back
Bath County High School will not release any student to leave school or allow anyone visiting the school to talk to a student unless that person has been authorized to do so by the parent/guardian of the student. This form will be used to identify people wishing to pick up a student. Social security numbers will only be used for identity purposes and must be included on this form! Persons not on this form will not be allowed to pick up a student or talk to that student. Also the bottom information will assist us in the event that an emergency occurs and we need to contact someone about a student.

Thank you,

Paul W. Prater
Principal

I authorize the persons listed below to pick up my child and/or to talk to my child in the office at the school. I also understand that under no circumstances will any student be released early to leave school unless the person(s) are authorized by the parent/guardian and thus included on this permission form. Any changes that need to be made to this form during the school year must be made by the parent/guardian who signed this form and must be made in person at the school in the main office.

<table>
<thead>
<tr>
<th>Primary Parent/Guardian Name</th>
<th>Social Security #</th>
<th>Relationship</th>
<th>Telephone #</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mother</td>
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<tr>
<td>Father</td>
<td>- -</td>
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<tr>
<td>Guardian</td>
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</tbody>
</table>

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<thead>
<tr>
<th>Home Telephone</th>
<th>Work Telephone</th>
<th>Emergency Telephone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Other Authorized Persons’ Names</td>
<td>Social Security #</td>
<td>Relationship</td>
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</table>

Student Name: ____________________________
Grade: _________

Student Signature ____________________________ Date ____________

Parent/Guardian Signature ____________________________ Date ____________
This form is to be filled out and returned to the office at the beginning of each new school year. This information is being collected by the school system as a part of a State of Kentucky survey about the computer resources in the homes of Kentucky.

Please Print and Write Legible:

Student Name: ____________________________________________________  
Grade: _____________________  Homeroom/Study Zone: ________________________
Parent/Guardian Name: _________________________________________________________

Please Answer Each Question:

Do you have a computer in your home?  ______ yes  ______ no

If you have a computer, is it less than 5 years old?  ______ yes  ______ no

Do you have Internet access at home?  ______ yes  ______ no

If you have Internet access at home, please check the type of connection

_____ Dial-Up  
_____ Cable Modem  
_____ DSL  
_____ Satellite Dish  
_____ Telephone  
_____ Other (Please explain) ________________________________

Have you accessed the Infinite Campus Parent Portal during the previous school year to check your child’s attendance, grades, or information?  ______ yes  ______ no

We sincerely appreciate your time in completing this survey. Please return this completed form to the high school within the first five (5) days of school. This form is going to the Board Office as part of a state survey about computer resources in Kentucky.
This form is to be filled out and returned to the office at the beginning of the school year. This form grants permission for a student to access networked services such as eMail and Internet and allows texting.

Please Print and Write Legible:

Student Name: ________________________________________________________________

Parent/Guardian Name: _________________________________________________________

Student (Please Read Carefully and Sign):

I have read the District’s Acceptable Use Policy, understand the policy, and agree to comply with the policy as stated. Should I violate the policy, I understand that I may lose network privileges.

____________________ ______ ________________
Student Signature Date

Parent/Guardian (Please Read Carefully and Sign):

As the parent or legal guardian of the student signed above, I grant permission for the student to access networked services such as e-mail and the Internet. The District uses software to control access to objectionable material on the Internet and provides supervision of student computer use. However, I understand that some material accessed on the Internet may be objectionable. I accept responsibility for providing the student guidance on Internet access. By signing this form, you hereby accept and agree that your child’s rights to use the electronic resources provided by the District and/or the Kentucky Department of Education (KDE) are subject to the terms and conditions set forth in District policy/procedure. Please also be advised that data stored in relation to such services is managed by the District pursuant to policy 08.2323 and accompanying procedures. You also understand that the e-mail address provided to your child can also be used to access other electronic services or technologies that may or may not be sponsored by the District, which provide features such as online storage, online communications and collaborations, and instant messaging. Use of those services is subject to either standard consumer terms of use or a standard consent model. Data stored in those systems, where applicable, may be managed pursuant to the agreement between KDE and designated service providers or between the end user and the service provider. Before your child can use online services, he/she must accept the service agreement and, in certain cases, obtain your consent.

____________________ ______ ________________
Student Signature Date

Parent Permission for Text Messaging, Instant Messaging, and Social Media:

We understand that our daughter/son may be allowed to participate in exchange of text messaging, instant messaging, or social media for a class, club, team, activity, event, or instruction with the approval of the Principal/designee. We grant permission for the use of text messaging, instant messaging and/or social media for school related matters.

____________________ ______ ________________
Parent Signature Date

Student Permission for Text Messaging, Instant Messaging, and Social Media:

I, the student, give permission for the use of text messaging, instant messaging and/or social media for school related matters.

____________________ ______ ________________
Student Signature Date

Please return this agreement to the high school within the first five (5) days of school. Without this signed form a student will not be given an eMail account or allowed Internet access.
Bath County High School
“Drug Testing Consent Form”

No pupil shall purchase, possess, attempt to possess, use, be under the influence of, sell, transfer any of the following on or about school property, at any location of a school-sponsored activity, or en route to or from school or a school-sponsored activity:

1. alcoholic beverages;
2. controlled drug substances* and drug paraphernalia;
3. substances that “look like” a controlled substance. In instances involving look-alike substances, there must be evidence of the student’s intent to pass off the item as a controlled substance.
4. any prescription or non-prescription medication for the purpose of sale, distribution, or use (unless otherwise permitted by Board policy).

* A controlled substance means any substance or immediate precursor listed in Chapter 218A of the Kentucky Revised Statutes or any other substance which may be added by the Kentucky Department of Health Services under the regulations pursuant to KRS 218A.010, and marijuana.

Violation of this policy shall constitute reason for disciplinary action including suspension, assignment to the Alternative Education Program, or expulsion from school and loss of driving privileges, and suspension or dismissal from athletic teams, extracurricular activities, and/or other school-sponsored activities. Violations of this policy that involve the sale or trafficking of a controlled substance shall be referred to the Board of Education for the administration of disciplinary action.

Student Driver/Extracurricular/Athletic Participant

Printed Student Name: ____________________________

Printed Parent/Guardian Name: ____________________________

We have read and understand the Bath County Schools Board Policy 09.423 dealing with the Use of Alcohol, Drug and other Controlled Substances for Students and corresponding procedures 09.423 AP1. I understand by signing this consent form I agree to be bound by the terms and conditions contained in the above mentioned Bath County Schools Board policy. Our signatures grant consent for Bath County Schools to perform random drug testing through urinalysis.

Student Signature: ____________________________ * Date: ________

Parent Signature: ____________________________ * Date: ________

Witness Signature: ____________________________ * (REQUIRED)

*This document is not valid unless it is signed by the student and parent/guardian and the signatures witnessed by a third party person who saw the others sign. Return the form to your coach/sponsor/office.
Bath County High School
Working Together to Make Our High School Even Better…
Consistent with the Family Educational Rights and Privacy Act (FERPA), parents (or students 18 or older) may direct the District not to disclose directory information listed below. We are required to disclose a student’s name, address, and telephone listing at the request of Armed Forces recruiters, unless a parent or secondary school student, regardless of age, requests that this information not be disclosed.

_________________
_________________
______________________________

Bath County High School
School

Dear Parent/Eligible Student,

This letter informs you of your right to direct the District to withhold release of student directory information for your child identified as written above. Following is a list of items that the District considers student directory information. If you wish information to be withheld, please choose one (1) of the two (2) options below in both Sections I and II. Choose Option 1 if the District may not release any item of directory information; Option 2, if the District may release only selected items of information. Then check those items that may be released. Please be advised that parents cannot prevent the school from using directory information on District-issued ID cards or badges.

If we receive no response within thirty (30) days of the date of this letter, all student directory information will be subject to release without your consent. If you return this signed form on time, we will withhold the directory information consistent with your written directions, unless disclosure is otherwise required or permitted by law. Once there has been an opt-out of directory information disclosure, the District will continue to honor that opt-out until the parent or the eligible student rescinds it, even after the student is no longer in attendance.

Student Directory Information Listing

Section I

Third Parties, Limited to Institutions of Higher Education & Potential Employers

(Parent or student 18 or older may sign below to direct the District to withhold information in this section.)

CHOOSE ONE OF THE OPTIONS BELOW:

☐ Option 1: The District MAY NOT RELEASE ANY information listed below.

☐ Option 2: The District MAY RELEASE ONLY the information checked below.

If you choose Option 2, check the item(s) of information listed below that the District may release.

☐ Student’s name
☐ Student’s address
☐ Student’s school email address
☐ Student’s telephone number
☐ Student’s date and place of birth
☐ Student’s major field of study
☐ Information about the student’s participation in officially recognized activities and sports

Section II

Armed Forces Recruiters

(Parent or secondary school student, regardless of age, may sign below to direct the District to withhold information in this section.)

Choose one of the Options below:

☐ Option 1: The District MAY NOT RELEASE ANY information listed below.

☐ Option 2: The District MAY RELEASE ONLY the information checked below.

If you choose Option 2, check the item(s) of information listed below that the District may release.

☐ Student’s weight and height (if a member of an athletic team)
☐ Student’s dates of attendance
☐ Degrees, honors and awards the student has received
☐ Student’s photograph/picture
☐ Most recent educational institution attended by the student
☐ Grade level

☐ Student’s name
☐ Student’s address
☐ Student’s telephone number (if listed)

NOTE: If directed to withhold a student’s name, grade level, or photograph, THAT information will not be included in any school OR DISTRICT publication released to the public. A Parent wishing to permit SUCH information about his/her child (name, picture, etc.) to be included in a school or district publication (yearbook, sports program, etc.) that is sold for fund-raising purposes must provide written consent for such purposes.

_________________________________________________
Parent/Student Signature

_________________________________________________
Date